

Faculty Direction and Resource Plan for 2005 – 2006

FACULTY OF INFORMATICS

PART D

Collated First Quarter Progress Report

4.1 Learning and Teaching

4.1.1 Student Learning (content and academic support)

Objective/s* <i>(What do you intend to do?)</i>	Strategy/ies <i>(How do you intend to achieve this?)</i>	How do you intend to measure/review progress	Quarterly report period 1: 29 July 2005
Provide an effective educational experience for all our students that will produce quality graduates.	<p>Improve pass rates in first year subjects that have high failure rates as follows:</p> <ol style="list-style-type: none"> 1. Identify at least one subject per session with recent failure rates above 25% within each School. 2. Implement change evaluation process to identify next steps for improvement. 3. Identify and investigate student, systemic and program factors causing problems. 4. Help develop Faculty Service Agreements (FSA), ESDF or other applications to gain funding support to implement changes. 5. Identify and assist in planning and/or mentor lecturers to encourage 	<ul style="list-style-type: none"> ➤ Completion of review (1-3): one subject per session per School. ➤ Development of two successful ESDF (or similar) applications per year. ➤ Implementation of subject improvements (5): two subjects per year. ➤ Completion of follow-up evaluation/s (6): ongoing. ➤ Increase in pass rates for reviewed subject/s to be greater than 75% without compromising standards. ➤ Increase in pass rates for subsequent subject/s. <p>Responsibility: QUALITY 101 Working Party (FEC)</p> <p>Consultation: Heads of Schools, SECs and individual lecturers of identified subjects</p>	<ul style="list-style-type: none"> ▪ Reviews in progress or completed for MATH121, MATH 141, MATH161 & CSCI124. ▪ CSCI114 changes implemented with failure rate falling from 34.5% to 29%; further changes to be adopted. ▪ STAT131 assessment timing to be re-assessed. ▪ Further development of resources for MATH141 in Spring 2005 with implementation in Autumn 2006. ▪ One URC application in progress and an ARC application pending. ▪ Community Grant to assist in developing a Summertime Math Project, targeting students prior to university entrance not successful.

	<p>implementation of subject improvements to address problems.</p> <p>6. Implement follow-up evaluation – with particular attention paid to subject transition to new lecturers – and identify "second" steps for improvement.</p>		
	<p>Reinstate mentoring scheme for "at risk" first-year undergraduate SITACS students:</p> <ol style="list-style-type: none"> 1. Identify "at risk" students 2. Allocate identified students to mentors 3. All students to meet with mentors minimum of once per academic year 	<ul style="list-style-type: none"> ➤ Database of "at risk" students developed ➤ Mentors identified and allocated ➤ Program commenced: start of Spring 2005 <p>Responsibility: SITACS (SEC)</p>	<ul style="list-style-type: none"> ▪ Student cohort identified and Database created using Autumn 2005 failures as baseline. ▪ Students contacted and asked to attend a forum on 18 August 2005.
	<p>Update TAFE and domestic private provider articulation arrangements by organising meetings with TAFE and private providers.</p>	<p>Meeting held and action list developed.</p> <p>Responsibility: Sub-Dean</p> <p>Consultation: Heads of Schools, SECs</p>	<ul style="list-style-type: none"> ▪ No progress to report.
	<p>Integrate academic and information literacy, language and learning support into curricula</p> <ol style="list-style-type: none"> 1. Identify most appropriate subjects in each degree for integration. 2. Develop a staged plan for implementation and review of integration. 3. Implement integration with assistance from Learning Development and Library Services. 	<ul style="list-style-type: none"> ➤ Completion of implementation plan: end 2005. ➤ Completion of integration into key first year subjects: end 2005. ➤ Completion of integration into other key subjects: end 2007. <p>Responsibility: FEC Tertiary Literacies Integration Working Party (which includes members from learning Development and Library Services)</p> <p>Consultation: Heads of Schools, SECs and individual lecturers of identified subjects</p>	<ul style="list-style-type: none"> ▪ Mapping of currently integrated tertiary literacies nearing completion; final 'map' expected by 25 August 2005. ▪ Note: Second KPI amended to read: "<i>Completion of integration into key first year subjects: end 2006</i>" (not 2005).

4.1.2 Program Development and Delivery (ie the framework)

Objective/s* <i>(What do you intend to do?)</i>	Strategy/ies <i>(How do you intend to achieve this?)</i>	How do you intend to measure/review progress	Quarterly report period 1: 29 July 2005
Review course and subject offerings in line with the University Quality Review Framework with a clear focus on key national and (where appropriate) international industry and social sector needs.	Ensure Faculty compliance with University's revised assessment policies and procedures: <ol style="list-style-type: none"> 1. Develop and implement five-year plan for subject and course reviews within the constraints of the Framework. 2. Communicate key aspects of Framework, its impact on the Faculty and five-year review plan to all Faculty staff. 3. Communicate key aspects of policies and procedures and their impact on the Faculty to all Faculty staff. 4. Schools to implement changes to procedure, where not already compliant. 5. Parties external to Faculty to conduct audit of assessment procedures in each School. 	<ul style="list-style-type: none"> ➤ Five-year review plan developed: end 2005 ➤ Course and subject reviews conducted in accordance with plan: ongoing ➤ Each School's assessment procedures approved by FEC: by end 2005. ➤ Audit completed with full compliance: by mid-2006. <p>Responsibility: FEC (with reporting lines from SECs)</p> <p>Consultation: Heads of Schools, SECs and individual lecturers of identified subjects</p>	<ul style="list-style-type: none"> ▪ No progress to report.
	Review all SITACS subject offerings (both undergraduate and postgraduate) with a view to rationalisation.	Review document produced: end Autumn, 2006 Responsibility: SITACS (ABS-IT, ABS-CS)	<ul style="list-style-type: none"> ▪ Review committee formed. ▪ CS & IT UG degrees under review. ▪ PG CS & IT degrees to be rationalised.
	<ol style="list-style-type: none"> 1. Conduct review of market demand for Software Engineering. 2. Develop new syllabus. 3. Benchmark with top international institution offerings. 	Market report produced (1): end Autumn 2006 Timeline for (2) and (3) to be developed when review complete and resultant report analysed. Responsibility: SITACS (SEC) Consultation: International Manager	<ul style="list-style-type: none"> ▪ UniAdvice contracted to perform marketing survey.
	<ol style="list-style-type: none"> 1. Review structure of all eight SITACS coursework Masters Degrees 2. Possible design of a two-year Masters program. 	<ul style="list-style-type: none"> ➤ Complete four coursework Masters degree reviews: end 2005 ➤ Complete remaining four coursework Masters degree reviews: end 2006 	<ul style="list-style-type: none"> ▪ Review committee formed. ▪ CS & IT UG degrees under review. ▪ PG CS & IT degrees to be rationalised.

	3. Rationalise current offerings	Responsibility: SITACS (ABD-IT, ABS-CS)	
	Conduct reviews of all SMAS degrees over the next five years commencing with the first year's operation of the MMathFin	<ul style="list-style-type: none"> ➤ Formulate small group to consider immediate changes to be in place for 2006 ➤ Develop overall review plan and concomitant timeline for other degrees Responsibility: SMAS (HoS)	<ul style="list-style-type: none"> ▪ Small group formed and me proposing changes to the two core subjects in BMathFin to commence in 2006. ▪ Consideration of further changes next quarter for BMathFin and MMathFin to facilitate accreditation ▪ Some small changes resulted from Tertiary Literacies integration into regular subjects.
	Review and restructure SECTE undergraduate and postgraduate courses through: <ol style="list-style-type: none"> 1. Forming a working party of the SEC to conduct the review and propose new course structures 2. Consult with stakeholders (students and industry) 3. Hold a School forum to discuss the new course structure 	<ul style="list-style-type: none"> ➤ Propose new structure for undergraduate courses: August 2005 ➤ Complete review of postgraduate courses: October 2005 ➤ Introduce structure for postgraduate courses: 2005 Responsibility: SECTE (SEC)	<ul style="list-style-type: none"> ▪ School has decided on structure of UG and PG courses and implemented changes to first year in 2005 with secondyear to commence in 2006. ▪ PG restructure to commence after assessment of historical data.
	Review delivery mechanism for SITACS first year subjects	<ul style="list-style-type: none"> ➤ 80% of first-year Computer Science subjects have structured labs/tutorials: end Spring 2005 Responsibility: SITACS Consultation: SITACS subject coordinators	<ul style="list-style-type: none"> ▪ Proposed BCompSc degree structure will be 'fast tracked' through approval process. ▪ Draft proposal (for content change) in place with the following subjects targetted:CSCI124; CSCI203; CSCI204; CSCI212; CSCI214
	Ensure SMAS service teaching meets customer needs through increased involvement of client units	<ul style="list-style-type: none"> ➤ Meet with clients at completion of each subject ➤ Conduct annual reviews of the subjects offered with SMAS client units Responsibility: SMAS (HoS)	<ul style="list-style-type: none"> ▪ Meetings held with Engineering (MATH141, MATH010) and with Health & Behavioural Science (GHMD983).
	Evaluation of undergraduate and postgraduate programs to ensure suitability to international student and industry demands by: <ol style="list-style-type: none"> 1. increasing Faculty information flows 2. benchmarking offshore and onshore 	<ol style="list-style-type: none"> 1. Establish a formal reporting process between International Unit and Schools: commencing May 2005 2. Completion of offshore and onshore benchmarking reports annually in October: commencing October 	<ol style="list-style-type: none"> 1. Formal reporting process established: meeting with each HoS every third week. 2. Benchmarking commenced for International Student Support Services in Enquiries, Admissions. Commencing in August for Progression, Student Fees Marketing, Publications and Market Segmentation.

	<p>operations</p> <ol style="list-style-type: none"> 3. raising awareness of Quality Assurance Processes pertaining to International Students 4. monitoring academic progress of offshore and onshore students. 	<ol style="list-style-type: none"> 3. annual Quality Assurance reports provided to Heads of School: commencing February 2005 4. Academic progress reports provided biannually (January and July) to relevant Schools: commencing July 2005 <p>Responsibility: International Manager Consultation: International Unit Coordinator, Administrative Assistant and Coordinator Academic, Dean, HoS, A/Dean (Research)</p>	<ol style="list-style-type: none"> 3. Reporting commenced for SITACS for Singapore, Malaysia, Hong Kong and Indonesia and for SECTE in China. 4. Work in progress to be complete by end October.
Develop Dean's Scholars program across Faculty degrees.	<ol style="list-style-type: none"> 1. Develop suitable framework for each Faculty program. 2. Submit proposal via University Course Approval Process. 	<p>Program developed for introduction in 2007.</p> <p>Responsibility: FEC (Working Party to be set up to drive proposal) Consultation: Heads of Schools, SECs, other Faculties with Dean's Scholars programs.</p>	<ul style="list-style-type: none"> ▪ No progress to date. ▪ Note: Additional KPI: <i>"Framework developed by early 2006"</i>.
Consolidate all offshore partnerships	<ol style="list-style-type: none"> 1. Ensure consistency of delivery at offshore locations via thorough annual reviews. 2. Identify a cohort of academic staff with the ability to teach relevant subjects in a suitable, intensive delivery mode. 3. Benchmark offshore programs in areas of student support services and student fees to ensure optimum competitiveness as against domestic and international universities competing in the same market space. 4. Gain ACS accreditation of all relevant programs 5. Identify key academic staff with strong cross-cultural/student interaction skills to assist in-country with soft marketing campaigns, industry and research 	<ol style="list-style-type: none"> 1. Annual review of all programs in November of each year: commencing November 2005. 2. Implement process to ensure suitable suite of skills: commencing June 2005 and reviewed annually in December. 3. Prescribed reports completed annually in October: commencing October 2005. 4. Completed by July 2006. 5. Two seminars delivered an each partner per annum: commencing July 2005 6. Academics identified, and written responsibilities and expectations finalised, reviewed annually: November 2005 7. Contact made with identified industry and government each time offshore teaching occurs: commencing February 2005. 8. Alumni function staged in collaboration with offshore partners annually: commencing June 	<ol style="list-style-type: none"> 1. Work in progress for SIM, INTI, Dubai and ABRS. Yet to commence for HKUST. 2. Offshore teaching schedule complete; process of staff selection to be reviewed for 2006. 3. Work in progress for Malaysia, Indonesia, Singapore and Hong Kong. 4. International Unit to assist with providing details of offshore partners for the application by mid August 2005. 5. Seminars conducted in Singapore and Malaysia. International Unit to develop schedule to coincide with teaching and/or marketing dates. 6. Work in progress; expected completion mid Sept. 7. Ongoing development with particular emphasis on ITC industry and government departments. 8. Alumni function scheduled for Singapore in late October; date for Alumni function at INTI yet to be scheduled.

	seminars at partner institutions. 6. Develop clearly defined managerial and operational lines with each partner with clear briefings to Faculty staff. 7. Develop strategic government and industry linkages and contacts in all locations to support Faculty programs. 8. Establish an active Faculty Alumni that liaises closely with each of partner institution.	2005 Responsibility: International Manager Consultation: International Unit Coordinator, Administrative Assistant and Coordinator Academic, Dean, HoS, A/Dean (Research)	
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4.1.3 Staff

Objective/s* <i>(What do you intend to do?)</i>	Strategy/ies <i>(How do you intend to achieve this?)</i>	How do you intend to measure/review progress	Quarterly report period 1: 29 July 2005
Review teaching allocation	1. Senior staff to be involved in first-year teaching 2. Provide support to lecturers teaching large classes 3. Proactive first-year coordinator(s)	As per guidelines, whitepaper generated: end Spring 2005 Responsibility: SITACS (SEC)	<ul style="list-style-type: none"> ▪ No progress to report as subject offerings for 2006 still in draft format.
Encourage teaching collaboration within SMAS	Consider and develop subjects suitable for team teaching, possibly across areas	List of subjects developed: end Autumn 2005 Responsibility: SMAS (SEC)	<ul style="list-style-type: none"> ▪ No progress to report.

4.2 RESEARCH

4.2.1 Research Income

Objective/s* <i>(What do you intend to do?)</i>	Strategy/ies <i>(How do you intend to achieve this?)</i>	How do you intend to measure/review progress	Quarterly report period 1: 29 July 2005
Increase dollar-level of competitive funding from ARC, CRC, other funding agencies and industry sources.	<ol style="list-style-type: none"> 1. Develop an early strategy for developing ARC grant proposals (set aside two research-only weeks per annum). 2. Senior staff to mentor and assist junior staff in developing competitive research grant proposals. 3. Develop a Faculty-wide plan to identify and explore deeper industry linkages for the purpose of attracting funding. 	Increase level of external research funding by 10%: one year Responsibility: A/Dean (Research)	<ol style="list-style-type: none"> 1. Two research weeks designated for 2005. 2. Senior staff designated to review draft ARC Discovery grant applications for 2005 round. 3. Industry and community linkages standing committee formed and has met
	<ol style="list-style-type: none"> 1. Encourage all staff, including new appointments to make grant applications. 2. Previously successful staff to mentor and make joint applications with other staff. 	Increased numbers of applications and successes. Responsibility: SMAS (HoS) Consultation: A/Dean (Research)	<ul style="list-style-type: none"> ▪ All new appointments making small ARC/FIRDS applications, reviewed internally before submission. ▪ Eight ARC joint applications still active in the current round.
Develop and take part in high profile external collaborative R&D partnerships.	Explore participation in an ARC-funded centre of excellence and research network	Participate in one ARC centre of excellence: one year Responsibility: A/Dean (Research) Consultation: Institute Director	No progress to report.

4.2.2 Research Student Training:

Objective/s* <i>(What do you intend to do?)</i>	Strategy/ies <i>(How do you intend to achieve this?)</i>	How do you intend to measure/review progress	Quarterly report period 1: 29 July 2005
Attract high calibre P/G students and improve their research productivity, and performance and completion rates.	<ol style="list-style-type: none"> 1. Actively identify and attract quality students both internal and external. 2. Create a strong high-performance research culture amongst the research student body. 3. Identify appropriate skill set required by student to undertake research and provide appropriate training. 4. Reward high achievers and profile them as role models. 5. Develop more ambitious yearly student research goals and milestones – and stick to them. 6. Develop more thorough due diligence in terms of enrolment and review procedures. 7. Ensure good level of supervision – each student should have two supervisors. 	<ol style="list-style-type: none"> 1. Increase rate of student-based quality publications by 10% 2. 70% of all P/G research students to complete in prescribed time. <p>Responsibility: A/Dean (Research) Consultation: FRC and Academic supervisors</p>	No progress to report.
	Increase quality of postgraduate supervision.	Conduct HDR supervision seminar/Workshop with the assistance of the Research Office. Responsibility: SITACS (HoS) Consultation: A/Dean (Research), SITACS SRC	<ul style="list-style-type: none"> ▪ With Kim Roser conducting session, completed 30 May 2005 ▪ Future staff forum to be held to consolidate information presented by Kim.

4.2.3 Quality of Outcomes

Objective/s* <i>(What do you intend to do?)</i>	Strategy/ies <i>(How do you intend to achieve this?)</i>	How do you intend to measure/review progress	Quarterly report period 1: 29 July 2005
Produce a substantial amount of research of high quality and impact, thereby positioning the Faculty to thrive in the new Research Quality Framework being developed by the Federal Government.	<ol style="list-style-type: none"> 1. Develop measures of research quality and impact. 2. Identify mechanisms to support and promote high quality research. 3. Identify ways of making an impact. 4. Review the elements that contribute to groups in other institutions being acknowledged as high impact. 	Measures and mechanisms developed and agreed. Responsibility: A/Dean (Research)	<ul style="list-style-type: none"> ▪ Research Quality and Impacts Working Group formed and has met.

4.2.4 Linkages/Partnerships and Commercialisation

Objective/s* <i>(What do you intend to do?)</i>	Strategy/ies <i>(How do you intend to achieve this?)</i>	How do you intend to measure /review progress	Quarterly report period 1: 29 July 2005
Develop and implement an R&D incubation commercialisation plan within the Innovation Campus	Research and draft plan.	Plan researched and developed. Responsibility: A/Dean (Research) Consultation: FRC Chair, Research Directors	No progress to report.
Establish and/or improve relationship with six key domestic organisations.	<ol style="list-style-type: none"> 1. Review existing contacts and decide on priorities. 2. Identify key elements of a productive relationship for the Faculty and the identified organisation. 3. Establish a program of contacts at senior levels. 4. Involve the Faculty Advisory Committee. 	Identify relationship indicators. Assess existing and new relationships against above indicators to determine continuance of relationship. Responsibility: A/Dean (Research)	<ul style="list-style-type: none"> ▪ Industry and Community Linkages Standing Committee formed and has met.

4.2.5 International Linkages and Reputation

Objective/s* <i>(What do you intend to do?)</i>	Strategy/ies <i>(How do you intend to achieve this?)</i>	How do you intend to measure / review progress	Quarterly report period 1: 29 July 2005
Establish and/or improve relationship with six key international research universities or other organisations.	<ol style="list-style-type: none"> 1. Review existing contacts and decide on priorities. 2. Identify key elements of a productive relationship for the Faculty and the international partner. 3. Establish a program of contacts and visits for researchers. 4. Ensure study leave and other activities give priority to these links. 5. Ensure a proportion of institutions targeted are aligned with the Faculty's current student diversification policy which focuses on identified institutions from Hong Kong, Singapore, India, and Thailand. 	<ul style="list-style-type: none"> ➤ State of relationships with key organisations. ➤ Research outputs generated through international links. <p>Responsibility: A/Dean (Research) Consultation: International Manager</p>	No progress to report.
Have a strong international reputation for research.	<p>High level of activity on international bodies, such as conference program committees, editorial boards, and other committees.</p> <p>Utilise current research strengths in Nanotechnology and Statistics to build SMAS' current research base through:</p> <ol style="list-style-type: none"> 1. Raising the profile of these two strong research areas by increasing the number of postgraduate students and visitors. 2. Collaborating with other Universities which have similar strengths. 	<ul style="list-style-type: none"> ➤ Quality and quantity of such memberships. ➤ Level of international refereeing and thesis examination. <p>Responsibility: A/Dean (Research) Consultation: International Manager.</p> <ol style="list-style-type: none"> 1. Visit overseas Universities to recruit students and to organise workshops which attract leading researchers in the areas. 2. Identify two potential partners. <p>Responsibility: SMAS (HoS) Consultation: A/Dean (Research) International Manager</p>	<p>No progress to report.</p> <ul style="list-style-type: none"> ▪ Staff visits to China and Thailand resulting in research applications. ▪ AMSI funding secured for end-of-year workshops. ▪ Nanotechnology workshop with leading overseas visitors planned for early 2006. ▪ Six new HDR nanotechnology students recruited by Prof Hill.

4.2.6 Research Environment and Recognition

Objective/s* <i>(What do you intend to do?)</i>	Strategy/ies <i>(How do you intend to achieve this?)</i>	How do you intend to measure / review progress	Quarterly report period 1: 29 July 2005
Quarterly topical ICT presentations for campus community.	Identify and compile a list of high-profile ICT guest speakers and invite them to address the campus community.	Hold four high profile ICT guest speaker presentations. Responsibility: A/Dean (Research) Consultation: Dean	No progress to report.
Develop another long-term research strength for the Faculty.	<ol style="list-style-type: none"> 1. Identify key staff and groups within the Faculty and in other groups in the University. 2. Recruit where possible into the identified future strength. 3. Establish the essential criteria for evolving into a research strength in concert with PCV(R). 4. Ensure that each School participates in at least one research strength. 	Establish at least one new Institute in the Faculty during 2005. Responsibility: A/Dean (Research) Consultation: Dean	<ol style="list-style-type: none"> 1. Research groups outside designated strengths have been defined. 2. Appropriate emphasis being placed on recruitment. 3. Guidelines published by PVC(R). 4. SMAS is only school with no involvement in research strength. CSSM is being supported as URC strategic initiative, Proposal being drafted for MISG to be supported as URC strategic initiative.
Develop an effective Faculty-wide research management and funding plan in collaboration with URC.	Draft the plan	Plan developed and implemented. Responsibility: A/Dean (Research) Consultation: FRC	No progress to report.

4.2.7 Any other objectives regarding research (including research-teaching nexus)

Objective/s* <i>(What do you intend to do?)</i>	Strategy/ies <i>(How do you intend to achieve this?)</i>	How do you intend to measure /review progress	Quarterly report period 1: 29 July 2005
Research-only staff to be strategically involved with honours teaching program.	Review opportunities for such teaching, such as research-only staff identified to thesis subject coordinator for inclusion into supervision list.	1. Identify current number of research-only staff teaching such programs: one year 2. Increase the identified number: 2006 Responsibility: A/Dean (Research) Consultation: Heads of School and Research Supervisors	No progress to report.
Ensure that 85% of Academic staff are research active.	Ensure priority allocated in career development interview/plan.	Percentile achieved: one year Responsibility: A/Dean (Research) Consultation: Heads of School and Research Director	No progress to report.
	1. Clarify minimum requirements for "research active" status. 2. Convene regular School Research Colloquium. 3. School support for industry partner visits. 4. Support for at least one international and one local conference.	1. Compile and maintain data on number of: a. research grants b. papers (DEST points) c. research students d. research mentoring e. research seminars presented. Create baseline data and monitor improvement against targets. 2. Number of Colloquium held. Responsibility: HoS (SITACS) Consultation: A/Dean (Research)	1. Not yet commenced 2. Weekly colloquium held since start of Autumn. Each session features at least 3 seminar speakers.
Establish criteria to ensure study leave is effective (ie undertaken as prescribed).	Improve study leave planning.	1. Number of staff taking study leave with well developed research plans as scheduled and as identified in workload documents. 2. Study leave output. Responsibility: A/Dean (Research) Consultation: Heads of School	No progress to report.

Produce bi-ennial Faculty Research Report	<ol style="list-style-type: none"> 1. Identify and collate data on research activities. 2. Compile and edit into report. 	<ul style="list-style-type: none"> ➤ Databases constructed. ➤ Faculty Research Report produced: one year <p>Responsibility: A/Dean (Research) Consultation: FRC, Faculty Executive Officer</p>	<ol style="list-style-type: none"> 1. Performance data obtained from Research Office.
Review SMAS research structure	<ol style="list-style-type: none"> 1. Determine a structure to manage research within the School. 2. Develop strategies to cope with Maths in Industry Study Group (MISG) in 2007–2009 	<ol style="list-style-type: none"> 1. Determine a more suitable structure: one year 2. Commence planning by identifying the organisers within SMAS and discussing possible assistance with Australian Mathematics Society Institute (AMSI): one year <p>Responsibility: SMAS (HoS) Consultation: A/Dean (Research), AMSI</p>	<ul style="list-style-type: none"> ▪ Existing structure functioning well; awaiting arrival of new Professor of Statistics before instituting further changes. ▪ Individual subgroups strengthened with new appointments and functioning well with workshops and active seminar series planned. ▪ Funding gained from AMIS for summer scholarships, conference funding, student participation in courses and Access Grid Room. ▪ Preliminary funding discussions for MISG n held with AMSI ▪ URC application being developed for MISG as well as Applied Mathematics.

5 Fostering Community Engagement

Do you have any community engagement objectives?

Objective/s* <i>(What do you intend to do?)</i>	Strategy/ies <i>(How do you intend to achieve this?)</i>	How do you intend to measure / review progress	Quarterly report period 1: 29 July 2005
Quarterly Research Seminars and/or mini-workshops for local industry	Faculty will identify R&D areas of interest with a view to running seminars and/or mini workshops on a quarterly basis specifically targeted at local industry with a view to foster engagement between the Faculty and the community	Number of events being held – target is 4 events per annum Responsibility: Dean Consultation: Associate Dean of Research , Research leaders and directors	<ul style="list-style-type: none"> ▪ No progress to report.
Provide the ICT leadership focus in terms of the development of the Wollongong Innovation Campus (WIC)	Work collaboratively with the University-wide development team to identify and attract high profile partners to WIC.	Short list of potential participants and number of profile engagements with industry sector (such having presence at CeBIT) Responsibility: MICD Consultation: Dean, Associate Dean of Research, Institute Directors	MICD not in place for first quarter therefore no progress to report.

PART E

Collated First Quarter Progress Report

7 Actual and Target Student Profile

Objective/s* (What do you intend to do?)	Strategy/ies (How do you intend to achieve this?)	How do you intend to measure progress	Quarterly report period 1: 29 July 2005
Attract and retain undergraduate and postgraduate students, both domestically and internationally	<ol style="list-style-type: none"> 1. Develop a strategic, multi-faceted Faculty marketing plan to increase market share of HSC first preferences. 2. Develop revised guidelines for WUC applicant intakes. 	<ol style="list-style-type: none"> 1. Increase in HSC first preferences by 6%. 2. Revised guidelines developed. <p>Responsibility: Faculty Marketing Committee Consultation: Faculty Executive Officer, Faculty Officer, UniAdvice, Paul O'Halloran (WUC), HoS</p>	<ol style="list-style-type: none"> 1. Marketing campaign instituted as per last year's timeline. With UniAdvice assistance, market research company engaged to gather market intelligence on HSC leavers and 2005 commencing students. Report received and additional marketing initiatives formulated along recommended lines. 2. Further meetings with Paul O'Halloran held to look at requirements for SECTE courses; ongoing communication between WUC and Informatics on specific applications as they arise.
	Develop strategies and long-term marketing plans for SECTE undergraduate and post-graduate courses: <ul style="list-style-type: none"> ➤ Develop new and dynamic School website. ➤ Identify staff to be responsible for marketing courses. ➤ Investigate the most effective ways of 	<ul style="list-style-type: none"> ➤ New School website active: one year ➤ List of responsible staff: one year ➤ Promotion strategies in place for 2005/06 <p>Responsibility: SECTE (HoS) Consultation: International Manager</p>	<ul style="list-style-type: none"> ▪ Loss of technical staff and general staff changes have caused delay.

<p>Diversify International onshore students by country, levels and programs</p>	<p>promoting SECTE courses.</p> <p>Develop focused marketing plans for the top 5 international source countries outside of People's Republic of China:</p> <p>1. Hong Kong Institutional Focus:</p> <ul style="list-style-type: none"> ➤ Leverage Faculty's new Offshore Program with Hong Kong University of Science and Technology to develop formal articulation arrangements with relevant Schools and Programs ➤ Reinvigorate Chu Hai College Articulation arrangements into Bachelor of Computer Science via targeted scholarship Scheme <p>2. Singapore Institutional Focus:</p> <ul style="list-style-type: none"> ➤ Reinvigorate Singapore Polytechnic and Temasek Polytechnic Articulation arrangements into BIT (Computing) and Bachelor of Computer Science Program via targeted scholarship scheme ➤ Leverage new Offshore Program with Singapore Institute of Management to ensure graduates articulate into Faculty's postgraduate programs <p>3. India Institutional Focus:</p> <ul style="list-style-type: none"> ➤ Develop stronger collaborative relationship with the two largest sources of Indian students for the Faculty: <ul style="list-style-type: none"> – University of Pune, with particular focus on Fergusson College, a renowned Computer 	<ol style="list-style-type: none"> 1. Formal Articulation Arrangements developed for HKUST; Partial scholarship for Chu Hai College in place for Autumn session 2006; 2. Partial scholarships in place for Singapore Polytechnic, Temasek Polytechnic and Singapore Institute of Management, with ongoing awareness / promotional campaign in place; 3. Marketing campaigns developed ensuring ongoing profiling of Informatics at the two identified institutions; 4. Detailed marketing plan in place for the three focused institutions in Thailand, including site visits for promotions and seminars; 5. Promotional materials and detailed marketing plan in place for ICI Jakarta. <p>Responsibility: International Manager Consultation: International Unit Coordinator, Administrative Assistant and Coordinator Academic, UniAdvice, Faculty of Commerce, Dean, HoS, A/Dean (Research)</p>	<ol style="list-style-type: none"> 1. HKUST formal articulation process has commenced. Scholarship Scheme for Chu Hai College set up with, applications closing in December 2005. 2. All offshore articulation and advanced standing arrangements with the four Singapore polytechnics complete. 3. Marketing campaign commenced by visit to all identified institutions by International Manager; plan in place for ongoing visits. 4. Interest expressed by Assumption University to update agreement and encourage collaboration; followup visit to occur in October by International Manager and Dean. 5. Visit by UniAdvice to ICI in August, and by International Manager. Advanced standing arrangements complete for a number of Indonesian Colleges to facilitate greater articulation into CompSci program at ICI.
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	<p>Science, Computer Engineering and Mathematics institution; and</p> <ul style="list-style-type: none"> - Indian Institute of Science Bangalore where the Faculty has established research collaboration; <ul style="list-style-type: none"> ➤ Ramp up soft-marketing efforts at the above 3 Universities; <p>4. Thailand Institutional Focus:</p> <ul style="list-style-type: none"> ➤ Reinvigorate articulation arrangements from both Assumption University and Chiang Mai University into Faculty's Postgraduate Programs; ➤ Leverage VC's recent visit to Chulalongkorn University for the Faculty; ➤ Ramp up soft-marketing efforts at the above 3 Universities; <p>5. Indonesia Institutional Focus:</p> <ul style="list-style-type: none"> ➤ Leverage the Faculty's offshore Program at INTI College Indonesia, (ICI) Jakarta in order to stream students into relevant 3rd year Bachelor programs, as well as articulating into postgraduate programs; ➤ Ramp up soft-marketing efforts (seminars, staff exchange) at ICI for greater articulation prospects; <p>International Unit focus on main agents (Edlink and Erajasa)</p>		
	<ol style="list-style-type: none"> 1. Ensure greater focus and support of student recruitment agents in targeted countries. 	<ol style="list-style-type: none"> 1. Number of visits increased to a minimum of two per annum. 2. Production and distribution of media bi-annually: 	<ol style="list-style-type: none"> 1. Detailed diversification strategy tabled at UIC marketing sub-committee; to be adopted as template for UoW. 2. Work in progress to be completed by November.

	<ol style="list-style-type: none"> 2. Ensure consistent brand image communicated to all external stakeholders via: <ol style="list-style-type: none"> a. newsletter b. brochure c. website 3. Benchmark international student body in areas of student support services, international student recruitment, and student fees to ensure optimum competitiveness as against domestic and international universities competing in the same market space. 4. Develop competitive scholarship scheme at targeted overseas institutions. 5. Identify key academic staff with strong cross-cultural/student interaction skills for soft marketing campaigns and linkages. 6. Maintain advanced standing (formal articulation) arrangements with ongoing reviews. 	<p>January and July</p> <ol style="list-style-type: none"> 3. Undertake School and program-specific focus groups: September 2005 4. Scheme in place for Autumn session 2006 (approval May 2005, advertised mid 2005) 5. One academic to supplement one marketing campaign annually: commencing September 2005 6. Creation of Advanced Standing Committees in each School: June 2005 (reviewed annually) <p>Responsibility: International Manager Consultation: International Unit Coordinator, Administrative Assistant and Coordinator Academic, UniAdvice, Faculty of Commerce, Dean, HoS, A/Dean (Research)</p>	<ol style="list-style-type: none"> 3. Report developed for SITACS in August to act as template for other two Schools. First SMAS focus group conducted in August. 4. Scholarship scheme developed and distributed to institutions in August. 5. Staff identified and acknowledge in Marketing Plans for each country. 6. SITACS Advanced Standing Committee formed, met and reviewed Chu Hai College and Hong Kong. Approved advanced standing for the four Singapore Polytechnics.
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9 Staffing Issues: Human Resource Management; Staff Development; OH&S; EEO

Staff Development

Objective/s* (What do you intend to do?)	Strategy/ies (How do you intend to achieve this?)	How do you intend to measure progress	Quarterly report period 1: 29 July 2005
Monitor and develop new staff	Ensure new staff have a balanced workload.	Workload agreements indicate the balance with initial reduced loads Responsibility: SMAS (HoS) Consultation: SMAS academic staff	<ul style="list-style-type: none"> Two new staff unable to commence ITT until 2006 and currently have a reduced workload.
	New teaching staff allocated a range of classes.	Each new staff member to have at least one class at first year/service level, and at least one class at a higher level Responsibility: SMAS (HoS)	<ul style="list-style-type: none"> Achieved for the new appointment in Statistics. Yet to be achieved for two July commencers.
	New staff encouraged and mentored to make the most of research opportunities.	<ul style="list-style-type: none"> Each new staff member to apply for a small ARC and/or an Early Career Research Grant Each new staff member to be joint supervisor of at least one higher degree student Responsibility: SMAS (HoS) Consultation: New SMAS staff, A/Dean (Research)	<ul style="list-style-type: none"> All three new staff have made grant applications Two new staff members are doing some joint supervision. No opportunity for joint supervision thus far for the third one.
Provide training and opportunities for leaders of the future	Identify staff as potential leaders within the School, the Faculty and the University.	Discuss career ambitions with all senior staff and identify those looking for leadership roles Responsibility: SMAS (HoS)	<ul style="list-style-type: none"> Two staff attending leadership training. New Chair of SEC. Review of School Teams will result in further opportunities
	Find suitable training opportunities for identified staff.	Determine appropriate leadership courses run by CDU and external training providers Responsibility: SMAS (HoS)	<ul style="list-style-type: none"> Leadership training undertaken by two staff members. To be further encouraged in Career Development Interviews.
	Find responsible leadership opportunities for senior staff	List and develop possible leadership roles with in the School Responsibility: SMAS (HoS)	<ul style="list-style-type: none"> Partially as above.

Manage the aging profile with good exit strategies	Ensure all staff approaching retirement age are fully aware of their options	<ol style="list-style-type: none"> 1. Clarify the options, including those for teaching-focused staff as well as those for research-focused staff 2. Once the options are clarified, inform appropriate staff <p>Responsibility: SMAS (HoS)</p>	<ul style="list-style-type: none"> ▪ No progress to report.
Multi-skilling Faculty's Administrative staff as a platform for career development and advancement.	<ol style="list-style-type: none"> 1. Review current roles/processes of Admin Staff within Schools and Faculty Office. 2. Identify areas of work/processes appropriate for multi-skilling. 	<ol style="list-style-type: none"> 1. All roles/processes reviewed 2. Appropriate areas identified. <p>Responsibility: Faculty Executive Officer, Schools' Administrative Officers.</p> <p>Consultation: Faculty Administrative Staff members.</p>	<ol style="list-style-type: none"> 1. Roles within Faculty Office reviewed through normal career development interviews and processes updated on an ongoing basis. Two monthly meetings with all Faculty Admin Staff speaking to the handling of various activities and streamlining of processes. 2. Additional work and processes devolved to staff in the Faculty Office for the purposes of multi-skilling, eg student representative election process, staff representative election process.

Occupational Health & Safety

Objective/s* <i>(What do you intend to do?)</i>	Strategy/ies <i>(How do you intend to achieve this?)</i>	How do you intend to measure progress	
Implement the OH&S Strategic Plan set for Informatics	Implement identified strategic KPIs as follows: <ol style="list-style-type: none"> 1. Hazard reporting – aim to increase by 50% 2. Hours lost – look at return to work strategy 3. Delays in reporting – aim to raise awareness of the need to promptly report injuries 	<ol style="list-style-type: none"> 1. Identify current levels of hazard reporting. 2. Research and discuss potential strategies. 3. Number and type of awareness-raising activities completed. 4. Audit complete. 5. Members to complete training. <p>Responsibility: WAC</p>	<ol style="list-style-type: none"> 1 through 4: Cognos training undertaken. Data appears incorrect in the database. Discussions with the OH&S unit indicate that new module is being uploaded in the next future containing corrected data and to wait until this comes on line. 5. Discussions held with OH&S unit and Dean to identify way forward with this requirement. Plan of Informatics-occupied spaced acquired.

	<p>4. Manual handling injuries – proactive audit of lifting and moving equipment eg trolleys etc in the faculty</p> <p>5. Informatics Hazard Inspections – once training is complete begin routine inspections.</p>		
	Ensure all members complete requisite OH&S Module training.	All members appropriately trained. Responsibility: WAC	<ul style="list-style-type: none"> Modules identified and prospective dates advised to members.
	Progress development of OH&S Checklist Addendum: <i>In-house Designed Student Projects and Equipment.</i>	Addendum complete. Responsibility: WAC	<ul style="list-style-type: none"> This item has been devolved to the SECTE OH&S sub-committee which has yet to hold its inaugural meeting.
Promote a safe and healthy work and student environment for all staff, students and visitors	<p>Establish an OH&S sub-committee to:</p> <ul style="list-style-type: none"> Develop and review School OH&S policies, in accordance with University OH&S policy Conduct regular inspections and risk assessment of labs and workshops Develop safe working practices, operating procedures and maintenance schedules Identify staff and student training needs 	<ul style="list-style-type: none"> Formulation of OH&S sub-committee: May 2005 Number of inspections conducted each year Number of labs assessed for risk <p>Responsibility:</p> <ol style="list-style-type: none"> OH&S sub-committee establishment SECTE (HoS) Residual strategies SECTE OH&S sub-committee 	<ul style="list-style-type: none"> OH&S Committee established however inaugural meeting delayed due to staff changes.

Equal Employment Opportunity

Objective/s* <i>(What do you intend to do?)</i>	Strategy/ies <i>(How do you intend to achieve this?)</i>	How do you intend to measure progress	Quarterly report period 1: 29 July 2005
Improve representation of academic women	Undertake search strategies through professional networks to ensure applications received from meritorious women for each	Number of applications received from women and appointments made: Ongoing with review end 2005 and 2006 Responsibility: Dean (with Director of	<ul style="list-style-type: none"> Current recruitment advertisements specifically target and encourages women to apply. Reponse thus far to various vacant positions continued to

	recruitment action	EEO) Consultation: HoS	be characterized by an under representation of women applicants. <ul style="list-style-type: none"> Wherever possible, the relatively few women candidates that have applied have been short listed. Ongoing and persistent effort is required in this regard.
	Seek opportunities to create new strategic senior positions.	Improve gender profile, particularly at level C and above. Ongoing with review end 2005 and 2006 Responsibility: Dean (with Director of EEO) Consultation: HoS	<ul style="list-style-type: none"> Well performing candidates have been encouraged to apply for promotion. Targeted career development plans need to be developed within schools
Create a more inclusive and mentoring faculty culture for equity group members.	Improve understanding of EEO responsibilities and accountabilities through EO Online completions.	Shift EO Online Faculty completion rate from 50% to 90% (currently sitting at 29% as at 31/3/04 and 40% as at 31/3/05): by 31/3/06 Responsibility: HoSs Consultation: Dean, Faculty Executive Officer, all Faculty staff.	<ul style="list-style-type: none"> SMAS completions currently at 60%. Further encouragement emails to occur during next quarter. Results received from Faculty indicate only 35% of SITACS staff have completed the online survey. Memo sent to all SITACS non participants in July to encourage them to complete it. SECTE staff continually encouraged to complete the online survey.
	Work in cooperation with CEDIR to develop best practice case studies for cultural exclusivity with particular reference to group work.	Develop five case studies for CEDIR best practice website: one year. Responsibility: FEC, Sub Dean, CEDIR Consultation: Dean	<ul style="list-style-type: none"> FEC as unaware of responsibility for this strategy therefore no progress to report for qtr 1.
	Develop appropriate mentoring linkages for new staff.	Audit mentoring relationships established: ongoing. Responsibility: HoS Consultation: Faculty staff	<ul style="list-style-type: none"> All new SMAS staff have active mentors. Mentors for new SITACS staff still to be assigned. SECTE supervisors mentor General Staff; HoS mentor Academic staff.)
	Develop appropriate mentoring linkages for staff preparing for probation and promotion.	Establish base line and improved percentage of successful probation and promotion outcomes for deserving cases Responsibility: HoS Consultation: Dean	<ul style="list-style-type: none"> SMAS probation applicants well mentored; further work required for promotion applicants. SITACS staff encouraged to use Ken Russell's services and to attend the Probation and Promotion workshops. <p>SECTE HoS mentors all staff regarding probation and promotion prior to applications being submitted.</p>

Provide access to targeted development opportunities and/or bridging programs for EEO eligible staff	Provide targeted development sessions with research-only staff with a focus on probation processes and employment equity issues.	Raise awareness as per participant evaluations: number of applicants taking up identified opportunities Responsibility: HoS Consultation: Dean, EEO Director	<ul style="list-style-type: none"> ▪ Faculty an active participant in the leadership program run by the University. ▪ SMAS achieves this objected a personal one-to-one level. ▪ SITACS staff encouraged to apply for internal grants (eg N Sheppard applied for TITR development fund and RIGB grant). ▪ SECTE sessions will be provided as and when necessary.
	Nominate potential faculty leaders for Leadership Development Programs both internal and external.	Improved diversity in faculty leadership: two years Responsibility: Dean Consultation: HoS	<ul style="list-style-type: none"> ▪ Faculty is an active participant in the leadership program being run by the University.
Ensure work practices are non-discriminatory	Review teaching loads to ensure no group of staff fall into the "teaching trap".	Review historical workload statistics to identify any negative trends and where appropriate develop strategies to address the issue Responsibility: Dean	<ul style="list-style-type: none"> ▪ Some team teaching in SMAS. ▪ INFO411 taught by all three Schools. ▪ Statistics subjects team taught with other Faculties. ▪ SITACS introduced team teaching in Spring 2004 and continues to monitor ways of improving teaching allocation and methods. ▪ SECTE team-teaching majority of ECTE subjects and with the Faculty of Engineering.
	Introduce team-teach across the Faculty to provide more flexibility in the provision of development opportunities.	Team teaching in place across Schools: one year. Responsibility: HoS Consultation: Dean	<p>Some team teaching in place within the School. INFO411 is taught by all three Schools. Several Statistics subjects are team taught with other Faculties. (SMAS)</p> <ul style="list-style-type: none"> ▪ SECTE team-teaches ECTE subjects and with the Faculty of Engineering. ▪ SITACS introduced team teaching in Spring 2004 and continues to monitor ways of improving teaching allocation and methods.