MINUTES

Meeting 03/05 held at 2 pm on Friday, 27th May 2005, in B5.50A, Sir John Monash Drive, Caulfield East.

Present:

Mr Barry Atkinson
Mr Martin Atchison
Ms Julie Austin (Minutes Sec.)
Mr Chris Avram
Mr Andrew Barnden
Ms Christina Branton
Mr Laurence Bull
Ms Angela Carbone
Mr Jason Ceddia
Ms Rosemary Demirtas
Assoc. Prof. Graham Farr (Chair)
Mr David Foot
Ms Sue Foster
Mrs Chris Gonsalvez
Mr Peter Granville
Ms Dianne Hagan
Dr Maria Indrawan
Dr Graeme Johanson
Ms Michelle Ketchen
Dr Shonali Krishnaswamy
Mr Akamon Kunkongkapun
Dr Joze Kuzic
Dr Henry Linger
Dr Kathy Lynch
Ms Allison Mitchell
Ms Claire Morton
Mr See Ngieng
Dr Medahalli Ramakrishna
Mr Robert Redpath
Ms Trudi Robinson
Dr Rod Simpson
Dr David Squire
Prof. Bala Srinivasan
Ms Kerry Tanner
Dr Campbell Wilson
Dr Steve Wright

Apologies: Dr Linda Dawson, Ms Jan Miller

Standing Apologies: Ms June Anderson (LSL), Dr Ilona Jagielska (OSP), Prof. Don Schauder (OSP)

There was no formal agenda prepared. Agenda items were called for at the meeting.

1. Welcome – Graham Farr
Assoc. Prof. Graham Farr welcomed everyone to the joint meeting of SIMS and CSSE staff and asked everyone to introduce themselves by giving their name and a brief description of their role.

2. Faculty Structure – Graham Farr
Assoc. Prof. Graham Farr gave a report on the current status of the Faculty restructure. Academic Board met on Wednesday and approved to dissolve the existing Schools and create the new Schools. The name of the new Schools at Caulfield and at Clayton will be the Caulfield School of Information Technology and the Clayton School of Information Technology. This will now go to the University Council on July 11th 2005 for endorsement, with the structure to take effect from the date of Council approval.
The Administrative Structures Steering Team and academic structure working party will produce a draft structure by the middle of June. In three weeks we should have a much clearer idea of what we are working towards but in the interim the following will occur:

Dr David Squire will Chair a cross-School Research Committee, to deal with aspects of research that are fairly independent and best discussed in a cross-School manner. Current School Research Committees will still be meeting to discuss local matters but there will be a cross School Research Committee established.

There is a new Faculty Education Committee structure pending approval. The new FEC will comprise several sub-committees reporting to it instead School Committees reporting to it.

3. Announcement of Successful Grants – Graham Farr

Congratulations to Linda Dawson and Sue Foster for winning the following grants from the CRC for Sustainable Tourism (STCRC):

Developing and Evaluating Location Based Systems (LBS) - $80,000
Linda Dawson (SIMS, joint team leader),
Pramod Sharma (UQ, joint team leader),
Susan Foster (SIMS),
Devon Nugent (UQ)
Paul Hawking (VU)
Andrew Stein (VU)

An Abstracted Ontology and Application Generator for Web-Based Tourism Systems and Services - $80,000
Michael McGrath (VU)
John Debenham (UTS)
Margaret Deery (STCRC)
Susan Foster (SIMS)
Graeme Shanks (ADR, FIT)
Nalin Sharda

4. Research – David Squire

Dr David Squire advised that he was concerned that the FIT Honours Working Party was proceeding without formal input from School Research Committees. The CSSE Research Committee has not met this year, due to the splitting of the school across the incoming campus organization. There needs to be input from both Schools to the Honours Working Party.

Need to start thinking about what the structure of the Research Committee will be and how to bring the best of both Schools to it.

Mid-year scholarship round needs to be discussed.

5. Space – David Squire

Dr David Squire and Ms Michelle Ketchen gave an overview of the space allocation for the Faculty in Building H. We will be occupying most of level 5 and all of level 6 and 7. Level 5 will be where most of the undergraduate traffic will be as it will contain the Labs and Studios. The administration will be on level 6 with some academics with administrative roles. Level 7 will be research and academic staff. It is expected that we will move into the new building at the end of 2005.

Thanks were given to Ms Claire Morton and Ms Michelle Ketchen for the huge amount of work they have done.

Ms Ketchen advised that Monash International will be taking over some of CSSE’s space in building B and have asked if they can share the kitchen. This was agreed to by the CSSE staff.

Dr Kathy Lynch proposed a vote of thanks to Prof. Sue McKemmish for her part in the original planning of the SIMS space in building T.
Dr Graeme Johanson requested that staff who are interested be given a tour of the new building and it was agreed that this will be arranged.

**Action: DS**

6. **BITS – Diane Hagan**
Ms Dianne Hagan advised that the BITS had been approved and that the course structure has been set. The Faculty will be sending a letter to students which will be stage 1 of the Faculty strategy to communicate the new structure to students. A new brochure will be sent to potential people. The Faculty core units have not yet all been approved by the FEC. Electives are still being decided upon.

Ms Hagan asked for feedback on what was the best way to introduce this new degree, that is, roll out all three years from 2006 or roll out only first year in 2006 with subsequent years being rolled out in 2007 and 2008. Discussion followed and it was the general consensus that a rollout of first year only in 2006 was the best way to introduce the new degree.

Ms Hagan advised that she needs a volunteer(s) for credit transfers for the new degree.

7. **Open Day Update – Michelle Ketchen**
Ms Michelle Ketchen advised that we will be located in the Student Service Centre (A Block) this year in a combined School/Faculty Office set up. Ms Christina Branton and Dr Steve Wright are assisting with Open Day arrangements. There will be a round tour of the Studios, Museum and CSSE.

8 **Other Business**
There was no other business.

9. **Next Meeting**
The next meeting will be held on Friday, 29th July at 2pm in B5.50A. This will be a joint meeting with staff from CSSE.

9. **Meeting Closed**
The meeting closed at 3.50 pm

Signed: ________________________
Assoc. Prof. Graham Farr