Faculty of Information Technology  
Caulfield School of Information Technology  

MINUTES  
Meeting 04/05 held at 2.30 pm on Friday, 29th July 2005, in B5.50A, Sir John Monash Drive, Caulfield East.  

Present:  
Ms June Anderson  
Mr Barry Atkinson  
Ms Julie Austin (Minutes Sec.)  
Mr Adnan Bader  
Ms Christina Branton  
Mr Laurence Bull  
Assoc. Prof. Frada Burstein  
Ms Angela Carbone  
Mr Jason Ceddia  
Mr Andy Cheng  
Ms Rosemary Demirtas  
Assoc. Prof. Graham Farr (Chair)  
Ms Sue Foster  
Mr Duke Fonias  
Mr Stephen Giles  
Mrs Chris Gonsalvez  
Mr Peter Granville  
Ms Dianne Hagan  
Assoc. Prof. John Hurst  
Dr Maria Indrawan  
Dr Ilona Jagielska  
Dr Graeme Johanson  
Ms Michelle Ketchen  
Ms Katherine Knight  
Mr Akamon Kunkongkapun  
Dr Joze Kuzic  
Dr Chris Ling  
Ms Aleisha Matthews  
Ms Allison Mitchell  
Dr Rob Meredith  
Ms Claire Morton  
Mr See Ngieng  
Mr Peter O'Donnell  
Dr Adi Prananto  
Dr Medahalli Ramakrishna  
Dr Sita Ramakrishnan  
Mr Robert Redpath  
Ms Kate Roberts  
Prof Don Schauder  
Ms Judy Sheard  
Mr Rod Simpson  
Dr David Squire  
Mrs Diana Sussman  
Ms Kerry Tanner  
Ms Sylvia Tucker  
Dr Campbell Wilson  
Dr Steve Wright  

1. Apologies:  
Mr Martin Atchison, Dr Linda Dawson, Assoc. Prof. Julie Fisher, Mr David Foott, Dr Kathy Lynch, Prof. Sue McKemmish, Dr Helana Scheepers, Ms Trudi Robinson,  
Assoc. Prof. Graham Farr welcomed everyone to the first Staff Meeting of the Caulfield School of Information Technology. He thanked the previous Heads of School from CSSE and SIMS, namely Professors David Abramson, Bala Srinivasan, David Arnott and Sue McKemmish.  

2. Minutes of Previous Meeting  
Minutes of the previous meeting were confirmed.  

3. Business Arising  
3.1 Tour of H Building (DS)  
Actioned.  

4. Head of School’s Report (GF)
4.1 Announcements and Congratulations
There have been no changes to staffing at CSSE, Caulfield.
The following staff have joined SIMS and were formally welcomed to the new School:
Ms Kate Roberts, Coordinator of the Research Coordination Unit;
Ms Katherine Knight, Research Unit Administrator;
Mrs Victoria Humphreys, Administrative Officer, Student Services;
Ms Lauren Kaiserman, Client Services.

Congratulations on the following HDR completions:
PhD student Supakron Kungpisdan has completed, supervisors: Bala Srinivasan and Phu Dung Le (from Peninsula campus)
MIT (research) Ning (Kevin) Xia has completed, supervisors: Chris Ling and Sita Ramakrishnan
Master of Computing Daryl Moulder has completed, supervisors: Robert Redpath and Campbell Wilson
MIT (Research) Milovan Tosic has completed, supervisor: Arkady Zaslavsky
PhD Stephen Herrin has completed, supervisors: Graeme Johanson and Don Schauder.

Congratulations to Professor Sue McKemmish and a number of colleagues on the DART grant for quite a big project equivalent to $3 million.

Congratulations to Prof. Don Schauder and Assoc. Prof. John Hurst for gaining Arts Faculty grants.

4.2 Governance (GF)
Assoc. Prof. Graham Farr advised that now that we have a new School we need to look at the basic structure of the School. An executive or management committee, is to be appointed. A/P Farr requested staff input on how this should work, e.g. should membership of the committee be discipline based or research based or both? Email Claire Morton with suggestions or discuss personally with A/P Farr, David Squire or Chris Gonsalvez. A decision will be announced by the end of August.
Other governance issues to be addressed are:
How does the PMR procedure fit in with the formal structure of the School?
Do we need a mission statement apart from that stated by the Faculty?

Action All Staff
The SRC remains a School based committee and will be chaired by Dr David Squire. The membership and Terms of Reference (TOR) are currently being formulated and staff will be advised of the outcomes by the end of August.

Action DS
The SEC no longer exists, however, Julie Fisher has agreed to chair a ‘Working Group’ which will provide feedback on education matters to sub-committees of the FEC via Caulfield staff who sit on those sub-committees.

Assoc. Heads, Ms Chris Gonsalvez and Dr David Squire’s roles were outlined. A detailed document will be sent out to staff confirming this.

4.3 School Research Committee (DS)
Dr David Squire advised that yesterday last meeting of the SIMS Research Committee; CSSE dissolved their SRC in December 2004. It is hoped that a new Research Committee will be in place by the end of August. The new Research Committee will be looking at School and Faculty priorities responding to the 2025 vision with all staff becoming research active by 2008. Feedback is welcome.
5. Building H Update (MK)
Ms Michelle Ketchen advised that a meeting was held with Equiset to finalise the joinery for the three FIT floors in Blg H. Some changes have been made to the storage space but nothing has been done about the soundproofing of offices as requested at the last meeting. The end of the year is still the expected date for moving into the new building.

Action MK

6. BITS Update (DH)
Ms Dianne Hagan advised that the core units have gone through Faculty Board for the BITS at Caulfield. Electives are in the Monatar and any changes required can be made directly into the Montar by the people concerned. There is a need to get together to look at all of the electives and rationalise overlapping. 11 out of the 29 electives have been submitted it was suggested that reasonably extensive range be retained on the books even if they are not offered in order to show the diversity that is available in the Faculty. The double degree with Business and Economics is finalised and a course map is available. The double degree with Arts is in progress. The double degree with Education has been cancelled. There is a transition plan for BComp students as the new degree easily maps across; but there is no similarity to the BIS, it is therefore not possible to map across at for these students.

Credit transfers: Progress is slow as there is only one staff member who is trying to work on this, more resourcing needs be allocated to this area. Contact Ms Diane Hagan if you interested in learning about credit transfers.

Action All

6.1 Systems Development Electives in the BITS (J Anderson)
Ms June Anderson asked when the list of Systems Development electives will be available as we need to be able to advise prospective students of these as otherwise we may lose them to other institutions that are able to give a definitive answer on elective options. Ms Diane Hagan advised that the first meeting of the Undergraduate sub-Committee is supposed to be in August and will endeavour to find out the answer then.

Action: DH

6.2 BITS Brochure (MK)
A copy of the new BITS brochure for Caulfield was circulated.

7 Other Business
7.1 Open Day (MK)
Ms Michelle Ketchen, Dr Steve Wright and Ms Christina Branton are organising the Caulfield Campus Open Day for next Sunday additional academic volunteers are sought. Ms Ketchen gave an overview of the activities being undertaken at Caulfield.

7.2 Value of Teaching (CG)
Mrs Chris Gonsalvez spoke about value of teaching, which was inspired by a meeting she had attended with the Vice-Chancellor, Prof. Richard Larkins. Mrs Gonsalvez stressed the importance of a positive attitude to our new degrees as it was up to us to make them work.

8. Next Meeting
The next meeting will be held on Friday, 26th August at 2.30pm in B5.50A.

9. Meeting Closed
The meeting closed at 3.55 pm

Signed: ________________________
Assoc. Prof. Graham Farr