FACULTY COMMITTEE MINUTES –3/2006
Minutes of the Faculty of Engineering Committee Meeting (3/06) held on Tuesday 5th September at 2.30pm

Attend: A/Prof N. Aziz
A/Prof E. Baafi
Dr Z. Chen
Prof C.D. Cook, Chair
A/Prof P. Cooper
A/Prof C. Fergusson
Dr J. Horvat
Mrs R. Hamlet (secretary)
Prof B. Indraratna
Dr. Z. Jiang
Dr H. Khabbaz
Dr B. Lemass
Dr M. Lerch
A/Prof Roger Lewis
Dr W. Li

1. PRELIMINARY BUSINESS
1.1 Apologies and Leave of Absence
M. Hadi, H.K. Liu, S.X. Dou, G. Alici, C. Freeth, R. Dippenaar, D. Linde, B. Damachis, M. Evans, B. Uy, A.K. Tieu,

1.2 Confirmation of Previous Minutes
The Minutes (2/06) were confirmed.

1.3 Business Arising from the Minutes
None.

2. DEAN’S BUSINESS
2.1 Faculty Representatives
A/Prof Chris Fergusson nominated by the Faculty of Science and Dr Koren Ward nominated by the Faculty of Informatics to continue as their representatives until June 2008.

2.2 2007 University Budgeting Process
Budget figures will be known as soon as they have been passed by Council. However, from preliminary figures available the Faculty should be in a reasonable financial position for 2007.

2.3 Dean of Engineering
Prof Chris Cook confirmed as Dean for next four years.

2.4 Questions/Discussion
None.

3. REPORTS
3.1 School Reports:
3.1.1 School of Civil, Mining and Environmental Engineering – M. Sivakumar
School has held planning meeting due to Prof Brian Uy’s resignation. Students participating in the 2+2 program with AIT have enrolled. Early Entry interest in Mining is strong. Environmental Community Awards to be held at Novotel Northbeach.

3.1.2 School of Engineering Physics – R Lewis
Dr Paul Nulsen & Dr Hans Frimmell have both resigned. Positions have been advertised with 25 and 33 applications respectively, received.

3.1.3 School of Mechanical, Materials and Mechatronic Engineering – P. Cooper
Building 8 being refurbished.

3.2 Faculty Operations:
3.2.1 Technical Staff – R Marshall
Technical staff hours and type of work tabled. Teaching & lab classes have increased by 7% over the past 2 years. BE & PG Thesis and maintenance of equipment has decreased. New CNC machine has been installed.

3.2.2 Administration Staff – L. Pollard
Admin work tabled. Early entry going well. Faculty Admin Manager position advertised. Staff were requested to return marked assignments and tutorials to EEC for distribution before mid-session or final exams.

3.3 Marketing Reports:
3.3.1 Recent International Initiatives
Bill Damachis has been promoted to set up office in the VC’s unit to bring together strategic planning for international work. There has been a fall in University international students however the Faculty of Engineering enrolment has increased. The Dean will be attending IDPX Exhibitions in India next week and talking to Agents.

3.3.2 Domestic Marketing
Careers Markets have been attended in Campbelltown, Southern NSW, and the Illawarra. Cronulla Career Market will be held next week. The Dean thanked all academics for their participation.

3.4 Faculty Committee Reports:
3.4.1 Faculty Education Committee – R Vickers
Extra subject options added to MEPrac. Informatics have a new degree that integrates with the MEPrac, Physics have introduced a new subject PHYS376. Staff should be aware of the time lines for new degrees and subjects. It is now too late for 2007 course/subject changes; we now need to be thinking about 2008.

3.4.2 Faculty Research Council and Committee – R Lewis
Meeting held to rank URC Small Grants and distribute FRC funds. Announcements will be made after URC meets next week.

3.4.3 Faculty Workplace Advisory Committee – R. Marshall
Most Lab inspections have been completed and feedback should be received towards the end of this week. The majority of issues were placarding needing to be updated. High Risk items were reported and dealt with straight away. Staff were requested to report any hazards by the on-line on the OHS web page.

3.4.4 Faculty Workload Committee Report – P Cooper
Information session last week to discuss Workload Model. Revised draft after the reference group met yesterday. Report tabled for discussion & ratification
MOVED “The Faculty of Engineering Committee endorses the tabled workload model” SECONDED Tim McCarthy. Faculty Workload Committee was thanked for their work.

3.5 Other Reports:
3.5.1 Commercialisation
No report.

3.5.2 Library
Library renovations will start in the next few months so things will be moving around.

4. COURSE AND SUBJECT APPROVALS

4.1 New Subject
RESOLUTION 07/06
“The Faculty of Engineering Committee seeks approval from the Senate Standing Committee to introduce a new subject PHYS376 Nuclear Fuels Cycle as part of the new Bachelor of Science (Nuclear Science and Technology) degree”

5. OTHER BUSINESS
None.

6. DATE OF NEXT MEETING Tuesday, 31st October, 2006, 2.30pm, Room 1.105

Professor CD Cook
Chair
REH: 6.9.2006