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UNIVERSITY OF NEW SOUTH WALES

Minutes of the meeting (04/6) of the **STANDING COMMITTEE** of the **FACULTY** of the **COLLEGE OF FINE ARTS** (COFA) held on Wednesday, 24 November 2004 at 3 pm in the Elwyn Lynn Conference Centre, COFA.

Present: Ms E Robertson, Presiding Member
Professor I Howard, Dean
Mr G Forsyth, Associate Dean (Academic)
Mr V Rees, Associate Dean (International)
Professor N Brown (Research)
Associate Professor J Mendelssohn
Drs P McKeon, T Ross
Messrs R Bennett, P George, R Morrell
Mss J Clayton, B Ely, S Ross, C Wilkinson

In Attendance: Ms L Ho, Committee Officer

Quorum: 10
Present: 15

The Presiding Member welcomed Ms C Wilkinson, Faculty Manager, to her first Standing Committee meeting.

***1. MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 20 October 2004 were confirmed and signed.

***2. ARRANGEMENT OF THE AGENDA**

***3. STARRING OF ITEMS**

Items 6.2, 6.4, 7, 8.1, 8.2, 8.4, 10, 11, 13, 13.1, 14 and 15 were starred for discussion.

***4. ADOPTION OF THE UNSTARRED ITEMS**

A motion for the adoption of the unstarred items was received and carried.

***5. BUSINESS ARISING FROM THE MINUTES**

***5.1 Graduate Lecture Program**

At the previous meeting the Committee referred the future of the Graduate Lecture Program to the Dean's Working Group for discussion. It had since become apparent that a budget had been allocated and enrolments had been accepted for the Graduate Lecture Program in 2005. This matter was referred back to the Dean's Working Group for resolution in advance of the next student intake.

6. REPORTS

6.1 Presiding Member

The Presiding Member did not give a report.

*6.2 Dean

The Dean congratulated:

- Dr D Del Favero, and Professors J Shaw, S Benford & J Goebel for being awarded an Australian Research Council (ARC) Discovery Grant. The grant provided 5 years support of approximately \$700,000 for a project entitled *Co-evolutionary narrative as machine autonomy in the relationship between artificial agents and human participants in interactive cinema*.
- Mr I Grant for being awarded a \$50,000 prize for his painting, *Hillside*, which is based on landscapes in south-western New South Wales. The prize was presented at the Fleurieu Peninsula Biennale visual arts festival in South Australia.

The Dean reported that the 2005 Faculty Budget had been handed down and an Operating Plan would be developed shortly.

6.3 Associate Dean (Academic)

The Associate Dean (Academic) did not give a report.

*6.4 Associate Dean (Research)

Professor Brown:

- Congratulated the iCinema consortium led by Dr Del Favero and Mr Grant for receiving their respective awards.
- Congratulated the consortium of staff, including Associate Professor Mendelssohn, for winning ARC Linkage Equipment support for \$475,000 for 2005 for a project entitled *The Dictionary of Australian Artists Online*. He commended the drive of Associate Professor Mendelssohn in bringing the project to term and the level of support and initiative of Ms S Walsh-Weirman in coordinating the project. The project was expected to attract follow-up funding.
- Noted that a team from the ARC had visited the University in the last week and that this may signal that UNSW will be successful with its Centre of Excellence application.

The Committee commended Professor Brown for his contribution to the Faculty's research endeavours.

6.5 Associate Dean (International)

The Associate Dean (International) did not give a report.

***7. FACULTY OF ENGINEERING AND FACULTY OF THE COLLEGE OF FINE ARTS – PROPOSED PROGRAM**

The proposal to introduce a Bachelor of Science in Computer Science Bachelor of Digital Media was referred to the Faculty Education Committee for discussion. Mr Forsyth invited colleagues to email him with any comments on the proposal.

8. COURSE PROPOSALS AND REVISIONS

***8.1 School of Art**

With minor amendment to the recommendation the Committee,

RESOLVED CSC04/38

That the Standing Committee approves the revisions to the following courses:

SART1606 Drawing for Media,
SART3800 Professional Practice,
as detailed in the document presented. [File. 011389]

***8.2 School of Art History and Theory**

With minor amendment to the proposals and the deletion of SAHT2476 Introduction to Art Therapy: History, Theories and Models from the list of courses under consideration, the Committee

RESOLVED CSC04/39

Subject to minor amendment,

That the Standing Committee approves the proposed course revisions and introductions as follows:

SAHT4212 Honours Seminar,
SAHT2649 Creative Writing for Artists,
SAHT9208 Digital Theory & Aesthetics,
SAHT9209 Screen Culture,
as detailed in the document presented and amended. [File. 011389]

8.3 School of Media Art

RESOLVED CSC04/40

That the Standing Committee approves the proposal to introduce SOMA2814 Cinematography, as detailed in the document presented. [File. 011389]

***8.4 School of Design**

With minor amendment to a number of proposals,

RESOLVED CSC04/41

Subject to minor amendment,

That the Standing Committee approves the proposal to introduce the following courses:

SDES9750 Contemporary Typography,
SDES9751 Propaganda in Graphic Design,
SDES9752 Experimental Design,
SDES9753 Design Critique Through Practice,
as detailed in the document presented and amended. [File. 011389]

9. Faculty Education Committee Membership**RESOLVED CSC04/42**

That it be recommended that the Faculty Board approve that the composition for the Faculty Education Committee excludes Heads of Schools from the ***elected representatives from Schools*** membership category, as detailed in the document presented. [File. 00443]

***10. Course Outlines**

The template provided guidelines or a checklist of important information that course proponents and Standing Committee members needed to be cognisant of during course preparation and approval. Course outlines were not expected to provide exhaustive information on matters but rather to raise awareness of matters and to uniformly direct students to sources of information. The Standing Committee,

RESOLVED CSC04/43

That the Standing Committee approves that:

1. all courses, postgraduate and undergraduate provide Course Outlines to all enrolled students in the first class.
2. a copy of the Course Outline be lodged with the Head of School and also made available to students using a Web interface (either on a server, through a URL, or using an on-line learning platform).
3. Course Outlines provide all information identified in the Course Outline Template although some common information may be provided by a School publication (which should also either be directly provided to students or easily available on the Web).
4. In preparing the section concerning the relevant resources and reference materials, staff should also note that assistance is available from the Library (<http://www.library.unsw.edu.au/academic.services.html>). Please ensure that Occupational Health and Safety requirements are met (<http://www.riskman.unsw.edu.au/ohs/ohs.shtml>) and that the Disability Guidelines are also taken into account, as detailed in the document presented. [File. 981329]

***11. The Awarding of a University Medal at COFA**

During discussion minor corrections were made to the draft recommendations. The Presiding Member encouraged colleagues to nominate high calibre students for a University Medal. The Session 2, 2004 Assessment Review Committee meeting would be held at 10 am, Thursday, 9 December 2004. The Standing Committee,

RESOLVED CSC04/44

That the Standing Committee approves the:

1. Recommendation regarding 3-year programs [BFA, BArtTh, BDM]

In order to be able to be recommended for a University Medal students will need to have an Honours Grade of 1st Class, with a mark of at least 90%, and also have a WAM across their 3 year pass program of no less than 85. Students entering fourth year honours programs from other Universities may qualify to receive a recommendation for the University Medal.

2. Recommendation regarding 4/5-year programs [BArtEd, BDes, BDes BArtEd]

In order to be able to be recommended for a University Medal students will need to have an Honours Grade of 1st Class, with a weighted mark (see below for recommendations) of at least 90%,

4801 BArtEd - Honours grade determined on the basis of the following weightings:

SAED4055 - 40%

SAED4051 - 30%

Art Education core courses in Stages 3-4 other than the above - 5% each (totalling 30%)

4802 BDes - Honours grade determined on the basis of the following weightings:

SDES4104 - 40%

SAED4051 - 20%

SDES4101 - 20%

Design Studio in Stages 3 - 5% each (totalling 20%),

as detailed in the document presented and amended. [File. tba]

12. Academic Standing Advice

The Committee noted the request from the Faculty Education Committee that the Student Centre prevent students who are on probation in terms of their Academic Standing from re-enrolling without prior academic advice and approval.

***13. Policy on the Technological Impact of Course Proposals**

Mr Forsyth noted that the policy on the technological impact of course proposals, including the **IT and Other Resources Centre Impact Statement**, had been endorsed by the Dean's Working Group. The issue of IT resource costs had been raised in the context of the 2005 Faculty Budget. The Faculty Board,

RESOLVED CSC04/45

With minor amendment,

That the Standing Committee approves:

1. The policy on managing the costs associated with the technological impact of course proposals.
2. The use of the *IT and Other Resources Centre Impact Statement* to be submitted to the COFA Technology Coordination Committee for approval as course proposals undergo the approval process, as detailed in the document presented. [File tba]

13.1 Cross Subsidisation of Research Students

It was noted that the Computer Support Unit and/or the Teaching and Research Support Services often provided substantive technical support to research students undertaking hybrid (combined written and practical) theses. The assistance was time-consuming and not normally planned or acknowledged.

The following comments were made during discussion:

- The Teaching and Research Support Services unit received off-the-top funding, and as such, ought to provide equal support to staff/students across the Faculty.
- Supervisors had an obligation to ensure that there were adequate resources and materials available to ensure that a student's candidature was not delayed. Supervisors of students undertaking hybrid projects should develop realistic expectations in terms of the resource, material and support implications. Although it was recognised that many projects evolved with the passing of time it was suggested that supplementary resource arrangements could be made as needed.
- An additional revenue stream could be attained if the CSU or TRSS provided training courses to staff and students.

After brief discussion, Mr George undertook to prepare a briefing paper that qualified and quantified the level of support supplied by the CSU and TRSS groups for presentation to the COFA Research and Planning Committee. In this way the units could be appropriately compensated.

***14. ACADEMIC BOARD ADVICE**

The Standing Committee noted the following Academic Board advice on:

- Timetabling and CATS Space Utilization.
- Proposed UNSW Policy on Minimum Facilities and Resources for Postgraduate Research Study.
- Rules for the Preparation and Submission of Master by Research and Doctoral Theses for Examination.
- Dates of Academic Board Elections – 2005 & 2006.

Professor Brown asked members to bring to the attention of research students the *Rules for the Preparation and Submission of Master by Research and Doctoral Theses for Examination*. Mr Forsyth noted that the Faculty's facilities and resource requirements for postgraduate study had been referred to the developers of the three capital works Master Plans.

15. BUSINESS WITHOUT NOTICE

15.1 Coursework Review

The Presiding Member thanked Mr G Forsyth and Ms R Buckley for their diligence and hard work in bringing the Coursework Review to a successful conclusion.

The Presiding Member also thanked Ms L Ho, who had agreed to return to COFA following the resignation of Ms S Basir. Ms Ho came back on board at a critical time during the Coursework Review, and provided expert and informed assistance through the Standing Committee and Faculty Board. The Presiding Member recognised her high level of professionalism, her sense of humour and her skill in so effectively assisting the Faculty in all Committee-related activities.

The Standing Committee greeted this statement with acclamation and presented Ms Ho with an arrangement of flowers.

15.2 2004 End of Year Exhibition

Mr K West, organiser of *The Big Day Out* and graduand of the Faculty, had undertaken to open the 2004 End of Year Exhibition.

There being no further discussion the meeting closed at 3:45 pm.

SIGNED AS A TRUE RECORD

Presiding Member / /2004