Minutes

Apologies Received: LV
Present: DJM, VW, IJ, BM, MNM, EL, RRB, ST, MK, MH, AB, VV, BF, RGM, AYK, WJTD, PRM, MKS, PAJ, CR

Items for Discussion:

Previous Minutes
- Minutes from meeting 03/12 held on 4 April

OH&S
- Hydrogen bottle found in gas cage. Reminder to store chemicals in correct location.

Chair Report – David Mee

1. Last Student-Staff Liaison Meeting (Attachment 2)
   Action Item: HOD to consult with course coordinators for 4th year semester 2 courses to see if better coordination of due assessment items can be planned.
   DJM noted that workload mapping across courses is complicated by high number of elective courses in sem 2 for 4th year.

2. Staff Engagement Survey
   Staff to request copy of submission document if interested

3. Professional Staff Workshop and Survey
   Encouragement for staff to complete

4. School Review
   Suggestion for chair and panel members of the review committee
   Brian Launder (U Manchester)
   Joseph Lai – ADFA
   Hugh Durrant White (NICTA)
   Richard Hillier (Imperial)
   Ivan Marusic (UMelb)

5. VC Workshop on University Governance – report

6. 2012 QRC Universities Forum – “Beyond business as usual – the resource sector’s growth challenge”. The Queensland Resources Council (QRC), the peak industry body for the state’s minerals and energy sector, released its Queensland Resources Sector Growth Outlook Study in November 2011, forecasting the need for up to an additional 40,000 workers in the industry by 2020, under a best case growth scenario. A significant number of these additional workers will require university education particularly in engineering and earth, environmental and spatial sciences. Under current labour market conditions, demographics and educational policy settings, the QRC considers that “business as usual” scenarios will fail to deliver the workforce numbers required.

7. Probation for staff: Will be three years rather than five years in the future.
   Change to comply with Visa regulations and standardise domestic and international requirements.

8. Academic Board Report
   David Mee representative on Academic Board as Head of School.
   PRM noted that the Academic Board is always looking for new participants and encouraged staff to apply if interested. There are elections for staff representatives.

9. BE Accreditation
   Accreditation document in final stages and to be circulated in the near future.
Faculty Workshop Update - Valentin Valkov
1. Workshop operating near full capacity
   Equipment usage near 100%
   One more incoming piece of equipment shortly
   Two new technicians employed to improve Workshop staff-time balance.
   Focus on improving group coordination and more accurate job quotes for cost and duration.
   Staff encouraged to pass on suggestions and feedback to workshop.

T&L Matters
1. School of Mech and Mining Open Day for undergraduate students – to be held on 10 May 4-6pm, followed by a BBQ. Staff encouraged to participate.
   All mechanical BE plans invited.
   KG to provide update to DJM on participation levels of staff and student and operational plan.
2. UQ Open Day. Expecting to run same displays as last year.
   PAJ suggests to open the Geothermal Lab (Building 45 upstream, end of T4) for viewing.
   Research by students Jason Czapler and Raj Singh could be displayed. No deadline for other staff to suggest further displays although late submissions will not feature in the event publication.

Research
1. Australian Code for the Responsible Conduct of Research.
   This had been discussed in previous meeting.
2. Confirmation Milestone for RHD students
   Emphasis to clearly define the aims and scope of the project. There has been discussion at the School Management Committee meetings about preparing students for confirmation of candidature and examples of instances where the research problem was not well articulated in the Confirmation Report and presentation. Supervisors are asked to help address this by working with their RHD students so that the articulation of the aims and research methodology are well formulated and presented at the confirmation stage.
   RMC noted Milestone Guideline Booklet for students to understand expectations and also provides an example structure for the Confirmation Report. DJM suggested that the focus prior to submitting the milestone document should be on achievable research aims and an appropriate methodology with milestones for reaching these.
   Advisors to enforce Confirmation Report max 30 pages.
3. In May the Faculty will be calling for EOIs in the 2012 Intra Faculty Challenge. Funding will be for proposals that span across Schools/Centres in the Faculty and that could potentially lead to an application for a CoE or CRC.
4. DECRAs: Applications in the current round are only about 50% of those last year.
   VW noted that this is about the number of applicants that was expected by the ARC in the first round and that most success comes to those closer to 5 years out of PhD.

Library

Other Business

Schedule of Staff Meetings for 2012
02/12 - 7th March
03/12 - 4th April
04/12 - 2nd May
05/12 - 6th June
06/12 - 4th July
07/12 - 1th August
08/12 - 5th August
09/12 - 3rd October
10/12 - 7th November
11/12 - 5th December