Minutes

Apologies Received:  RRB, HG, VW, LJV, HH

Present:  DJM, AV, MK, CR, KL, BM, PJ, MD, VV, AB, MKS, PRM, IJ, RM, PAM, WJTD, MV, BF

Items for Discussion:

1. Previous Minutes

2. OH&S
   - Audit of the School
     - Report from OHS Self Audit will be available in 2-3 weeks.
   - Tutor/demonstrator risk assessments
     - The School is collecting information on practical classes and the induction processes used for tutors/demonstrators/others leading practical exercises and laboratory work for undergraduate students.
     - Students attending a prac are required to sign a form (second link). The first URL links to the guidelines referred to in the first row of the form. https://ppl.app.uq.edu.au/content/2.30.14-occupational-health-and-safety-laboratory
     - The tutor/demonstrator forms can be taken to the office for scanning. Please be sure they are labelled with the course code and semester year and ask the tutors to bring them in bulk.
     - The other key to this is ensuring the tutor/demonstrator/staff member have indicated that they have read and understood the relevant risk assessments for the activities prior to leading a class. This needs to be done in the on line risk assessment database and the course coordinators should ensure these are up to date first.
     - It is recommended that staff utilise the SOP and Attachment functions to store all relative OH&S documents. This will assist greatly with future Self-Audits.

Chair Report – David Mee

- Open Day this Sunday
- Sanctions on Iran
  - It was noted that the university is not currently accepting Iranian nationals for Undergraduate studies in accordance with the existing UN Autonomous Sanctions.
- Indigenous camp around January. Any volunteers to be the MME rep?
  - Interested staff to contact HOS directly
- BE Accreditation (3-5th September)
  - Interview and meeting invitations will be sent to those staff needed for the BE Accreditation visit shortly.
  - Small amounts of assessment documentation are still needed to meet the Accreditation requirements. The School Administration will contact Course Coordinators for this.
• School Review

• Business travel involving personal leave

T&L Matters

• Final-year thesis/design – Michael Kearney
  o It was recommended that each academic contribute a minimum of one project for the fourth year Major Design Project Course (MECH4552) to better distribute fourth year students. The academic will then be the mentor for the group taking the project and will assist in assessing the group.
  o Engineering Thesis Course (MECH4500) to consider peer-review assessment. This will need careful moderation and focus on student understanding of research methodology.
  o Further details can be found in the attached slides.

• Masters of Power Generation – discussion at next meeting

• Timetable in 2013
  o The new timetabling system will be introduced for Semester 1, 2013. If you are sent an email requesting information for timetabling, be comprehensive in identifying all of your requirements (e.g. time and space constraints).

Research

• Research Committee Report (PRM)
  o 3 Minute Thesis on Friday. Please encourage your RHD students to participate.

Library

Other Business

Faculty Workshop Update (Valentin Valkov)

Next Meeting
07/12 – 29 August
08/12 - 3rd October
09/12 - 7th November
10/12 - 5th December