Minutes

Apologies Received: RB, VW, RM


Items for Discussion:

1. Previous Minutes

2. OH&S
   - Ventilation Faulty in Hawken, Room 403
     o Building Manager aware of this and actions are being taken to fix.

Faculty Workshop Update (Valentin Valkov)

- New machine has arrived and staff are currently being trained.
- Interviews for the new staff member are being undertaken.
- The workshop is active on Scramspace jobs at the moment.
- Staff groups are encouraged to utilise the Workshop wherever possible rather than going to external providers.

Chair Report – David Mee

- BE Accreditation (3-5th September)
  o The School is struggling to find graduates from all Mechanical Plans in the BE to attend a session during the EA Accreditation visit. Staff are asked to contribute any names of past students that may be available.
- School Review
- Postgraduate Student Representative
  o Luigi Jules-Vandi has stepped down as the Postgraduate Student Representative on the Mechanical Staff Meeting and staff are encouraged to suggest a new student. 2nd year PhD students are preferred.
- School Budget
  o The School budget for 2012 and a proposed model for altering the distribution from the Faculty to the School were discussed. Under the current model and the proposed alteration, the School receives 26% of the income that it earns for the University (including domestic and international teaching, RHD supervision and quantum on research). This funding does not cover the salary expenses for the School ($6.1M income vs $7.8M expenditure). There are other sources of funding (such as external support for academic positions and strategic funding from the Faculty and Centre) that supplement this. This demonstrates the importance of other sources of funding to keep the School financially strong.

T&L Matters

- Masters of Power Generation
Mech Student Staff Liaison Committee recommendations

- **Introduction of a Mech-Auto course**
  Lack of support among staff members for the introduction of this course, but will raise this issue at a following meeting when Vince Wheatley is present for further input.

- **PowerPoint use in class**
  Students have noted that it is a struggle to keep up with the transition of slides in Lectures. They have recommended that Lecturers progress slower through the slides, or alternatively, have the last section of a slide copied over to the header/footer of the following slide to allow time for students to note all information.

- **Access to Computer Labs**
  If students complain about the lack of availability of Computer Labs, please remind them that they can access any Faculty-controlled labs. Students will need to email EAIT Helpdesk to gain access to any rooms they do not currently have access to.

- **Assessment Dates**
  Students recommended that we review the Assessment dates for core courses in each plan to avoid excessive deadlines in the same week. The School Office will complete this prior to the release of Course Profiles for 2013 so that needed changes can be made. This will occur in November so you may be contacted regarding this.

- **Course Organisation**
  Students noted that the running of 3100, 3410 and 4460 has improved and the use of compulsory tutorials and intermediate quizzes is beneficial for students.

Report from Mechanical Engineering Student Society (MESS)

- **First Aid Course**
  MESS are looking to organise a First Aid Course for all members. It was proposed this could be a Liaison Day with any Mechanical Staff that may be interested in taking part. If there is enough interest from students and staff, this would be held on-campus in the Mid-Semester break. Interest from staff will be passed onto MESS.

- **Design Project Day for 2013**
  MESS is looking to develop a Design Project Day for members in Semester 1, 2013. More information on this will be distributed early next year and staff may be asked to get involved.

Research

- **3 Minute Thesis Competition**
  - Winner – Dawid Preller
  - Runner Up – Elise Fahy (went on to place 2nd at the Faculty Final)
  - People’s Choice – John Varghese

Library

Other Business
Next Meeting
08/12 - 3rd October
09/12 - 7th November
10/12 - 5th December