Present: Professor Ross McAree (Chair), Associate Professor Rowan Truss, Associate Professor Han Huang, Mr Aleks Atrens, Ms Katie Gollschewski.

Apologies: Professor Paul Lever, Professor David St John, Mrs Kim Lamb.

Minutes: The minutes of the meeting held on 19 April 2010 were approved.

1. ERA

Members noted that as part of the ERA exercise the School was required to nominate several fields under which research activities could be consolidated. Four fields were chosen, namely materials, mechanical, resources and minerals processing and aerospace. It was a strategic decision to nominate fields that would give the School the highest rating and the information that has been received to date has given a good audit of the School’s current position.

2. Milestone Review

Members reviewed the amended guidelines for the first Milestone and noted that the School Evaluation form which provides feedback to the student would also need to be reviewed. Members discussed the second milestone, noting that the student’s progress should be measured against the expected achievements determined at the first milestone. Members discussed the format of the document to be submitted by the student, noting that writing a report may reduce research time. Members agreed that this milestone should be more like an industry performance review, allowing the student to actively manage a portfolio of outcomes and to change these as their candidature evolves. Members determined that draft guidelines should be submitted at the next committee meeting.

3. RHD Scholarships Programs

On 01 January 2010 the Graduate School implemented changes to the UQ International RHD Scholarships Programs and these need to be reflected in the School’s guidelines. Members approved the draft guidelines and noted these could be published on the School’s website.

4. Additional Courses

Members discussed the costs associated with students undertaking additional courses, such as WRIT6001/1001, as part of their research higher degree. Members noted the benefits of offering a course like WRIT6001/1001, which focuses on academic writing skills for Asian language speakers. Members considered allocating a portion of the budget to send a small number of students to this course, but determined that it would be more economical to fund a School version of this course that would be available for the whole cohort. Members also noted that such a course would be of benefit to all students in the Faculty.

It was resolved to recommend that:
(i) This issue be raised at the Faculty research committee to determine if a Faculty wide course could be offered.

5. Benchmarks

Members reviewed the School’s benchmarks for January-March 2010. Members noted the School’s success in receiving Graduate School scholarships in the first round and also the need to track students through the Milestone process more closely.