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

Apologies: Professor David St John, Mrs Kim Lamb.

Minutes: The minutes of the meeting held on 03 August 2010 were approved.

1. International scholarships round 3
In the third scholarship round for 2010, the School received one IPRS and two UQI/UQRS. Members discussed the distribution of nominations and scholarships awarded in 2010, noting that the School had done well and that the results reflected our historic IPRS outcomes.

Members also noted that there should be applicants in all rounds for all scholarships and that the School was yet to receive a UQ Advantage scholarship. It was noted that the nomination for scholarships was relative to opportunity, but that this needed to be addressed.

Members noted the UQ Advantage scholarship needed to be more widely advertised as it was like the School’s old superscholarship scheme. When an application is received, it should be checked for availability and supervisors encouraged to apply. This will be managed when the School forwards the School Recommendation form to the nominated supervisor; a list of eligible scholarships will be included in the email (with an explanation of the costs involved for the supervisor). It was noted that the Top-Up Assistance Plan (TUAP) scholarships also fall into this category.

Members noted that it was a good performance by the School, and that we have been proactive in making the best case for our students. It was recommended that this process continues.

2. Three Minute Thesis
The School heat for the 3MT competition was held on Thursday 5 August. There were 17 competitors, and the winner of the heat was Iain Williams, who received a $500 cash prize. Second place went to Michael Warren who received a $250 cash prize, and the people choice prize winner was Sheng Liu, who received a $100 cash prize. The School has nine competitors in 2009, so there has been a considerable increase in participation in 2010.

Iain Williams represented the School in the Faculty Final which was held on Monday 30 August. The winner of the Faculty finals was David (Chih-Hao) Yu from the School of Information Technology with his presentation titled “Rich, Annotation for 3D Digital Museum Artefacts”.

Members noted that the School had a large turnout for the School heat, which was likely to be due to the prizes offered. We aspire to have one third of the cohort present in 2011.

It was noted that there was a lack of engagement from mining students. It was recognised that many mining students are at the end of their program and as foreign students there is some reluctance to present at a specialised event, however the committee emphasised the need for all students to be aware of the opportunities available.

3. Postgraduate Information Event
The School held a Postgraduate Information Event on Thursday 8 September. At this session, a welcome was given by the Postgraduate Coordinator and three speakers each gave a three minute presentation on their favourite research project. This was followed by a short presentation on the application process, then a forum after the presentations for questions and a light lunch. The event was advertised to final year undergraduate students and current postgraduate coursework students via email and posters on campus, however was poorly attended.

This event helps to gauge undergraduate student interest in research, so there was concern about the recruitment of graduating students. It was noted that many final year students have already been recruited as hiring companies hold events throughout the year and advertise through student associations and via industry websites. Members noted that the format, timing and advertisement of the 2011 event would need to be addressed early next year.
4. **Student Development**
In order to enhance the motivation and capabilities of the School’s research students, it was proposed that a series of skills development workshops be held at a school or faculty level. The first of these will be a workshop on ‘How to write a Research Paper’ and to be held on 29 November. The aim of the session is to redress the School’s publication culture and to explain the importance of publishing for the completion of a PhD and for postdoctoral applications.

5. **RHD Publications**
As a result of the Committee’s review of the School’s Milestone policy, new Milestone Guidelines were created. A Student Handbook was completed at the same time and is intended to be a reference document for students throughout their program. Both documents have been professionally published.

One reason for the review of the Milestone policy was the low numbers of students completing Milestones 2 and 3. To ensure staff and student understand the new policy, engage with the overall aim and subsequently complete Milestones 2 and 3 within the specified timeframe, there needs to be an implementation phase.

Members noted that a culture change is still required and to help with the implementation a group of standard Chair’s of Review should be created who could ‘champion’ the process within the School. Members stressed the importance of having external members on each committee, and suggested using the postdoctoral staff in this role.

As part of the implementation of the Milestone Guidelines a new website was been created where staff and students can access these publications and forms electronically. A copy of each publication has been mailed to all students and staff with a cover letter advertising a school wide information session. It was also proposed to hold similar information sessions in Orientation Week each semester. These update sessions will also act as a welcome for new students.

6. **Conference**
Members noted that the conference was expertly run, and it was recommended that:

- the School’s activities should be spread across the year and as the 3MT is held in semester 2, that the conference should be moved to semester 1;
- planning for the 2011 commence immediately, with an invitation to participate sent to the School of Chemical Engineering, School of Information Technology and Electrical Engineering and AWMC;
- the venue of the conference be reconsidered. Customs House was suggested, as it would increase participation from industry based in the city;
- professionally printed invitations be created;
- the event be promoted to academics to encourage participation, and also to require staff to provide written feedback to students on their presentations;
- videoing presentations provides a great tool for self assessment, so this aspect of the conference should be promoted to both students and their supervisors.

Two items were held over to the next agenda: Vivas and English Language policy