Actions from Last Meeting (Actions generated in this meeting are listed at the end)

- This is the first meeting for 2009

Objectives of the Student/Staff Liaison Committee:
The main objectives of the committee are

- to review the undergraduate plans contributed to by the Division, and
- to contribute to the continual quality improvement of programs contributed to by the Division.

These will be achieved by

- monitoring the delivery of courses,
- discussing the relevance of the curriculum,
- acting as a forum for suggestions for modification and improvement to programs and the learning environment,
- highlighting and sharing examples of good practice,
- monitoring workload of students,
- considering and seeking to resolve academic problems which are of concern to students, and
- making recommendations to other committees and to managers on matters requiring action that the Committee cannot resolve directly.

Apologies received:

Attendance:

- Students: Yassmin Abdel-Magied (2nd year mech rep), Patrick Whittle (2nd year Mech rep), Peter Blyton (2nd year mech & aero rep), Andrew Street (3rd year mech & Aero rep), Clinton Glanville (3rd year Mech rep), Ross Flewell-Smith (3rd year Mech rep), Sinja Pejanovic (4th year mech rep), Leonard de Guzman (4th year Mech & Aero rep)
- Staff: David Mee (HoS), Richard Morgan (Mech and Aero/Space Plan Leader), Ross McAree (Mechatronics Plan Leader), Martin Veidt (Mechanical Plan Leader)

Health & Safety

Those present were asked to raise any relevant OH&S issues:

- The use of the Mechanical and Instrumentation workshops and the time it takes for students to be inducted was raised. It was acknowledged that this takes time and that planning is necessary. This is to be highlighted in the introduction to the thesis course each semester. (Action: Course coordinator MECH4500/01)

Report from the Head of Division (DJM)

- New Schools of Engineering
  - School of Mechanical and Mining Engineering (Divisions of Mechanical, Mining and Materials)
• New lectureship positions in Mechanical Engineering
  • Lecturer in Mechanical Engineering - Dr. Kamel Hooman started in May 2009.
  • Lecturer in Mechanical Engineering - Dr. Vincent Wheatley started in July 2009.
• New level on Mansergh Shaw building in 2010
• Mechanical and Materials Engineering from 2010
• Engineers Australia Accreditation visit at end of year

Teaching and Learning Matters

• Delivery of courses
  • At least one copy of the required texts for courses should be included in the Kept at Desk collection in the library. **Action:** Contact library to see if required texts for all courses can automatically be added to the Kept at Desk collection each semester. (DJM).
  • The question of the best way to help students learn new software was raised. This was done well in some courses but not so well in others. Extra material or further guided assistance was requested for some courses. **Action:** The issue of learning software to be discussed at a Mechanical Engineering Staff Meeting (DJM).

• Relevance of the curriculum

• Modification and improvements to the programs and learning environment
  • The introduction of the Warman competition in second year was considered to be good. It gives students a design and build aspect to the course. Similarly, those who had attended the TAFE machining course found it very useful. The question was raised of whether a follow-on course would be possible.

• Student workloads
  • Students noted the jump in workload from year 1 to year 2.
  • Group projects can lead to high workloads for some students if other group members do not contribute. This can be because some students do not engage in the project but also if there is not a clear task for all members of the group. **Action:** Highlight issues with group work and workloads to staff at a Mechanical Engineering staff meeting

• Academic problems of concern to students
  • Problems with large gaps in student timetables were raised. DJM noted that the timetabling of all courses on offer to students in the mechanical plans is an overconstrained problem. With the number of elective courses, particularly in 4th year, it is unlikely that this can be avoided.
  • One student asked that staff respond more quickly to emails and noted that some staff do not respond at all to some emails. **Action:** DJM to tell staff of student concerns over responses to emails.

Other Matters

• Students asked about help with finding vacation employment. DJM noted that employers and students are suggested to use the UQ CareerHub for advertising and finding vacation employment. The link for the CareerHub is [https://www.careerhub.uq.edu.au/](https://www.careerhub.uq.edu.au/)
• A student noted that some students in other schools were wearing a coloured ribbon on their hoods at their graduation ceremony. The ribbon was the traditional colour for the hoods for their degree that had been used at UQ in the past. (Several years ago, the University changed
procedures so that all undergraduates wore the same colour hoods at their graduation ceremonies.) The student asked if ribbons of maroon (the colour used in the past for Engineering degree hoods) could be supplied by the School to students for future graduation. **Action:** DJM to investigate the feasibility of providing students with coloured ribbons for their graduation.

- Students asked whether the School planned to hold another postgraduate career advice session in 2009. It was agreed that this would be a good idea. PRM noted that on 28 August, the School would hold the heats of the “Three Minute Thesis Competition”. **Action:** Another postgraduate careers advice session to be held in second semester and final year students to be invited to the School heats of the “Three Minute Thesis Competition” on 28 August.

**Next Meeting**

Aim for late in semester 2, 2009

**Action Summary**

- Highlight the time it may take for safety inductions for the Mechanical and Instrumentation workshops in the introductory lecture for the thesis courses. (Course coordinator MECH4500/01)
- Highlight issues with group work and workloads to staff at a Mechanical Engineering staff meeting. (DJM)
- Contact library to see if required texts for all courses can automatically be added to the Kept at Desk collection each semester. (DJM/MV)
- The issue of learning software to be discussed at a Mechanical Engineering Staff Meeting (DJM).
- DJM to tell staff of student concerns over responses to emails.
- DJM to investigate the feasibility of providing students with coloured ribbons for their graduation.
- Another postgraduate careers advice session to be held in second semester and final year students to be invited to the School heats of the “Three Minute Thesis Competition” on 28 August. (PRM)