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

- HoD to raise at a staff meeting the issue of tutor preparation and induction for courses. Raised at staff meeting on 8 June
- HoD to let the EAIT IT Infrastructure Manager (Rik Taylor) know about the reboot time for computers. Done
- HoD to invite the EAIT IT Infrastructure Manager (Rik Taylor) to the next liaison committee meeting. Done. Dale Lawson attending this meeting
- HoD to suggest further communications with current students on the curriculum review - particularly the integrated masters. Raised at faculty meeting
- HoD to raise at next Mechanical Staff Meeting the suggestion of running tutorials in two parts - a formal part at the start (e.g. concept explanation/problem solving and then an informal question/answer section in the second half). Raised at staff meeting
- SoMME Teaching and Learning Committee to consider how to promote formal tutor evaluations mid-way through the semester so that casual tutors can get feedback that can be acted upon to improve value of tutoring to students. Passed on to TLC chair
- HoD to raise at next Mechanical Staff Meeting the potential for increased use of electronic submission of assignments. Raised at staff meeting
- HoD to note that the TV Krok Design Centre is to be a resource primarily for use by mechanical students in years 3 and 4. Noted

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: A/Prof Martin Veidt

Attendance:

- Students: Francis, Alistair (1st Year Mech), Holmes, Nikky (4th Year Mech), Kayes, Julie (4th Year Mech&Aero), Whittle, Patrick (MESS President), Lawson, Dale (EAIT IT), Orr, Jessica (1st Year Mech&Aero), Whiteman, Mitchell (EU), Niaga,
Antonia (4th Year Mech), Pearce, Jake (3rd Year Mech), Burley, Mitchell (3rd Year Mech), Stur, Thomas (4th Year Mechatronics), Bush, Alex (3rd Year Mech&Aero), Blyton, Peter (4th Year Mech&Aero), Hazzard, Julie (4th Year Mech), Nugent, Joshua (2nd Year Mech), Reidy, Mark

- Staff: Prof David Mee (chair), Dr. Matthew Cleary (representing Mech), Dr Peter Jacobs (representing Mechatronics), Dr. Vincent Wheatley (representing Mech and Aero), Prof Ross McAree, Mr. Dale Lawson (EAIT IT Team)

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

Report from the Head of Division (DJM)
- Progress on integrated masters
  - Being piloted in chemical engineering plans in 2012 and being rolled out into other plans in 2013/2014
- Some issues with classes scheduled in 50-N301
- Proposed change to CREO (was Pro-Engineer) for CAD/CAM and possibly FEM for 2012.
- Proposed CNC milling machines for MECH2305
- Accreditation in 2012
- Possible research exposure afternoon for the School in 2012. (Materials engineering ran a session last week.)

Teaching and Learning Matters
- Delivery of courses

  - Relevance of the curriculum

  - Student workloads

  - Academic problems of concern to students

Other Matters
- Mechanical Engineering Students Society Report (MESS President).

Next Meeting

Aim for early to middle of semester 1, 2012.

Action Summary