Mechanical Engineering Student/Staff Liaison Meeting
Tuesday 28 August 2012 (1300 - 1400) 45-414

Apologies received: Scott Fischer, Alexander Bowen-Rotsaert, Conrad Hine

Attendance:
Students: Blaice McCaul, Alistair Francis, Tom Koorts, Jessica Orr, Kody Cook, Alex Bush, Antonia Niaga, Mitchell Burley
Staff: Dr Peter Jacobs (Chair and representing Mechatronics), Prof David Mee (HoD), Dr. Alex Klimenko (representing Mech), Dr. Vincent Wheatley (representing Mech and Aero), Mr. Dale Lawson (EAIT IT Team)

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

- HOD to send MEA Report Writing Guide documentation to EAIT IT (Dale Lawson) for uploading.
  - *There are issues of ownership of the MEA Guide that make it difficult to put up on the EAIT site.*
- HOD to consider Mech-Auto course and raise issue at Mech Staff Meeting.
  - *Raised at Staff Meeting on 29/08/12.*
- HOD to disseminate PowerPoint information at Mech Staff Meeting
  - *Raised at Staff Meeting on 29/08/12*
- HOS to circulate the new GPA Honors requirements to students
  - *Sent to BE students on 14/08/12*
- HOD to arrange for an extra tutorial each week in MECH3400 for the rest of semester in the extended year 1 learning centre.
  - *Done*
- HOD to raise issues with course coordinator of MECH3400
  - *Done*

Report from the Chair (PJ)

- UQCareerHub
  UQ CareerHub is a FREE online Employment Service where UQ students and alumni can search for:
    - All types of local, national and international degree-related employment opportunities
    - Upcoming career and employment events/workshops
    - Online career resources and planning
  UQ CareerHub is a part of the UQ website, is FREE for UQ students

Report from the Head of Division (HoD - DJM)

- Accreditation in 2012
- School of Mechanical and Mining Engineering Review in 2013
- Integrated Masters
  Commences 2014 for Mechanical cohort
Report from the Mechanical Engineering Students Society (MESS President)

- MESS noted that the MESS Ball was held recently and was successful. MESS is currently working toward the End of Year Break-up.
- First Aid Course
  MESS are looking to organize a First Aid Course for all members. 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. This will be raised at the Mechanical Staff Meeting and any interest from staff will be passed onto MESS.
- Design Challenge Day
  MESS is looking to develop a Design Project Day for members in Semester 1, 2013. MESS will be looking for Faculty & School support with this. MESS to provide a draft plan of the event to HoD and Faculty for review.

Health & Safety

- Students noted that the Hawken concrete foyer area (Building 50) can be very slippery when wet. This information will be forwarded to the Building Manager for monitoring.

Teaching and Learning Matters

- GPA Weighted System
  Students raised that there is no detailed information on the new GPA weighting system on the Faculty website. The School will review the current information and liaise with Faculty to distribute further details.
- Report Writing
  Students to forward any useful Thesis and Report-Writing Guides to HoD to be collected, reviewed and possibly circulated to all Mech BE students.
- Timetabling System
  Students noted that they would prefer if lecture and tutorial timetabling could be organized to avoid having singular items on one given day. This leads to a high percentage of non-attendance due to travel time etc. Further information on the new Timetabling System and its constraints to be distributed to members.
- Lecture recordings
  Students complained that the new ECHO system stops recording lectures between 50mins – an hour. On occasion, this will cut out valuable information that is given in the last part of a lecture. This issue to be raised with EAIT IT. Students also mentioned that each lecture theatre has its own settings to determine the screen that will be recorded. Staff are to be reminded of this and ensure they are recording the correct information.
- Course Organization
  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.
- Access to Computer Labs
Students noted the lack of availability of Computer Labs. Students were reminded 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.

- **First Year Advice**
  Students recommended that staff in contact with 1st year BE students informally communicate the computer requirements of the degree and explain the difference between using a Windows or Mac brand computer.

- **MECH2305 Introduction to Engineering Design**
  Students have concerns that the failure rate for the Drawing Assignments has been high. Staff noted that this may be due to the newly introduced program. Students also commented that there was no commenting or feedback provided on Assignment results. This information is to be passed onto the Course Coordinator of MECH2305.

- **CREO Software for 2014**
  Staff noted that the use of CREO Software will continue in 2014 and program training will continue for tutors. Students recommended the CREO Part Library to be increased.

- **ENGG4000 Introduction to Systems Engineering**
  Students raised concern with the final examination. Content is a repetition of earlier assessment material in the course and students recommended the content is not suited to exam conditions. To be raised with Course Coordinator of ENGG4000.

- **Assessment Dates**
  Students recommended that the School 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 review will occur in November between School administration and teaching staff.

**Other Matters**

**Next Meeting**
Semester 1, 2012.

**Action Summary**

- **MESS First Aid Course:** This will be raised at the Mechanical Staff Meeting on 29/08/12 and any interest from staff will be passed onto MESS. (BM)
- **MESS Design Challenge Day:** MESS to provide a draft plan of the event to HoD for review. (MESS)
- **Hawken Building OH&S:** Hawken concrete foyer area (Building 50) can be very slippery when wet. This information to be forwarded to the Building Manager for monitoring. (BM)
- **GPA Weighted System:** The School will review the current information and liaise with Faculty to distribute further details. (HoD/BM)
• Timetabling: Further information on the new Timetabling System and its constraints to be distributed to members. (HoD/BM)
• Lecture recordings: ECHO stops recording between 50mins-1hour. Occasionally, this will cut out valuable information. This issue to be raised with IT. (BM)
• Mech staff to be reminded of screen recording settings. To be raised at Mech Staff Meeting on 01/10/12 (PJ)
• Course Organization: Students noted that the use of tutorials and intermediate quizzes is beneficial. This information was passed on to Mech Staff at the Mech Staff Meeting on 29/08/12. (PJ)
• First Year Advice: Staff in contact with 1st year BE students to outline computing requirements – Windows/Mac. This information to be raised at Mech Staff Meeting on 01/10/2012. (PJ)
• MECH2305: HoD to speak with Course Coordinator regarding Drawing Assignment failure rate and feedback on assignments. (HoD)
• ENGG4000: HoD to speak with Course Coordinator regarding the final examination content and structure of course assessment. (HoD)
• CREO Part Library: HoD to look into increasing the CREO Part Library. (HoD)
• Assessment Dates: School to review the assessment dates for core courses in each plan to avoid exceeding deadlines in same week. (KG/BM)

Information for new members:

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.