Mechanical Engineering Student/Staff Liaison Meeting,
Monday 6 September 2010 (1300 - 1400 Room 78-421)

Actions from Last Meeting (Actions generated in this meeting are listed at the end)
- Students asked that all students in the mechanical plans be informed about access to Mansergh-Shaw during 2010. Action DJM. Done.
- Students present indicated that they would like to be asked their opinions in the engineering curriculum review being undertaken in the faculty at present. Action: convey this information to the curriculum review committee. Action: DJM. Done. Sent these details to the Chairs of the "Stakeholder Engagement" and "Pedagogy and Student Experience" subcommittees.
- There was an issue with the time it takes for computers in the NAL labs to come to life if they were rebooted and that students were locking computers and leaving them. Action: DJM to follow up with Rik Taylor. Done. Response indicated in minutes from last meeting.

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: Prof Ross McAree, Prof. David Mee

Attendance:
- Students: Scott Fisher (SF, 2nd Year Mech), Yassmin Abdel-Magied (YAM, 3rd Year Mech), Jessa Tanner (JT, 3rd Year Mech), Conrad Hine (CH, 3rd Year Mech), Conor Blyth (CB, 4th Year Mech, MESS president), Andrew Street (AS, 4th Year Mech)
- Staff: Assoc Prof Martin Veidt (MV, chair), Dr. Matthew Cleary (MC, representing Mech), Dr Peter Jacobs (PJ, representing Mechatronics), Dr. Vincent Wheatley (VV, representing Aero)

Health & Safety Those present were asked to raise any relevant OH&S issues:
- No OH&S issues were raised
- Some students were not clear what renovation work is done in Mansergh Shaw
Report from the Head of Division (MV to present)

- MV reported staff changes: new staff Assoc. Prof. Carl Reidsema and resignation of Dr Ben Upcroft
- MV provided a summary of the current status of the curriculum review. Most of the students present were not aware of the 5 year/ 3 exit points proposal and none had been informed of the results of the student survey. It was suggested that the student body should be informed, especially since the current second year students could be affected by the changes. ACTION: HoD to ask the curriculum review committee chair, if a website could be created to publish essential information or an email could be sent to the students
- MV announced the 1st Year SoMME lunch, which comes up on Monday, 13 September. YAM, CH, CB and AS agreed to attend to answer questions from the students during lunch. YAM will prepare a 3’ motivational speech to introduce the MECH plan. ACTION: MV to organise name tags for students and posters/ slides which explain the structure of the plans.

Teaching and Learning Matters

- Delivery of courses
  - In some courses the percentages of assessment tasks do not reflect the workload, e.g. 20 page report for 5%
  - Optional quizzes were considered a good idea
  - The student suggested that the assessment tasks in MECH2305 should be broken into smaller components; currently no work can be done on the reverse engineering and drawing assignments since the lecture material is not available until the middle of semester.
- Relevance of the curriculum
  - The students found a Design and Build course in year 1 a good idea
- Student workloads
  - The students found the workload reasonable
- Academic problems of concern to students
  - Students who worked as tutors shared incidents where the tutors were not kept informed of short term course changes; they expressed a need to improve communication between course coordinators and tutors. ACTION: HoD to address this at next staff meeting
  - Students were happy with the changes to the PC Locking procedures but the re-imaging/ re-booting issue is still an issue mainly in NAL and the 2nd Year Learning Centre, less in 78-336. ACTION: HoS to follow up again with Rick Taylor

Other Matters

- Mechanical Engineering Students Society (MESS). MESS has plans to become more involved in professional activities in addition to its important social role; communication problems between student societies need to be addressed that more students can benefit from events such as guest lectures; MESS needs better direct contacts with industries and the School could help with this.
- Students raised the issue of limited recognition in industry of the Mech&Aero plan as a study plan that covers all core courses of the standard Mechanical Engineering degree. This becomes sometimes an issue during organising work experience placements and finding a job. Because of this some senior
Mech&Aero students may change to the Mech plan. The division should use any opportunity to communicate this important concept of the UQ Mech&Aero plan.

- YAM announced an Engineering Camp at UQ in June/July 2011 for disadvantaged students; the School could become involved organising a couple of Mechanical/ Mining/ Materials activities

Next Meeting
Aim for early to middle of semester 1, 2011.

Action Summary
- HoD to ask the curriculum review committee chair, if a website could be created to publish essential information or an email could be sent to the students
- MV to organise name tags for students and posters/slides which explain the structure of the plans.
- HoD to address communication issues between course coordinators and undergraduate tutors at next staff meeting
- HoD to follow up with Rick Taylor about re-imaging/re-booting problem