Present: Dr Mehmet Kizil (in the Chair), Professor Andrej Atrens, Associate Professor Vaughan Clarkson, Dr Mathew Cleary, Dr Lydia Kavanagh, Mr Douglas Malcolm, Professor Ross McAree, Dr Martin Veidt, Associate Professor Mingxing Zhang. Ms Gollschewski, Mrs Lamb.

Apologies: Ms Cristina Ghiculescu, Associate Professor Andrew Morrell.

Minutes: This was the first meeting of the School’s Teaching and Learning Committee.

1. Teaching and Learning – 2010 Proposed Budget

Each year, the Teaching and Learning Committee was asked to review the proposed Teaching and Learning Budget for the subsequent year to ensure that adequate provisions were made for tutors, guest lecturers, equipment and consumable expenses in each course as well as other teaching and learning activities not tied to a specific course (e.g. laboratory maintenance, software, etc).

Accordingly, the budget was prepared on a course by course basis with additional provisions for the following –

- Laboratories: Mechatronics, Materials (Instron), Applied Mechanics, Electronic, Aerospace, Thermodynamics and Engineering Mechanical Laboratory
- Undergraduate Mechanical Workshop
- Mechanical and Aerospace Flight Test Program
- FSAE program
- TAFE Machining Course
- TV Crock Design Centre
- Mine Open Weekend
- Mine Site Workshop

Members reviewed the draft budgets and were asked to note that provision should again be made for increased numbers of students in Years 2-4. Salary expenses were estimated to rise by 3% in 2010. A new requirement was to include estimated workshop (TSU, Instrumentation Laboratory) charges for each course.

The final budget estimates were due to be submitted to the School Manager by 24 August for inclusion in the School’s 2010 budget.

2. Blackboard Training

The Director of TEDI had sought assistance from the Associate Deans (Academic) regarding the need for Blackboard training courses by academics. As a result of the recent restructure of TEDI’s Educational Resources Unit the Blackboard support services were transferred to Information Technology Services (ITS). The Blackboard Help Desk was fully operational and ITS had asked whether TEDI could assist them by providing training workshops in Semester 2, if there was an identified need in this area. Before the restructure was implemented, TEDI’s staff development program included numerous Blackboard training workshops leading up to the start of semester 2, presumably to help academics build their course Blackboard sites. These courses were then cancelled, and as the semester had already started, it was assumed that most people had managed this task without the need for workshops. However, the Director of TEDI has asked to find out if there was still a need for Blackboard training in late Semester 2.

Members agreed to advise the Associate Dean (Academic) that there was no pressing need for training at this time.

3. Discipline Lunches for First Year Bachelor of Engineering Students

The Director, First Year Engineering had planned for each of the four ‘engineering schools’ to organise an information lunch so that the first year engineering students could learn about the majors/dual majors/extended majors offered through the schools. The sessions were planned for the following weeks -

- Week 4: Wednesday 19th or Thursday 20th August
- Week 5: Wednesday 26th or Thursday 27th August
3. **Discipline Lunches for First Year Bachelor of Engineering Students** (cont’d)

- Week 6: Wednesday 2nd or Thursday 3rd September

  The School of Mechanical and Mining Engineering planned to hold its session on 3 September. The session might include –

  - a BBQ (run by student societies perhaps)
  - a selection of sandwiches and juice
  - a short seminar (by academics within the school, and/or graduates, and/or industry)
  - a student (undergraduate and postgraduate) panel
  - a ‘speed dating’ set up where different flavours within the school sit at different tables and the students rotate at a set time interval
  - a series of posters (staffed)

  The Director planned to handle the publicity for the event and the Faculty would also assist with room bookings, catering, etc.

  Members noted there were approximately 50% of Year 1 students who were as yet undecided as to which BE specialisation they would undertake and agreed that it would be useful to participate in the program. It was agreed that there should be a maximum of 3x10 minute talks done by the Heads of Division followed by a BBQ luncheon and that Year 4 students should also be invited to attend.

4. **Engineering Education Project Record**

   The Australian Council of Engineering Deans (ACED) was compiling a register of ‘engineering education’ projects that were underway or recently completed. ACED wanted to maintain a national record of ongoing and completed projects “that are contributing to improvements in the provision and quality of engineering education”. These could be projects that are funded internally or externally. The School was asked to provide this information to the Associate Dean (Academic) by 10 August.

   Members agreed that the Mining Education Australia (MEA program) should be included in this register.

5. **Faculty TQA Strategic Funding Applications**

   Members noted that applications were invited for EAIT Faculty TQA strategic funds which were available for teaching and learning projects and innovations that would enhance the quality of teaching and learning in the Faculty. The Faculty Teaching and Learning committee had funding available for allocation in 2009, for use in 2010. Funds could be sought for small scale projects of modest costs, or they might be injected into larger scale projects.

   The following criteria would be used by the committee in ranking applications.

   - Proposals should be aligned with at least one goal from the UQ Teaching & Learning Enhancement Plan
   - Proposals should have extended value (i.e. impact and benefit across the Faculty)
   - Degree of innovation, likely return on investment and sustainability

   Submissions should be made in writing by 11 September with an electronic copy being sent to the Secretary of the EAIT Teaching & Learning Committee. Submissions should be endorsed by the Chair of the School Teaching and Learning Committee.

   Funding was not allocated for refurbishment of rooms, furniture or items of standard equipment.
6. **Membership and Terms of Reference**

Members noted the membership and terms of reference of the School’s Teaching and Learning Committee.

It was agreed that student representation should be sought from Year 2 students for a two year term. It was agreed that up to three representatives (one per Division) would be acceptable. Permission to email the students would be sought from the Executive Dean.

7. **New BE dual majors**

Members noted that the proposal to offer two new dual majors in ‘Mechanical and Materials Engineering’ and ‘Chemical and Materials Engineering’ had been submitted to the Committee for Academic Programs Policy (CAPP) for endorsement. It was anticipated that Academic Board approval would be obtained at the 31 August 2009 meeting.

8. **Discontinuations**

The proposal to discontinue the BE (Materials) and its associated minors in Extractive Metallurgy, Chemical Engineering and Mechanical Engineering from Semester 1 2010 had been submitted to the Committee for Academic Programs Policy (CAPP) for endorsement. It was anticipated that Academic Board would consider the proposal at its 31 August 2009 meeting. Currently enrolled students would be able to complete their program of study.

9. **Accreditation**

The accreditation visit by Engineers, Australia was scheduled for Wednesday 25 November 2009 with associated documentation due to be submitted by 30 September 2009. It was hoped that the visit would result in full accreditation for the BE dual major “Mechanical and Aerospace Engineering” and provisional accreditation for the new BE dual majors “Mechanical and Materials Engineering” and “Chemical and Materials Engineering. The provisional accreditation would involve a joint submission with the School of Chemical Engineering.

10. **Changes to courses and program lists**

Members noted that executive approval had been obtained from the Associate Director (Academic) for the following –

- Discontinue MINE1100
- Change the prerequisite requirements for MECH3305 to be MATE1000
- Change the prerequisite requirements for MINE7403 to be (MINE7041 or MMME7041) + (MINE7042 or MMME7042) + HUFA7501
- Amend the Mechanical Engineering minor in the Materials Major to include MECH2210 (Dynamics & Orbital Mechanics)
- Amend the Mineral Resources (Minerals Industry Risk Management) course list to delete UNSW courses from Part D

11. **Master of Engineering (Engineering Science)**

Members agreed to endorse the proposal to amend Part B of the (field of Chemical Engineering) Master of Engineering (Engineering Science) program list from ‘one of’ to ‘Maximum of #8 from’. The intention was to permit enrolment in one project only. [Support from the School of Chemical Engineering was obtained following the meeting.]