Present: Dr Mehmet Kizil (in the Chair), Professor Andrej Atrens, Dr Matthew Cleary, Mr Doug Malcolm, Ms Miranda Mariette, Professor David Mee, Professor Richard Morgan, Associate Professor Andrew Morrell, Associate Professor Peter Sutton (for Associate Professor Vaughan Clarkson), Associate Professor Martin Veidt, Associate Professor Mingxing Zhang. Mrs Lamb.

Apologies: Associate Professor Vaughan Clarkson, Associate Professor Lydia Kavanagh, Professor Ross McAree, Associate Professor Carl Reidsema.

Welcome: Ms Miranda Mariette was welcomed to the Committee as the representative of the University Librarian and Director of Learning Services.

Minutes: The minutes of the meeting held on 6 April 2011, having been previously circulated, were taken as read and confirmed subject to the following correction: record Professor Richard Morgan as present.

Business arising out of the minutes

The following items were actioned from the meeting on 6 April –

The following items had been submitted to the Board of Studies in Engineering –

- METR7203 - Advanced Topics in Control Engineering
- MINE7057 – Introduction to Mining and Mineral Processing
- MINE7059 – Applied Research Methods & Professional Skill Development
- Enrolment requirement rule to be inserted into the BE/ME rules

The following items had been actioned
- Teaching award nominee
- Errors in examination papers (revised process for Semester 1 2011)
- Reminder to staff to submit SECaT review responses

1. Changes to Programs and Courses – new dual major in the Bachelor of Engineering “Mining and Geotechnical Engineering”

A key role of the School’s Teaching and Learning Committee was to oversee all major changes to the School’s courses, majors, fields of study and programs. Members considered the proposal to offer a new dual major in “Mining and Geotechnical Engineering” from Semester 1, 2012. The dual major, if approved, would involve collaboration among the School of Civil Engineering and the School of Mechanical and Mining Engineering in the Faculty and the School of Earth Sciences within the Faculty of Science.

Approval from the Faculty of Science had been sought for the School of Earth Sciences to participate in the program.

The dual major would comply with the standard definition of a dual major in the Bachelor of Engineering, viz, #50 for a major (Mining Engineering) plus another #10 from geotechnical courses with the balance from approved electives or other engineering courses.

The School proposes to offer a new course, MINE4128 – Coal Mine Strata Control which would be offered in the dual program and also in the BE (Mining) from 2013.

Three other new courses (two from Civil Engineering and one from Earth Sciences) were also proposed.

The new program would align with the Mining Education Australia consortium agreement as the geotechnical part would be considered as allowed electives for purposes of the agreement to offer a common mining engineering curriculum across the four Australian university participants.

Members discussed the list of courses offered in the geotechnical part of the dual major and noted that the proposed new course, MINE4128, would be offered as an elective. The new course was proposed to strengthen the geotechnical engineering content which mining companies would find useful.
1. Changes to Programs and Courses – new dual major in the Bachelor of Engineering “Mining and Geotechnical Engineering” (cont’d)

It was further noted that the program might only attract 10-12 enrolments. It was suggested that in order to be viable, MINE4128 should be compulsory in the dual major and remain as an elective in the BE (Mining Engineering). It was agreed that the course CIVL3210 – Geotechnical Engineering, which was also proposed as an elective, could be deleted from the list. A further change to ensure students had sufficient prerequisite knowledge was to offer CIVL4270 in Year 3, Semester 1 and to move MINE4128 to Year 4, Semester 1.

The Head of School also asked that the Division of Mining Engineering review the elective offerings in the BE (Mining Engineering) and consider a reduction in the offerings.

Currently enrolled BE (Mining Engineering) students could enrol in the new dual major once all course offerings were available.

It was resolved that –

The Division of Mining Engineering review the elective course offerings in the BE (Mining) with the view to rationalising electives to reduce teaching loads.

It was resolved to recommend that –

(i) the dual major “Mining and Geotechnical Engineering” be introduced into the Bachelor of Engineering from Semester 1, 2012; and
(ii) the new course, MINE4128 – Coal Mine Strata Control, be offered to students in the BE (Mining) as an elective from 2013 and as a compulsory Year 4, Semester 1 course in the BE (Mining and Geotechnical Engineering) from Semester 1 2013.

2. Bachelor of Engineering – Year 1 Discipline Lunches

In 2009, as an initiative of the Director, First Year Engineering, schools organised ‘discipline lunches’ for first year engineering students to assist them with making an informed choice of their engineering specialisation. In 2010, the Discipline Lunch was held in mid-September in the First Year Learning Centre. It had been agreed to invite current fourth year students (or recent graduates) to give a 3-5 minute talk on their experiences in the engineering specialisations offered through the School: Mechanical, Mechanical and Aerospace, Mechanical and Materials, Mechatronics, Mining. Staff and other students would be invited to speak individually with students and answer questions. The School also organized for a pizza lunch to be supplied and the event was well attended.

Members discussed the format of the previous events and agreed that it worked well to have Year 4 students give a talk and have other students and staff attend to answer questions. There was continued support to book the First Year Learning Centre and to organize pizzas again this year. It was also suggested that the disciplines be available in signposted areas in the Learning Centre to facilitate student access to staff and students in the various disciplines.

The dates of the lunches for 2011 were yet to be announced but it was likely they would be held in late August until mid-September. Members agreed that it was appropriate for each of the four engineering schools to hold their own events.

3. Operational Plan (2011)

The “Learning” section of the School’s Operational Plan (2011) listed a series of goals and strategies which dovetailed with the University’s Strategic Plans. In order to progress some of the goals and to prepare for the upcoming accreditation of the Bachelor of Engineering, it was agreed to establish three subcommittees of the Teaching and Learning Committee. These subcommittees included -
3. **Operational Plan (2011) (cont’d)**

**Renew accreditation for BE plans in 2012: Graduate Attributes and Assessment**

To prepare for the 2012 accreditation, the Executive Dean had established an “Accreditation Steering Committee” which would set timelines for school submissions and undertake information gathering as well as prepare the accreditation submission. The Chair of the Steering Committee would be Professor David Mee. The Steering Committee would comprised of Professor Mee (Chair and the School of Mechanical and Mining Engineering), A/Professor Tony Howes (School of Chemical Engineering), A/Professor Tom Baldock (School of Civil Engineering) A/Professor Vaughan Clarkson (School of Information Technology and Electrical Engineering), and Professor Caroline Crosthwaite (Associate Dean, Academic). Administrative assistance from each school had also been identified and Kim Lamb would be the Secretary to the Steering Committee.

The Steering Committee would also determine action items, most of which will be referred to school Teaching and Learning Committees for action.

In preparation for the accreditation submission, in 2011, Teaching and Learning Committees would need to report to the Steering Committee that the respective schools had –

- Fully implemented relevant 2007 recommendations from Engineers Australia;
- Ensured the accuracy of the inclusion Engineers Australia Graduate Attributes for each course; and
- Reviewed all assessment items in each course.

The request to ensure that relevant 2007 recommendations from the Engineers Australia Accreditation visit had been met would be considered by the Committee at its next meeting. Members agreed it would be appropriate to establish a subcommittee to review graduate attributes and another to review assessment. Secretarial support and administrative assistance would be provided to each subcommittee by the School Manager. It was expected that the subcommittees would be comprised of one representative from each Division and that a report would be submitted to the Teaching and Learning Committee by the end of September for consideration toward the end of 2011. The report would form the basis of part of the accreditation submission.

Members agreed to the composition of the following subcommittees –

- **Graduate Attributes Subcommittee:** Andrej Atrens, Martin Veidt, Terry Maybury, Mehmet Kizil.
- **Assessment Subcommittee:** Mingxing Zhang, Matt Cleary, Richard Morgan, Mehmet Kizil.

It was also noted that the Sustainable Minerals Institute (SMI) was undergoing an academic review of its programs. The representative from the SMI would report back on representation on the subcommittees as required. The review of graduate attributes would also include postgraduate coursework programs.

**SECaT**

At the 6 April meeting of the Teaching and Learning Committee it was agreed that a Subcommittee be established to review SECaT responses over the previous semester. A/Professor Carl Reidsema agreed to chair the subcommittee and one or two more members were required. It was noted that about half of the responses from course coordinators for Semester 2 2010 courses had yet to be received.
4. **Report from the Library**

The Library representative on the Committee provided members with the following report.

**a. Course Materials - Semester 2**

Library T&L course material staff had started to process course materials for Semester 2, 2011. Requests or enquiries for prescribed texts, course resources, high use and reserve material should be emailed to: coursematerials-stlucia@library.uq.edu.au. It was also necessary to indicate if the readings were required, recommended or supplementary and, where appropriate, to indicate the week in the semester when the material was required. Resources listed in Electronic Course Profiles would be checked as a matter of course; however, course coordinators should specify separately if the material should be held in the high use area.

**b. Library information skills classes – Semester 2**

A series of generic “Finding Information for Assignments” training sessions would be held in the first few weeks of Semester 2 in the Dorothy Hill Engineering and Sciences Library. These would be open to all coursework students in the Faculty and no booking was required. The content covered searching the library catalogue, the use of databases to find journal articles and finding appropriate information on the internet. The classes would be advertised in the library and on the library website under Help > Training sessions. Lecturers were invited to encourage students to attend these sessions.

**c. Collection Development**

In order to ensure that the resources of the Dorothy Hill Engineering and Sciences Library were relevant to the teaching program of the School of Mining and Mechanical Engineering, the library welcomed recommendations from lecturers and course coordinators for titles to be purchased for the library collection (noting that materials required for teaching would be submitted as set out under item (a) above. Suggestions should be sent to the TALS librarian Miranda Mariette at m.mariette@library.uq.edu.au.

It was noted that as part of the Library’s reorganisation, Ms Mariette would provide services for Teaching and Learning (i.e. coursework teaching) and Ms Cristina Ghiculescu.

Members thanked Ms Mariette for her report and it was agreed that the information would be included in the next School newsletter.

5. **Teaching and Learning Grants**

The deadline for the UQ Strategic Teaching and Learning Grants was 20 June (to the DVC-Academic via the Faculty).

Members asked for information on the deadline for Faculty teaching and learning grants.