Present: Associate Professor Mehmet Kizil (in the Chair), Associate Professor Lydia Kavanagh, Dr Terry Maybury, Professor Richard Morgan, Associate Professor Carl Reidsema, Associate Professor Martin Veidt, Associate Professor Mingxing Zhang. Mrs Lamb.

Apologies: Professor Andrej Atrens, Ms Yonna Cowan, Mr Doug Malcolm, Ms Miranda Mariette, Professor Ross McAree, Professor David Mee, Dr Surya Singh.

Minutes: The minutes of the meeting held on 30 July 2012, having been previously circulated, were taken as read and confirmed.

Business arising out of the minutes

The following items were actioned from the meeting on 30 July 2012 –
- Changes to the BE (Mechanical Engineering) list
- Changes to the BE (Mechanical and Aerospace Engineering) list
- Changes to the BE (Mechanical and Materials Engineering) list
- Changes to the BE (Mining Engineering) extended major list
- Changes to the course catalog
- Supplementary assessment in course

Items outstanding –
- Changes to courses and programs – Mineral Resources suite of programs (remained under consideration)

2. Changes to Courses and Programs

a. Insertion of quota in MECH4500

At the meeting held on 30 July 2012, members were advised that a quota might be sought for ENGG4500/4501 - Engineering Thesis. The Head of School had met with Year 3 students to foreshadow this might occur and to advise them of the alternative course, MECH4552 – Engineering Design.

Members noted that any quota imposed for 2013 needed to be approved and included in the course catalog before enrolments opened in November.

In principal support was given for this subject to formal approval by the Faculty. It was agreed that any proposal would be circulated to members for a recommendation prior to submitting this to the Faculty.

b. Request to offer MECH7350 in Teaching Period 5

MECH7350 – Rotating Machinery is a course offered in the Master of Engineering Science suite of programs in the field of Power Generation. The course was offered in odd numbered years only and was generally delivered in ‘intensive mode’ in Semester 1. Members noted that students were generally employed by industry and the intensive mode offering was preferred by students and employers.

The course coordinator, A/Professor Peter Jacobs, planned to take SSP in Semester 1 2013. Offering the course in Teaching Period 5 enabled the contact sessions to be held from 8 July – 12 July 2013 with assessment items to be due following the contact sessions.

It was recommended that the change be approved subject to student availability.

c. Change of contact hours for MECH2305

The new course coordinator for MECH2305 – Introduction to Engineering Design reviewed the contact hours for the course and asked that the contact hours be changed from 4L 1T 2P to 3L 1T 2I (decrease number of lectures per week by one and “I” is for use of the IT lab in place of a practical lab). Most of the contact occurred in the first half of the semester. The change would take effect from Semester 1, 2013.

It was recommended the change be approved subject to consideration of a further reduction in contact hours.
3. **Teaching Awards**

Each year the School called for nominations for teaching awards in the categories of “Excellence in Teaching” and “Citation for Outstanding Contributions to Student Learning”. Winners in the School were automatically forwarded to the Faculty for the Faculty awards. Winners were given a $2500 prize with funds transferred to their ACA (Academic Consulting Account).

Members endorsed the nomination of Dr Kamel Hooman for the School’s “Excellence in Teaching” award and the nomination of Associate Professor Rowan Truss for the School’s Citation for Outstanding Contributions to Student Learning.

4. **Faculty Strategic Grants**

Each year, the Faculty allocated funds for teaching and learning projects and innovations that will enhance the quality of teaching and learning in the Faculty. Applications for small scale projects to be completed over a short time period (i.e. 1 year) or for larger scale projects to be undertaken over a more extended time of up to 2 years were considered.

It was likely that two applications would be submitted from the School.

5. **Course Profile Audit – Establishment of Working Party**

University policy 3.10.03 - *The Course Profile* required all courses to have a course profile developed and delivered through the Electronic Course Profile system.

Members considered the establishment of a working party “Course Profile Audit” be established with the following terms of reference –

- To implement relevant recommendations from the Assessment Review and Graduate Attributes Subcommittees
- To ensure that recommendations for improvement from SECaT course reviews are routinely included in subsequent course profiles
- To implement relevant recommendations from the recent Engineers Australia accreditation visit.

It was agreed that an administrative review be done in the first instance. Associate Professors Kizil, Reidsema, and Veidt would then participate if required.

6. **School Operational Plan - Establishment of Working Party**

Members considered the establishment of a working party “School Operational Plan” be established with the following terms of reference –

- Review the University Strategic Plan and other relevant plans and recommend
  - measurable activities to implement UQ strategies;
  - responsible officer/s to implement activities
  - target dates for completion
- Prepare relevant documentation for the School Retreat to be held on 27 November 2012
- Prepare and review relevant documentation for the School Review submission (likely due date March/April 2013).

Associate Professor Kavanagh and Associate Professor Kizil agreed to participate and it was suggested that one of the newer members of academic staff be invited to join the Working Party.

7. **SECaT outcomes Semester 1 2012 courses**

Members reviewed the SWOT analyses from course coordinators for Semester 1 2012 courses. It was noted that informative comments were made by most coordinators, particularly from those with good SECaT results. Staff with low scores had also been contacted by the Faculty and had been required to make a detailed submission to the Executive Dean.

8. **Strategic Blueprint for support of technology-enhanced learning**

Members noted the information from the DVC (Academic) “Strategic Blueprint for support of technology-enhanced learning”.