Microphones
The School has several microphones available for staff use in lectures. These can be borrowed from the School office (Hawken Engineering Building 50-C212). Please note these need to be returned after the lecture so they can be used by other staff. We will purchase more if required.

If you need to use a microphone on a regular basis, please contact the School reception.

Improving UQ’s efficiency
Do you wish an administrative process worked more efficiently? Are you frustrated by an ineffective process? The “Administrative Improvement Programme” is working on a number of items but is always keen to investigate more ideas and broaden its current areas of work. Ideas on how processes can be improved are welcomed. Please let the team know via the Suggestion Box at the programme’s website where more information is also available about the programme.

TV Krok Design Centre
The TV Krok Design Centre in the Mansergh Shaw Building, which is normally available for use for projects and to gain access to specialised engineering software, is not available for use in 2010 due to renovations in the building.

We have made the following alternative arrangements for you in various computer labs in the General Purpose South Building (Building 78).

Most rooms (details below) require swipe cards to gain access. You can obtain a swipe card from Sharon in the EAIT Faculty Office in Room S204 in the Hawken Engineering Building between 9 am and 5 pm weekdays.

- 78-336: This room will have high level engineering software available (e.g. CAD/CAM, FEA, CFD). Access is by swipe card at all times.
- 78-122: This room is available for general use (report writing, etc). Swipe card access is not needed between 8:00am and 6:00 pm weekdays but is required at all other times.
- 78-109, 78-110, 78-116: These rooms are available for general use when there is not a tutorial scheduled (room usage is posted on the door to the lab). Swipe cards are required at all times.

Note that MATLAB can be accessed from any of these rooms.

Tutor appointments
90 tutors have been offered positions in the school in semester 1. Offers are in the process of being generated.

If you have not allocated tutors for your course, please do so today. Each student must complete OH&S training before they can commence their appointment.

The turnaround time is approximately one week once all paperwork has been received from the student. If you have any feedback on the tutor appointment process please let Kim know so we can implement changes for semester 2.

BE credit assessments
For BE credit assessments, Caroline has asked that:

- Courses be initially checked against the Faculty Credit Database.
- For courses that are not listed on the Credit Database, the Faculty will send students’ credit assessments to the relevant discipline leaders for recommendation. The discipline leaders may ask their colleagues to assist with the assessments.
- The assessments should then be returned to the Faculty for final approval.
Library News

New Books:
- **Guidebook for evaluating airport parking strategies and supporting technologies** Jacobs Consultancy ... [et al.].
- **Air filtration**: an integrated approach to the theory and applications of fibrous filters / R.C. Brown.
- **Geothermal energy feasibility study**, Portland E. Fridell.
- **Guidebook for conducting airport user surveys** D.C. Biggs ... [et al.].
- **HVDC transmission**: power conversion applications in power systems / Chan-Ki Kim ... [et al.].
- **The impact of hydraulic bores and debris on free standing structures** Younes Nouri.
- **Wind turbine technology**: fundamental concepts of wind turbine engineering / editor, David A. Spera.

Please let us know if there are any books you would like purchased by the Library!

Course Readings 2010:
*Individual chapters of textbooks can be scanned (10% or one chapter of a book, whichever is the greatest) and made available from the Course Readings website (the ‘Readings List’ tab on the UQ Library homepage). We can also link to specific online journal articles via the library website. Please let us know if you would like to add any such resources.*

Endnote classes:
EndNote training will be held in the Dorothy Hill Physical Sciences and Engineering Library on:

- **Thurs 18 Feb 2010, 1.30 - 4.30pm** or
- **Tues 13 April 2010, 1.30 - 4.30pm**

Each workshop will cover:
1. Setting up an EndNote library and importing references from physical sciences and engineering databases e.g. Web of Science.
2. Working with EndNote and Word to write papers and create bibliographies.

Bookings can be made online.

Engineering liaison librarians:
*Chemical /AWMC/Civil*
**Phil Yorke-Barber**
p.yorke-barber@library.uq.edu.au, 3346 3502

*Materials /Mechanical/ Mining /SMI*
**Cristina Ghiculescu**
c.ghiculescu@library.uq.edu.au, 3346 3504

Footy Tipping

The UQ Footy Tipping competition is for people interested in rugby league and/or aussie rules and some friendly competition, and hopefully assists staff communication and engagement across the university on a more social level.

This year Eddie Platt and Trent Leggat will be running the competition, again via [www.OzTips.com](http://www.OzTips.com).

**PRIZES**
Cash Prizes will be awarded for first, second and third of each competition. Cash prizes will also be awarded to the best tipsters within a 5 round period throughout the season. So if you have a few bad weeks, there’s always an opportunity for you to make a comeback.

The more people involved, the more prizes we can give out and on a more regular basis so feel free to pass this on to people interested, ANYONE CAN JOIN!

**COSTS**
- **AFL Comp, Costs: $20** (22 rounds), commences Thurs 25 March
- **NRL Comp, Costs: $25** (26 rounds), commences Fri 12 March

All payments can be sent or delivered to Eddie or Trent in the Faculty of EAIT Faculty Office, Building 50. Everyone should be paid by the beginning of Round 3.

**HOW TO JOIN**

2) Click the 'REGISTER' button on the homepage and set-up a Login (if you don't already have one with OzTips).
3) Once you have successfully registered a Username and Password, click the 'JOIN A COMP' button.
4) Enter the Comp # and Comp Password details above.
5) That's it! Full instructions on how to Tip can be found on the website by clicking on the 'Help' link in the top header.

If you have any questions, please contact Eddie or Trent.