ACOLA focus group discussion
When: 9:15am or 2pm (90 min sessions)
Where: Library Conference Room, Level 1 in the Duhig Building

Student Integrity and Misconduct SASD Seminar
When: 2-3pm
Where: Senate Room, Brian Wilson Chancellery

Dealing with Student Complaints
When: 2-3pm
Where: Senate Room, Brian Wilson Chancellery

Final and Deferred/Supplementary exam papers due to Chief Examiners

Final and Deferred/Supplementary exam papers (hard and soft copy) due to School Office

OH&S Training Courses
Please refer to the link below for OH&S Communications Training Courses for March 2012.

Congratulations
Congratulations to Kristian Weegink who recently won the Best Student Paper award at the BIOSIGNALS 2012 conference in Portugal for his paper entitled “Efficient Stochastic Based Model For Simulating Microelectrode Recordings Of The Deep Brain, Modelling and Analysis” authored by J. J. Weegink, J. J. Varghese, P. A. Bellette, T. Coyne, P. A. Silburn and P. A. Meehan.”

UQ Wellness: Tai Chi
UQ Wellness is offering a 6 week program in Tai Chi: Energy Flow, The Change and Balance of Yin and Yang. The program is being facilitated under the tuition of Dr Xin Liu. UQ Wellness is happy to fully support this initiative and it is offered at no cost to UQ staff.

Course 1 – 19 April to 24 May
Course 2 – 31 May to 5 July

The courses will be held in the UQ Sports Complex, Indoor Sports Pavilion from 1-2pm. Register here

SECaT results
The School’s Teaching and Learning Committee review course evaluations each semester. At the meeting on 22 February, members discussed SECaT results from courses offered through the School in Semester 2 2011. Members noted that there was improvement in many results in Semester 2 2011 and particularly wished to congratulate course coordinators and their teaching team for the following courses which were given high overall course results (above 4.25) by enrolled students.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Course Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>MINE3106</td>
<td>Minerals Industry Visit</td>
<td>Prof Peter Knights</td>
</tr>
<tr>
<td>MECH3410</td>
<td>Fluid Mechanics</td>
<td>Dr Matthew Cleary</td>
</tr>
<tr>
<td>MINE3124</td>
<td>Mine Ventilation</td>
<td>Dr Saiied Aminossadati</td>
</tr>
<tr>
<td>MINE3126</td>
<td>Underground Mining Systems</td>
<td>Prof Brian White</td>
</tr>
<tr>
<td>MINE3128</td>
<td>Surface Mining Systems</td>
<td>A/Prof Mehmet Kizil</td>
</tr>
<tr>
<td>MINE4121</td>
<td>Mine Management</td>
<td>Prof Peter Knights</td>
</tr>
<tr>
<td>CHEE4302</td>
<td>Electrochemistry &amp; Corrosion</td>
<td>Prof Andrej Atrens</td>
</tr>
<tr>
<td>MINE4125</td>
<td>Coal Mine Design and Feasibility</td>
<td>A/Prof Mehmet Kizil</td>
</tr>
</tbody>
</table>
Changes to Exams

1. Deferred examinations (formerly ‘Special examinations’)
The terminology for ‘special examinations’ has been changed to ‘Deferred examinations’. The change was approved by Academic Board on 3 October 2011, to take effect from 1 January 2012. Some amendments have yet to be made to PPL 3.10.02b Assessment and to the General Award Rules. Information to students on myAdvisor has been updated. The grade of ‘SP’ will remain, and will be reflected on students’ studies reports when deferred examinations have been awarded.

2. Changes to supplementary assessment rules and policy
Please note changes to General Award Rules for 2012 pertaining to supplementary assessment – Section 1A.17, effective from 1 January 2012. Your attention is also drawn to the separate PPL procedures document on supplementary assessment PPL 3.10.09 http://ppl.app.uq.edu.au/content/3.10.09-supplementary-assessment.

3. Purchase of examination materials
Please advise school staff (via enquiries@mechmining.uq.edu.au) if you need any examination materials for Semester 1 2012 mid-semester examinations or quizzes.

4. Business Process Calendar & staff portal

Submitting Exam Papers

A new Exams Management System has been implemented which has changed the way we request a central or school exam to be scheduled during the end of semester exam period. Assessment information is currently entered in the Electronic Course Profile (ECP) for display to students and this will not be changing. However, in each instance where an end of semester exam is required (either central or school), an online request will be made through the Exams Manager System.

To create your exam papers -

- Log on to view the Submission Form we have created for your course - https://mgt.exams.uq.edu.au/exam_request/login.php?db=2 (instructions are attached). You can edit the information School staff have entered, but it must remain consistent with the published course profile. We have until 23 March to complete exam requests.

- Click on ‘Download Cover Sheet’ (this combines the title page and exam content). Enter the questions for your exam (save this file on your computer).

- As in previous semesters, print a hard copy of the examination paper and have this checked by a tutor/academic and then the Chief Examiner. You will need to submit this hard copy and a soft copy on a USB to the School office. School staff will upload the papers once the final admin check has been completed.

The Chief Examiners are: Ma Qian (Materials); Bill Daniel (Mechanical); and Basil Beamish (Mining).

Funding

2013 ARC Discovery Indigenous scheme

2012 UQ – Purdue University Early Career Researcher Mobility Scheme
The successful projects will provide an opportunity for information exchange of the highest quality between researchers at UQ and Purdue University. Information on the scheme including the eligibility and assessment criteria is available online: http://www.uq.edu.au/research/rid/grants-internal-uqpurdue. Applications are due 5pm Monday 26 March.

Teaching and Learning System Changes

Echo 360
Echo360 is the new lecture theatre recording system. Echo 360 posts content directly into Blackboard courses. Read more here.

Adobe Connect
UQ has purchased a license for the Adobe Connect to replace Wimba as the University’s virtual classroom environment. Read more here.

Removal of old online content (Blackboard)
On March 1 ITS began removing the older Blackboard course sites from the system. All courses up to and including 2009 will be deleted.
Queensland introduced a new Work Health and Safety Act on 1 January 2012 which places legal responsibility for workplace health and safety at the level of the individual supervisor or PCBU, “person conducting a business or undertaking”.

The new legislation holds individuals who choose not to report a hazard resulting in injury or death responsible. Note that no injury needs to be sustained in order to be found in breach of the Act, you just need to be found to have put someone in danger.

The new Act also no longer excuses a person from answering a question or providing any information on the grounds it may incriminate them. Workplace health and safety inspectors have additional power to prosecute and ignorance is not a defence.

Also,
- The term workplace health and safety officer or (WHSO) has been replaced by workplace health and safety coordinator WHSC.
- RHD students are now considered staff for purposes of the Act.

What does this mean to staff and RHD students?
- Lab supervisors and Lab managers should continue to ensure that there are current, up to date Risk Assessments (RA) for all tasks that occur within their area of responsibility. They should also ensure that all persons performing or involved in these tasks have read and understood the RA associated with those tasks and that they have completed their mandatory inductions including a lab induction.
- From 2012, supervisors must review and comment on staff compliance with workplace health and safety requirements. Staff will need to be able to show compliance by adding examples of incident reports, risk assessments or hazard reports to their annual review documentation. This is to ensure that under a safety audit, each School and Faculty will be able to produce evidence of awareness.

What can happen to me?
Non-compliance now comes with a VERY large fine (payable by the individual NOT organisation) and/or a jail term depending on the category of offense.

What do I have to do?
- Nominate a supervisor and alternate for all laboratories and record all hazards in the laboratory and ensure all hazards are dealt with in compliance with the Act.
- Ensure all staff (including casual teaching staff and students) are up to date with OH&S training including annual fire safety and other OH&S courses offered by UQ (http://www.uq.edu.au/staffdevelopment/)
- Ensure that risk assessments have been done where required and that these are up to date (including supervisor’s approval) in the University’s risk assessment database (http://ppl.app.uq.edu.au/content/2.10.08-risk-assessment-and-management)
- Be sure that anyone who is likely to have access to laboratories and research areas have undertaken appropriate inductions, including laboratory inductions and have signed off that they have read and understood all relevant risk assessments.
- Do not let anyone work in the lab unless they have done the above and are using all appropriate PPE (personal protective equipment).
- Keep records of all laboratory safety talks and meetings with the Faculty OH&S Manager and read the School Newsletter regularly.
- Where you are the PCBU/supervisor organising a field trip, comply with ALL requirements of the ‘Fieldwork & Work Off-Campus Safety Guideline’ found here : http://www.uq.edu.au/ohs/pdfs/OHS-Work-OffCampus-Guideline.pdf This includes submitting a fieldwork plan 2 weeks prior to scheduled trip.

Where do I go for help?
Contact Eddie Platt (extension 51394 or e.platt@uq.edu.au)

Additional Information:
1. Course Materials:
UQ Library's Course Materials service is processing readings lists and other course material requests to support courses being taught on the St Lucia campus. If you have reading lists available for Semester 1 they can be submitted via the following email address: mailto:coursematerials-stlucia@library.uq.edu.au. When submitting a list by email please indicate if the readings are required, recommended or supplementary and, where appropriate, indicate the week of need. Provide as much bibliographic information as possible for each of the items listed. Please also let us know if they are included in a course reader; course reader content will not be duplicated online. Lists will be processed as soon as possible upon receipt.
Lists submitted in the first few weeks of semester, when it is very busy, may take longer to process. Delays may occur where there are copyright issues, where items required for high use collections are out on loan, or where items have to be purchased. You will be advised of any issues and kept informed of progress. Please note that resources listed in Electronic Course Profiles will be checked as a matter of course when they become available.
Queries about the service can be directed to Loretta Atkinson, Co-ordinator Course and Collection Development.
Further information can be found on the Library website:

2. Video streaming:
Have you tried video streaming to deliver content to your students? The Library Multimedia Service offers video streaming services to support teaching and learning. Here is an example of our video streaming services: Samson and Delilah (2009) http://library.uq.edu.au/record=b2410975~S7

Video Streams and Courses
Video streaming has been successfully employed in many courses to engage students, for example:

<table>
<thead>
<tr>
<th>VIDEO STREAM USAGE SEMESTER 1, 2011</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>MSTU2008 – Television and Popular Culture</td>
</tr>
<tr>
<td>Enrolment</td>
<td>205 undergraduates</td>
</tr>
<tr>
<td>Video streams</td>
<td>13</td>
</tr>
<tr>
<td>Video stream usage</td>
<td>3148</td>
</tr>
<tr>
<td>Avg view per stream</td>
<td>242</td>
</tr>
<tr>
<td>Avg views per student</td>
<td>15</td>
</tr>
</tbody>
</table>

Results show that students actively engage in this medium to view video content required for their course.

Request Video Streaming or Information
If you want to engage students using video streaming contact the Multimedia Service or visit our web site:
Email: offairs@library.uq.edu.au
Telephone: 334 64318
3. Harvard Referencing Guide:
The Library provides referencing style guides to assist with accurate referencing. The UQ Harvard Style guide has recently been updated with additional examples, including lecture notes, DVDs, patents and standards. The Guide is available online at http://www.library.uq.edu.au/training/citation/harvard_6.pdf

4. My Library:
My Library is now the default library page from all BB course sites. My Library is a personalised library portal that links to individual enrolments and provides links to course resources and assignment help relevant to each individual student. For further information see http://www.library.uq.edu.au/services/mylibrary/about.html

5. Online information skills tutorial
The library has created a series of faculty based introductory information skills tutorials accessible online from the library website. The Faculty of EAIT tutorial is available at http://eaitinfoskills.wordpress.com/.

6. New Teaching Support webpage
The Teaching Support webpage on the new look library website provides useful information and links for teaching staff about library resources, services and support for teaching and learning. http://www.library.uq.edu.au/teaching-support

7. Customised information skills classes
To organise any customised information skills and/or Endnote classes for your students (postgraduate and undergraduate 2nd year or higher) please contact Cristina Ghiculescu c.ghiculescu@library.uq.edu.au.

Miranda Mariette,
TALs Librarian
m.mariette@library.uq.edu.au