Upcoming Events

31 Mar  Census Date
4 Apr  T&L Workshop: active learning in the classroom. Carl Reidsema and Phil Long will be facilitating the workshop.
   When: 8:30-12:00
   Where: ELEX, 50-c207
15 Apr  All missing publications for 2013 HERDC to be entered into eSpace
Mid Apr Application for promotion up to Level D
Mid Apr Application for mid-term review
20 Apr Application for promotion to Professor
30-31 May Assessment Planning: A practical workshop with Alverno College (details vol 1)
28 Jun Academic staff appraisal – must be completed
29 Jul-2 Aug School Review

School of Mechanical and Mining Engineering

UQ Wellness

The Sustainability Walk on the St. Lucia Campus is now open, and to celebrate we want to send you and your colleagues on a Treasure Hunt! This is a great opportunity for you to explore the walk, and learn about the different sustainability initiatives and features on campus. There will also be a prize for the first and most correct entry so make sure you register in time.

The hunt will begin on Tuesday 2nd April and close at 4:00pm on Friday 19th April. Registration of individuals or teams can be sent to greenoffice@pf.uq.edu.au.

For more information, please see the attached flyer or the Sustainability website.

Exams

Exam Requests
School staff have entered a request for all of our courses requiring an exam (based on information in the course profile, and with reference to the conditions requested last year e.g. exam materials required).

You can view the exam requests here https://mgt.exams.uq.edu.au/exam_request/login.php?db=2 (instructions are available online). You can edit the information we have entered, but it must remain consistent with the published course profile.

Exam papers
- A 'Cover Sheet' which combines the title page and exam content is available from the examination portal through the above link (we will email these out to course coordinators later this week). 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:

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Due Dates:

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<th>Mon 15 April</th>
<th>Final exam papers due to the Chief Examiner</th>
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<td>Mon 22 April</td>
<td>Final exam papers (hard copy and soft copy on USB) due to the School office</td>
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<td>Mon 29 April</td>
<td>Final exam papers must be uploaded</td>
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<td>Fri 3 May</td>
<td>Semester 1 – Final examination timetable released</td>
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**Teaching and Learning Awards**

Nominations for the 2013 UQ Excellence in Learning and Teaching Awards are now open.

Further information about each award program, including procedures, nomination forms, submission templates and important dates can be found clicking on the relevant awards below.

Nominations close: Friday 12 April 2013.

**Awards for Teaching Excellence**

These awards give recognition to teachers renowned for the excellence of their teaching, which is supported by evidence of their broad and deep contribution to enhancing the quality of learning and teaching at The University of Queensland. In 2013 there will be five awards, with a prize value of $10,000 each.

**Awards for Programs that Enhance Learning**

These awards recognise learning and teaching support programs and services that make an outstanding contribution to the quality of student learning and the quality of the student experience at The University of Queensland. In 2013 there will be up to four awards, with a prize value of $10,000 each.

**Citations for Outstanding Contributions to Student Learning**

These awards recognise and reward individuals or teams who make a significant contribution to student learning in a specific area of responsibility over a sustained period, and who are widely acknowledged for their achievements within a faculty or the wider university community, and who have received strong endorsements within their area. Successful nominations will receive a grant of $4,000.

**Conferences**


**Equity Office Survey**

This year, UQ will be participating in the Australian Workplace Equality Index (AWEI), a national benchmarking tool that allows organisations to determine their level of inclusivity towards lesbian, gay, bisexual, transgender and intersex (LGBTI) employees. The Equity Office is keen to understand what we do well, where we could improve and where possible, the views of our employees in relation to LGBTI inclusion initiatives.

As part of the AWEI submission, there is the opportunity to participate in an employee survey. This survey is open to all employees, regardless of your sexuality or how you identify.

Participation in the survey is optional, confidential and accessed via the Pride in Diversity website. Survey responses cannot be attributed back to any one person, only to the company participating. Should you choose to participate you are welcome to skip any questions that you either do not wish to answer, do not understand or do not feel comfortable with.

We invite all UQ staff participate. The survey will remain active until 5pm, Friday 29th March (Good Friday).

Should you wish to participate, you will require the following information:

To access the survey: [https://www.surveymonkey.com/s/NFYPWM7](https://www.surveymonkey.com/s/NFYPWM7)

Organisation: UQ

Organisation validation code: UQ131

**Finance**

**eProcurement**

Please remember to receipt items purchased by UniFi requisition once they are received.

**Travel**

If several staff members are travelling to the same location at the same time, all travellers can be included as "companions" in a single travel form. This reduces the amount of travel required to be approved and a single budget can be specified.

**Research**

**UQ Foundation Research Excellence Awards**

1. **Course Materials:**
   UQ Library’s Course Materials service processes readings lists and other course material requests to support courses being taught on the St Lucia campus. Reading lists or requests for prescribed or recommended texts should be submitted to: coursematerials-stlucia@library.uq.edu.au. Please note that resources listed in Electronic Course Profiles are checked as a matter of course when they become available.

Requests for the library to purchase non coursework texts should be forwarded to Miranda Mariette, TAL Librarian, Engineering and Sciences Library m.mariette@library.uq.edu.au

Further information can be found on the Library website: http://www.library.uq.edu.au/teaching-support/information-for-course-coordinators

2. **My Library:**
   My Library is the default library page on 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-for/about-my-library

3. **Harvard Referencing Guide:**
   The Library provides referencing style guides to assist students with accurate referencing. The UQ Harvard Style guide has been updated with additional examples, including lecture notes, DVDs, patents and standards. The Guide is available online at http://www.library.uq.edu.au/help/referencing-style-guides#harvard

4. **Information Skills online tutorials**
   Short information skills videos available on the library website. You might like to consider adding a link to these on your BB course site. http://www.library.uq.edu.au/help/online-tutorials

5. **Video streaming:**
   Have you tried video streaming to deliver multimedia content to your students? The Library Multimedia Service offers video streaming services to support teaching and learning.

   Engage your students using video streaming by:
   
   - Adding video clips and entire programs to your Blackboard site
   - linking or uploading Australian TV from the 'Informit TVNews' database
   - making your own clips from the new Alexander Street Press Video databases, such as 'Education in Video' and link these in Blackboard
   - 'Embedding' videos from YouTube, 'TED' and other web sources.

   To request video streaming or information contact the Multimedia Service or visit our website: http://www.library.uq.edu.au/teaching-support/multimedia-service
Diversity Capabilities as Graduate Attributes? Implications for Curriculum and Pedagogy Interactive Panel Discussion

Wednesday 3rd April 12.00—2.00
Terrace Room, Sir Llew Edwards Building (Bld 14)
A light lunch will be provided

For catering purposes, please RSVP to: equity@uq.edu.au

All staff are welcome to attend

This timely discussion will explore what is meant by terms such as ‘cultural’ or ‘diversity competency’ and the relevance to teaching and learning in a globalised university

PANELLISTS

**Dr Denise Driscoll** is a visiting Adjunct Professor from Purdue University and a social psychologist with expertise in the field of diversity and equity. She has undertaken, taught and researched the cognitive and motivational processes involved in stereotyping and prejudice. Developed, taught, and assessed diversity training programs; advised schools, colleges, and universities about diversity best practices. Dr. Driscoll also owns her own consulting company, *Diversity Competency LLC.*

**Dr Glyn Thomas** has 25 years experience as a teacher, administrator, and researcher. Dr Thomas is interested in pedagogical challenges and opportunities particularly those created by increased enrolments of students from low SES backgrounds.

**Dr Shuang Liu** is a Senior lecturer in the School of Journalism and Communication. She teaches and researches in the area of intercultural communication, with a particular focus on improving interethnic, intergroup, and intercultural relations in culturally diverse societies.