Minutes

Apologies Received: BF
Present: MK, RB, AK, HG, HH, VW, IJ, VV, MV, MS, CR, DJM, AB, PM, MD, BD, BM

Items for Discussion:

Previous Minutes
- Lecture Screen Recording
  Staff recommended that the ECHO screen recording equipment be updated to record both lecture screens. This was referred to the Teaching and Learning Committee and AV support is investigating with ECHO the possibility of upgrading this feature. At present, AV Support has advised the following:

  To make it easier for staff, on the touch panel in dual projection rooms there is an ECHO icon on the touch panel that indicates the screen being recorded. So whatever is selected on that side of the touch panel will be recorded.

OH&S

Faculty Workshop Update (Valentin Valkov)
- Workshop use for RHD students
  RHD students are welcome to engage with certain machinery in the workshop to complete project-related activities. Students can assemble their experiment, however workshop staff must operate the equipment for these jobs, therefore a cost for labour will be involved. There may also be an induction required for students to complete this task.

- MECH2305 CNC Machines
  Several CNC machines have been acquired for the running of MECH2305. These machines may be available for other purposes at certain times of the year. Competency on the machines will need to be established and a time negotiated prior to their use.

Chair Report – David Mee
- School Review
  The School Review will be held the week of 29 July – 2 August 2013. Please mark your diaries. Interview times with staff and students will be advised later but please make sure you are available for the week at this stage.

  It is important that we have “buy-in” from everyone in the School Review. Everyone is welcome to be involved in preparing the documentation for the review. If there is something you would like to help with, please let me know. When drafts of the documents come around, please read and help with input.

  Invitations for submissions to the School Review.

- Call for Academic Proposals
  Mechanical academics are asked to make proposals for inviting a researcher to the School to interact with research groups and, particularly, research students. Some funding (around $2k) is available from a philanthropic donation made in 2012. The intention is to promote a culture of research excellence within the Division of Mechanical
Proposals that supplement the funding with another contribution will be considered favourably.

Those present suggested that this amount of money could be used for an award in research excellence or to invite guest speakers and research presentations.

- **EAIT Project Database**
  Staff are reminded to upload their thesis projects to the database. There are 60 projects uploaded so far, with 40-50 students still looking. There are currently 35 students enrolled in the Major Design Project MECH4552. Students enrolling in the Design Projects will be sorted in Week 1 of semester.

  The EAIT Project Database lists all thesis projects available for students to view. Once a student has been allocated to a project, this is greyed out and listed as ‘taken’. At completion of the course, theses will continue to be stored on the Faculty of EA IT webpage.

- **AEB: Plan for how to make use of the “Active Learning Studio” (35 benches of up to 6 students = 210), the “Design Studio” (17x6=102 + 12x6=72; combined 174) and the “Simulation and Modelling” lab (two labs 8x9=72; combined 144) in the AEB.**

  Members noted that the Active Learning Centre would be useful for bench top lab experiments. This is a large clean space that would be appropriate for large courses with a capacity of +210 students. There will be storage space under benches and a small storage room nearby. A member suggested that the Simulation and Modelling lab may be useful for METR3100 & 3200 (Semester One).

**T&L Matters**

- **Tutor Allocations**
  All course coordinators should have received an email from Katie regarding tutoring allocations. Preferences must be completed and returned to Katie by Friday 8th February.

- **Semester 2 Timetable**
  The School will begin preparation for the Semester 2 timetable in the coming month. Due to the timetabling errors that have occurred with Semester 1, the School Office will be making contact with all course coordinators to discuss the course needs in detail.

- **Turn it in**
  Members discussed the use of the Turn it in system to mark the MECH4500 theses. Some noted the benefits giving timely feedback to students and ease for making repeated comments, although others prefer to keep the paper format. It was decided that the Turn it in system would be trialled for the Interim Report assessment.

**Research**

- **February RHD Scholarship Round**
  Student applications have been submitted to the Graduate School and results will be notified to students and advisors by 27 March.

- **RHD Student Staff Liaison Committee Recommendations**

  *Milestone Extensions: New Process*
  All RHD Advisors were notified that all candidates who commence or are confirmed from 1 January 2013 may only apply for up to 3x3month milestone extensions throughout the entire duration of their candidature. Where an extension is being sought, an attainment or extension of milestone form must be submitted to the Graduate School at least 2 weeks prior to the milestone due date.
Candidates who are unable to achieve milestones due to a change in personal circumstances (eg. illness, work commitments) should discuss taking temporary leave from candidature as milestone extensions will only be granted due to research and project related delays.

RHD Advisors present raised strong concerns towards the new policies being implemented by the Graduate School on candidature length. Many noted that it can be unrealistic to expect a high quality thesis in the time period being offered and experimental projects can create further time constraints.

**Scholarship Extensions**
Advisors are to be reminded that candidates are only eligible for a scholarship extension if they meet the following criteria:
- Completion of the thesis has been delayed due to circumstances beyond the student’s control (these circumstances must be directly related to the student’s research); and
- The student has successfully completed the confirmation and mid-candidature review milestones.

Unfortunately, extensions cannot be granted on the basis of work commitments, ill health or personal circumstances. Candidates who are experiencing difficulties due to non-research related reasons should apply for an interruption to candidature, or if relevant, paid sick leave.

Members noted that we need to ensure that academic input is fed back into the central RHD committee.

**Library**

- Library Contact
  Cristina Ghiculescu is on leave until 31 July 2013. During her absence, please direct all library research related queries to:
  Phil Yorke-Barber
  p.yorke-barber@library.uq.edu.au
  3346 4392

**Other Business**

**Next Meeting**
2/13 – 6th March
3/13 – 3rd April