Mechanical Engineering Staff Meeting
4/13

Wednesday, 1st May, 2013 at 1:00 pm in 45-414

MINUTES

Apologies Received:
IJ, PM, PRM, MS, CR, DJM, BD, AV, AB, VV, AK, BF, HH, MV, VW, HG, MK, BMc

Present:

Items for Discussion:

Previous Minutes

OH&S

Faculty Workshop Update – Valentin Valkov

- The workshop is waiting on full approval for the workshop restructure raised at last meeting, but moving forward with scheduling and implementation in coming month.
- Catching up on internal jobs and workshop commitments are light at present.

Chair Report – David Mee

- Move to the AEB: Confidential Staff Survey
  In an effort to review how the consultation and communication surrounding the move has been to date; and to assist in creating more effective processes for the remaining change, we would like all staff affected by the move to complete a short survey. They survey should require no more than 15 minutes to take and you can access it at the link - http://www.surveymonkey.com/s/PH3HY8B. We will leave this survey open for responses until midnight Sunday 5th May 2013.

  Staff that have RHD students moving to the AEB should remind their students to complete this survey.

- Open Day
  In 2012 the School organised tours around research labs for undergraduate students. This is being coordinated by the School Office and is scheduled for 16th May.

- School scholarship guarantee

- Uniquest Review
  Further information will be circulated if any relevant changes are implemented.

- Research Strengths
  The UQ Research Committee is looking to update the universities listed research strengths through a structured process involving ERA ratings, FOR codes, research income and other factors.

- Australian Quality Framework
  The School is continuing to support BE at AQF level 8 compliance where every student receives honours.
• Academic Board Meeting
The Academic Board has approved the Bachelor of Advanced Science. This is a 4 year program, with a 8-16 unit research project. The program will have a higher OP cut-off than the Bachelor of Science to attract top students. The dual BE/BSc program will continue however a dual BE/BASc is unlikely to be implemented.

The Academic Board has also approved a revised method for the award of University Medals.

• FLAG Meeting
The Graduate School is focusing on the Conflict of Interest (COI) with Nomination of Examiners (NOE) for research higher degree programs. This may lead to an update of the NOE form to require more explicit COI declaration from advisor.

There will also be revision of the UQ RHD Career Advantage program with more focus on transferrable skills and cohort experience.

The Graduate School is addressing the current RHD advisor training provided to new advisors and possible development of a university-wide development program.

T&L Matters

• BE Accreditation action
Discussion about greater emphasis in courses in the mechanical plans on professional engineering concepts, especially sustainability, ethics and risk management principles. Members discussed what scope there is for these concepts to be more thoroughly highlighted and integrated into courses throughout the plans. Several courses were listed as highlighting these topics: ENGG1000, ENGG1200, MECH2300, MECH3600, MECH4460, MECH4500, METR3100.

Staff recommended establishing a standing committee to advise course coordinators on how to focus and implement this effectively throughout the BE Mechanical plan. This will be chaired by Prof Hal Gurgenci and attended by Dr Carl Reidsema, Prof David Mee and Dr Anand Veeraragavan.

• Undergraduate Labs in the AEB.
Attachment 1 the proposed labs for the AEB. Course coordinators are encouraged to make use of the AEB facilities. Staff were advised to contact Carl Reidsema for a walk-through of the space to consider utilising the facilities.

• Student Integrity and Misconduct
Staff were reminded that all cases of student misconduct should, in the first instance, be reported to Kim Lamb straight away. This is due to the timeline of events that must be adhered to by the School.

Research – Ross McAree

• Changes to the ECR and NSRSF schemes
In late 2012, advice had been received from the DVCR that there would be significant changes to the ECR and NSRSF schemes. In 2013 these schemes would no longer be centrally coordinated and each Faculty/Institute would be provided with a performance-based one-line funding allocation to support both initiatives.
The amount of funding that would be available to the Faculty to cover both schemes would be less than half that previously received for these schemes. This necessitated a reduction in the number of grants and some conditions of award.

The Dean, in consultation with Heads of School, decided that:
- The ECR scheme would continue to run under the same guidelines as before, except that there would be 5 awards only of up to $20,000 each. The five most highly ranked applicants in the Faculty the 2012 round were advised of the outcome.
- The NSRSF was now restricted to newly appointed level B/C T&R staff to supplement start-up funds using a similar mechanism to the old scheme. Those successful in this new scheme would be ineligible to apply for ECR funding in the same year. This is likely to be a small number of applications this year.

The School's Research Committee are developing forms to be distributed to assist staff in the application process and the EAIT Faculty is also working to establish development sessions for staff across the faculty.

- Renewed MOU with CSC – effective for five year (attachment 2).
- IPRS eligibility
  Commonwealth government scholarship guidelines preclude IPRS awards being made to students who have previously completed an RHD award in Australia. These students (for example current self-funded MPhil students) are only eligible for the UQI 50/50 scholarship.
- RHD Final Seminar Program
  Seminar presentations by RHD students for the whole of School to attend have commenced. Attendance is encouraged.

Other Business

- It was recommended that following Mech Staff Meeting Agenda’s contain reports from the following committees as standing items.
  - TLC (Martin Veidt/ Richard Morgan)
  - Research Committee (Ross McAree)
  - First Year Engineering (Carl Reidsema)
  - International Advisory Group (Anand Veeraragavan/Han Huang/Kamel Hooman)
  - O&HS Committee (Bo Feng)
  - Academic Board (David Mee)
  - FLAG Meeting (David Mee)

Next Meeting
5/13 – 5th June
6/13 – 3rd July