<table>
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<tr>
<th>REPORT</th>
<th>ITEMS</th>
<th>ACTION/COMMENTS</th>
<th>WHO</th>
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<td>Previous Minutes</td>
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| OH&S (Aaron Baxter) | • Safety share  
There is no facility for gas bottle storage in the AEB building, therefore staff & students are transporting gas bottles on gas trolleys from the Frank White building. This is an OH&S concern. An interim measure will need to be investigated while a facility is built in the AEB building.  
• Staff were briefed on OH&S Items from the 9 May meeting (Attachment 1). | Consult with Mansergh Shaw workshop regarding temporary storage facilities that are closer to the AEB building. | Aaron Baxter | ASAP |
| Faculty Workshop (Valentin Valkov) | | | | |
| Chair Report including Academic Board, FLAG Meetings (David Mee) | • School Review  
At the School Review Draft Recommendations on Friday 2nd August, 19 commendations and 22 recommendations were listed. There does not appear to be any changes that drastically change the function of the school. The School will receive the official report within 2 weeks and the School's response is due 4 weeks from this date.  
• New University Budget Model  
The new university budget model will be a flat tax of 54% centrally, with the remaining funds given to the Faculty for distribution to its School/Centres. The EAIT Faculty is revising 4 models on how to manage this distribution and under each model estimations show that the School's income will be slightly improved. The Faculty will be finalising the model through consultation.  
• Strengthened Export Controls Steering Group  
HELD OVER TO NEXT MEETING | Ensure staff have a chance to brief the School’s response to the Review recommendations. Meeting scheduled for the week of 23rd Sept.  
The Faculty model should focus on the service they are providing, and each School’s use of these services so that this is transparent for School’s. A flat rate is not strategic - it would be good for staff to understand the philosophy behind the flat 54% rate. | David Mee | 27 Sept 2013 |
- **Academic Board**
  IELTS for Exchange and Study Abroad 6.5 overall and no individual restrictions.

- **Staffing in the School**
  The Faculty Executive Dean, Graham Schaffer will return to a School position. Jin Zou’s position will move into the School 100% when his Future Fellowship ends. Other materials staff appointments will be are being discussed.

- **UniQuest changes**
  There will be four main groups located in the faculties/institutes across UQ. One group will be Howard Leemon as Senior Director for ENGG&IT with Anthony Keating and up to two others in this group. They are to be located in GP South. EAIT will contribute to these salaries and Tony Keating will join the Faculty Research Committee.

- **Mine closure**
  After the study report on the Experimental Mine, the School and Faculty have recommended closure.

- **The DVC-R has been tasked with doubling category 3 and 4 funding over the next 7 years.**

- **Faculty Re-arrangement**
  Faculty re-arrangement is occurring in the Faculty of Arts, the Faculty of Social and Behavioural Sciences, and the Faculty of Health Sciences. Within the restructure, several institutes will be placed within the faculties. The formal proposal for further details can be found here: [http://www.uq.edu.au/about/protector.php?file=secure/faculty-review-2013/Faculty-Review-2013-Final-Proposal.pdf](http://www.uq.edu.au/about/protector.php?file=secure/faculty-review-2013/Faculty-Review-2013-Final-Proposal.pdf)

- **Iran Sanctioned Service (Attachment 2)**
  HELD OVER TO NEXT MEETING

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**T&L Matters**

(Martin Veidt & Richard Morgan)

- **Honours – discussion at academic board regarding AQF requirements (DJM)**
  HELD OVER TO NEXT MEETING

- **Students on exchange – agreed programs and timing**
  HELD OVER TO NEXT MEETING

- **MOOC update (DJM)**
  HELD OVER TO NEXT MEETING

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• BE electives - updated course list is now online: [http://www.eait.uq.edu.au/be-electives](http://www.eait.uq.edu.au/be-electives)

• BE statistics course requirements
  HELD OVER TO NEXT MEETING

• Semester 1 Mechanical SSLC
  The following topics were raised at the Semester 1 Student Staff Liaison Committee:
  • BE Accreditation: EA Recommendations to increase broader awareness of & participation in
    the SSLC. All BE students in Mechanical plans will continue to be invited to attend each
    meeting. Minutes will now be distributed to all BE Mech students with a list of key points
    highlighted in the email.
    In addition, this information will be circulated to course coordinators of large compulsory
    courses, which most students attend and raise the key points at the beginning of a lecture. The
    success or otherwise of this will be used to gauge whether it is then necessary to
    increase the frequency of meetings.

  - Final Year Thesis: Students noted that it is difficult to coordinate their own research timeline
    given Doug Malcolm's high workload.

  • Teaching Quality: Students raised the issue of teaching quality in undergraduate courses.
    Students noted that in some cases, teaching content is not being adequately maintained and
    communication between staff and students is poor. Students emphasized that open office
    hours should be adhered to by staff, or communication sent to students to inform them when
    is appropriate to visit.
    Students recommended that Student Evaluation of Course and Teacher (SECaT) feedback
    would be more useful if date and time of evaluation would be announced in advance and that
    the formal process to address teaching quality issues be circulated to students for future
    reference. Students also suggested that staff should be encouraged to participate in
    professional development in these areas.

  • Knowledge in Solving Partial Differential Equations: Students raised the issue of lack of
    background in PDE for courses such as MECH3400 and recommended that an engineering-
    specific tutorial could be integrated in a course to address PDE discipline needs in a timely
    manner.

Key points and minutes were distributed by email to all students in BE Mechanical plans.

In future, course coordinators will also receive these key points to mention in a
lecture. Course coordinators do not need to discuss the
information with students, just preview the key points and remind them to attend
the SSLC meetings if interested.

Please inform students of the SECaT evaluation date in advance. This has shown to
improve attendance and response numbers.

Students complete MATH2010 covering ODEs
but MATH2011 that covers
PDEs is not compulsory.

A change to MATH2011
should be considered, or
introduction of online module
content focusing on the
formulation of PDEs.
<table>
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<th>Research (Ross McAree)</th>
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<td><strong>ALL ITEMS HELD OVER TO NEXT MEETING</strong></td>
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| - Research Strengths (Attachment 3)  
  Mechanical Engineering, Materials Science and Engineering and Mining, Mineral Resources and Processing will be in the top 30 Research Strengths of UQ. |
| - ARC Centres of Excellence  
  The Faculty had put forward 14 applications for ARC Centres of Excellence in the recent round, 3 to be led by UQ. Three had been successful in progressing to the next round and had been asked to submit full proposals:  
  1. ARC Centre of Excellence for Big Data Research - led by UTS, UQ staff include Professor Xiaofang Zhou, Professor David Abramson and Professor Jane Hunter.  
  2. ARC Centre of Excellence for the Dynamics of Language – led by ANU, UQ staff include Professor Janet Wiles and Professor Helen Chenery.  
  3. ARC Centre of Excellence in Ground water (Groundwater Australia) – led by Flinders University, UQ staff include Professor Neil McIntyre, Professor David Lockington and Professor Ling Li.  
  UQ had supported 48 CoE applications in total where UQ was the lead university on 11 of these. Only one UQ led application had been invited to submit a full proposal (in the area of Sociology). 12 of the 37 applications where UQ was supporting has been asked to the next round (3 of which involved EAIT staff). It was noted that in this round, physical and biological science based applications seemed to have lower success record. |
| - School Profile  
  The School Profile has been published and is available online. Hard copies have been printed and were placed in academic mail boxes. Further copies can be collected from the School office. |
| - RHD Scholarship Round 3  
  The Research Committee reviewed all current scholarship applicants. Among the international applicants, 1 was submitted to the Graduate School for the UQI 50/50 scholarship and none were considered competitive for IPRS. In the domestic category, four applications were submitted to the Graduate School for APA/UQRS scholarships. |
| - Three Minute Thesis competition  
  The School’s 3MT competition will be held this Friday 3-4pm in the usual RHD Seminar room, 50-N202. |
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<tr>
<th><strong>International Advisory Group</strong>&lt;br&gt; (Anand V, Han Huang &amp; Kamel Hooman)</th>
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<td>Please encourage your students to register if they have not already done so. Currently there are 17 students participating.</td>
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<td>• New library contact&lt;br&gt;Cristina, who was the Research Information Service librarian has recently resigned. Gisela Possin will now help school staff and RHDs with any library related queries.</td>
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<tr>
<td>Gisela Possin, Librarian</td>
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<td>The Library now has access to the following resources. All new resources are listed online at: <a href="https://www.library.uq.edu.au/about-us/collection-development-news-0">https://www.library.uq.edu.au/about-us/collection-development-news-0</a></td>
</tr>
<tr>
<td>• ASME conference proceedings <a href="http://library.uq.edu.au/record=e1002890~S7">http://library.uq.edu.au/record=e1002890~S7</a></td>
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<tr>
<td>• ARC : Aerospace Research Central journals <a href="http://library.uq.edu.au/record=e1001371~S7">http://library.uq.edu.au/record=e1001371~S7</a></td>
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<th><strong>Other Business</strong></th>
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<td>• T&amp;L: Official Course updates&lt;br&gt;Course coordinators should remind students what websites for that course are official and where they can find up-to-date information (i.e. Blackboard, ECP etc) to avoid confusion with information on social networking sites that are unofficial.</td>
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<th><strong>Next Meeting</strong></th>
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<td>The next meeting will be in September 2013.</td>
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| We will try to find a better time to suit staff. |
| Brianne |