Present: David Mee, Anand Veeraragavan, Kamel Hooman, Hal Gurgenci, Han Huang,
Michael Kearney, Ingo Jahn, Alex Klimenko, Michael Smart, Kim Lamb, Brianne Mackinnon
Apologies: Valentin Valkov, Peter Jacobs, Vincent Wheatley
Room: 45-414, Tuesday 2-3pm

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<tr>
<th>REPORT</th>
<th>ITEMS</th>
<th>ACTION/COMMENTS</th>
<th>WHO</th>
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<td>Faculty Workshop (Valentin Valkov)</td>
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| Chair Report including Academic Board, FLAG Meetings (David Mee) | • Graduation
The graduation ceremony will be held this Saturday 14 December at 10:00. Those attending should have already registered and organized academic dress. 16 academic staff across the two schools on Saturday and any late interest can be supported.

• Promotions
Report from the local EAIT Promotions Committee provided valuable feedback on T&L and RO promotions.

T&L and RO feedback:
  o Committee does not rely heavily on the Q-index but the H-index is considered a useful parameter.
  o Big classes with good teaching results are taken into consideration (200+ students).
  o Quality of publications is important - fewer publications in good journals better than many in lower-ranked journals.
  o Trajectory is not as important as "runs on the board".
  o To achieve promotion, it is expected that staff are already performing at the level to which they are applying for promotion.

Research Only:
  o RO staff need to show engagement with the University (involved in more than just research). This could be demonstrated via some combination of contributing to undergraduate teaching, supervision of RHD students, actively applying for funding, or being a lab manager.

Academics need to encourage RO staff to get involved with School and other activities. The School will | | | | |
help to facilitate RO involvement in broader activities.

- New positions in mechanical engineering – closing date 28 Feb 2014.
- Professor and Director of QGECE position to be advertised.
- Professors and Heads of Mechanical Engineering Biennial Conference here 23/24 Nov 2014. Prof in this area will be invited to attend.
- Volunteers for Women in Engineering activities for 17 July 2014.
  - 3D printing or milling.
  - UQ Racing activity with Ingo Jahn.
  - Hal Gurgenci may suggest activity – will be known from March/April 2014.

- School Review outcomes
  - Portfolio responsibilities for senior staff for 2020 Vision are being discussed by the School Advisory Team to identify those responsible for certain portfolios. Everyone Level C and above should receive portfolio responsibilities based on the current draft. This will be discussed further with staff at the next School meeting.

- Supporting students with vocational/graduate roles
  Tim Burton from the “Careers and Recruitment Centre” in the BEL Faculty has developed a careers agency for students in BEL and they would like to engage further with EAIT as companies have shown interest to offer engineering internships and placements. BEL is looking for staff members from EAIT to support this and it likely to go ahead.

  When this has been finalized, all staff should engage with this service and forward any interest from companies onto the Careers and Recruitment Centre in BEL Faculty.

- New appointment in mining – Dr Italo Onederra will start in February.

**T&L Matters**

(Martin Veidt & Richard Morgan)

- Supplementary / Deferred Examinations
  Supplementary / Deferred examinations will be held 11-13 December. Exam scripts will be available at the School Office from 12-16 December. You will be emailed when they are ready for collection and results must be returned within 5 days. You will be provided with a Request to Amend Result form at exam collection.

- Undergraduate thesis and design projects required. Staff are reminded to upload any design and thesis projects onto the site. Please encourage RO staff to get involved with UG thesis students.

MECH4500 thesis projects – do we require a justification for grades of 6 and 7?
Grade distributions for MECH4500 show that we have been awarding many 6 and 7s to thesis projects (60% in Sem 2 2013). In some cases, these higher grades do not appear to be well justified. Staff discussed options to ensure greater moderation across awards of 6 and 7 for a final year thesis:
  - Criteria matrix addressed to better clarify the difference between a grade of 6 and 7. A grade of 7 could generally refer to publication quality.
  - 2 stage marking – supervisor completes first mark 2 weeks prior to submission with formative feedback. External marker completes after submission.

AERO4200 (Flight Mechanics and Avionics) modification of curriculum for 2014
This course is currently split 50/50 with ITEE. ITEE students have no background in Fluid Mechanics and this was previously covered in the early part of course to get ITEE students up to speed with Mechanical students. This has now been dropped, therefore it is proposed to add Fundamentals of Fluid Mechanics (MECH2410) as a prerequisite for AERO4200. ITEE to add MECH 2410 to their elective list.
  - Nominations for Mechanical Engineering Mathematics Prize 2014 (three nominations).

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<th>First Year Eng (Carl Reidsema)</th>
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<tr>
<td>Research (Ross McAree)</td>
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<td>International Advisory Group (Han Huang &amp; Kamel Hooman)</td>
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<td>Library</td>
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<td>Other Business</td>
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CSC applications
Any Chinese students looking to apply for UQ-CSC need their completed applications to be as soon as possible. The final Graduate School deadline is January 10, 2014.

Michael Kearney to contact ITEE for outcomes from a similar review undertaken.

MK

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<th>Next Meeting</th>
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<td>1/14 – February 5, 2014</td>
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