Minutes

Apologies Received: MN, MK
Present: PK, DJM, SA, ZC, WS,

Items for Discussion:

Previous Minutes
- Minutes from meeting 22 January 2013. All action items completed.

Chair Report
- School Review
  - The School Review will be held the week of 29 July – 2 August 2013. Members were asked to mark their diaries. Specific interview times with staff and students will be advised at a later stage.
  - It is important that there is “buy-in” from everyone in the School Review. Everyone is welcome to be involved in preparing the documentation for the review. When drafts of the documents come around, please read and help with input.
  - Invitations for submissions to the School Review.

- EAIT Project Database. Members noted that a quota had been put on MECH4500, and group design projects offered to those who miss enrolment in MECH4500. Most Civil engineering students undertake group design projects, and Adelaide University mining students also undertake group projects. Members noted that group projects would reduce the load on each academic staff member, and that the mining division had in place good processes for measuring individual input into group projects.

- AEB: Plan for how to make use of the –
  - “Active Learning Studio” (35 benches of up to 6 students = 210)
  - “Design Studio” (17x6=102 + 12x6=72; combined 174)
  - “Simulation and Modelling” lab (two labs 8x9=72; combined 144)
Members noted that the group could look into using more benchtop experiments (e.g. Snowy Mountain Scheme). It was noted that the School as four portable instrom machines that could be used for bench-top experiments.
  - “Media Room” $300,000 is required to equip this room. It will be funded by School, Industry and Faculty contributions.

T&L Matters
- 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.

- Supplementary assessment for thesis courses. Members discussed the results for fourth year thesis students, noting that incomplete grades would no longer be awarded. If students did not complete their thesis in time or failed the course then they would be awarded the appropriate grade. If this is their final grade for the degree, then they could apply for a supplementary exam and if approved, resubmit a revised version of their thesis.
• Errors in examination papers in 2012. Members discussed the types of errors and noted that the error rate could be improved by giving the checker a copy of the solutions. Members agreed to try this in 2013.

Research
• The ECR grants and the New Staff Research Start Up grants are now administered by the Faculty, rather than the DVC-R and the amounts awarded have been reduced. Members noted new academic, Dr Chen should apply for the New Staff Research Start Up.

• ABB wants to have a research scholarship seminar in June; Peter Knights will liaise with the Faculty’s events coordinator to facilitate the event.

• Process Flowcharts have been created to assist academics with the processes involved with Expression of Interest, Application and Scholarships, Milestones and Submission. These are available here: https://internal.mechmining.uq.edu.au/rhd.

• Expression of Interest – Review of applications

• February RHD Scholarship Round
  o Student applications submitted
  o Results will be notified to students and advisors by 27 March.

• RHD Student Staff Liaison Committee Recommendations
  o Milestone Extensions: New Process: All RHD Advisors should be notified that all candidates who commence or are confirmed from 1 January 2013 may only apply for up to 3x3-month 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.

  o 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 (3346 4392 or p.yorke-barber@library.uq.edu.au)
Other Business

Sandvik
- Sandvik has approached the division to assist with the delivery of a training program. The program was set up with the assistance of UNSW and overseas institutions, and the company would like to build ties with UQ. As the course content is prepared, the role is mainly to act as presenter and would be a commitment of a couple of days per year. There is remuneration involved, which would be paid into consulting accounts. There will be a meeting on Friday to discuss this item further with Sandvik.

Workload Model
- Members worked on a workload model for the division, which was a summary of face-to-face teaching time (e.g. preparation and assessment marking time was not included).