1. Report from the Chair (Dr Peter Jacobs)

a. Final Exams
Students were notified that the timetable for final exams was released today, Friday 27 September and reminded to check the Changes to the University’s General Award Rules (GAR) relating to assessment which took effect from 1 January 2013, specifically that:


You may require alternative examination arrangements if:

• two of your examinations are timetabled for the same session, or
• three examinations are scheduled on a single calendar day during the end of semester examination period; or
• three mid-semester school-based examinations are scheduled in one calendar day outside of scheduled classes eg. on Saturday

b. Study Abroad – New credit precedent database
UQ has recently released a new Credit Precedent Database. Students wishing to go on exchange can use this database to find course equivalents at domestic or international institutions that have previously been approved for Study Abroad.

This database is a guide only. Students are still required to submit the relevant paperwork for assessment on a case-by-case basis, however this database should provide a good guide when making Study Abroad course selections.


c. Materials Open Day
All students in the School’s BE programs were advised on the Materials division Open Day on Monday 21 October with activities being held from 10am – 6pm.

2. Report from Head of Division (Prof David Mee)

a. BE/ME Update
Students were advised of the progress toward the introduction of the BE/ME programs in 2014.

b. School Review
Students were advised of the 19 commendations and 21 recommendations from the School Review and those students that took part in the process were thanked for their contributions. Two recommendations relevant to the meeting were discussed:
Recommendation 7
The School should implement more robust mechanisms for incorporating student feedback into course content, planning and delivery.

Response from the Head of School
Changes resulting from student feedback obtained when a course is run is included in the course profile the next time the course is offered. This information is provided by the course coordinator after the SECaT results are analysed. The School will include at its divisional staff meetings a session, after the SECaT results are available, on how each course will be amended in response to feedback.

Students suggested that this session be used to share best practice examples from the semester between staff. It was noted that the survey tools being used by Rowan Truss in MECH2300 were useful for students.

Recommendation 8
The School should develop better communication strategies with undergraduate students.

Response from the Head of School
The School will discuss the best methods of communication with students at the divisional staff/student liaison meetings to determine what methods they prefer. Options include newsletters (opt-in), social media, Blackboard and/or websites.

Students recommended that SSLC meetings should be held prior to mid-semester break, and distribution of the minutes with main points to all undergraduate students.

3. Other Business

a. Student feedback on undergraduate courses
Students commented that they would like to see the School introduce a course feedback mechanism that operates throughout the semester. SECAiT is utilized, however at the end of the course, students are less likely to provide constructive feedback as it no longer directly affects them. This feedback could be anonymous, online through a site like Survey Monkey, with a generic survey and drop-down menu to select which course the feedback refers to.

This is to be discussed further with the School Manager and referred to the School’s Teaching & Learning Committee.