Present: Associate Professor Mehmet Kizil (in the Chair), Professor Andrej Atrens, Associate Professor Lydia Kavanagh, Dr Michael Kearney, Ms Miranda Mariette, Professor David Mee, Associate Professor Paul Meehan, Professor Richard Morgan, Associate Professor Carl Reidsema, Ms Mary Thatcher. Mrs Kim Lamb.

Apologies: Ms Yonna Cowan, Mr Doug Malcolm Ms Kylie Pettit, Dr Surya Singh, Professor Mingxing Zhang.

Invited: Ms Ailsa Dickie for item 14.

Welcome: Members welcomed Ms Mary Thatcher to the Committee as a student representative. Associate Professor Martin Veidt was thanked for his contributions to the Committee over the past few years; Associate Professor Paul Meehan now represented Mechanical Engineering.

Minutes: The minutes of the meeting held on 19 September 2013, having been previously circulated, were taken as read and confirmed.

Business arising out of the minutes

The following items were actioned from the meeting on 19 September 2013 and submitted to the Board of Studies in Engineering:

- Insertion of MATH2001 – Advanced Calculus and Linear Algebra into the BE course lists in all plans offered by the School (students would take either MATH2000 – Calculus and Linear Algebra II or MATH2001) from Semester 1, 2014.
- Change to course description for MECH2210 – Intermediate Mechanical & Space Dynamics from Semester 2, 2013.
- Change to the preamble to the course list of the BE/ME Mechanical Engineering to clarify program requirements and limits on Level 1 courses from Semester 1, 2014.
- Cancellation of courses in the Mineral Resources suite of programs (LAWS7911 and MINE7034) in Semester 2 2013.
- Inclusion of METR3100 – Sensors & Actuators as an advanced elective in the BE (Mining Engineering) from Semester 1 2014.

The following items were actioned from the meeting on 19 September 2013

- Request to insert ENGG1300 – Introduction to Electrical Systems into the BE (Mining Engineering) section of the 2014 Year 1 program guide.
- Congratulations to nominees for “Most Effective Teacher” from Semester 2 2012.
- Circulation of information on the Graduate Teaching Assistant program to RHD students.

Items outstanding

- Changes to courses and programs – Mineral Resources suite of program review.

1. Changes to Courses and Programs – for consideration

a. Change to course description and incompatible courses – METR7200 – Introduction to Control Systems

Members endorsed the following changes to METR7200 – Introduction to Control Systems to take immediate effect.

- Remove “no longer offered from 2014. Replaced by METR4201” from the course description.
- Delete METR7200 from the list of incompatible courses.

b. Change to course description and incompatible courses – METR4201 – Introduction to Control Systems

Members endorsed the following change to METR4201 – Introduction to Control Systems to take immediate effect.

- Add METR7200 as an incompatible course.
Meeting 1/2014

1. Changes to Courses and Programs – for consideration (cont’d)

c. Change to course list: Mining and Geotechnical Engineering

Members endorsed the insertion of a footnote to be added to the Mining and Geotechnical Engineering course list for MINE4122 – Mining Research Project I and MINE4123 – Mining Research Project II to make it explicit to students pursuing the dual major that their thesis needed to be done in an area of geotechnical engineering. The footnote would read “Research Topic must be related to Geotechnical Engineering”. The change should be made to take immediate effect. However, members discussed whether or not it was sensible to limit a student’s thesis option by constraining a thesis topic in this manner. While there was support from industry to require a geotechnical engineering ‘flavoured’ topic, there was not a similar constraint in other dual majors offered within the School. It was noted that Associate Professor Kizil reviewed all thesis topics prior to a student being able to commence the work.

d. Mining Engineering – change to course list

The Head of Division of Mining Engineering proposed changes to the BE (Mining) list to take effect from Semester 1, 2015. The changes were to delete the following courses from the B2 – Advanced Electives list as actual elective choice was limited and BE Mining students did not traditionally enrol in these courses. The Head of School of Chemical Engineering supported this request. It was noted that students could still take these courses as electives if they wished.

Delete –

- CHEE3005 – Reaction Engineering
- CHEE3205 – Metallurgical Process Modelling
- MINE3208 – Mineral Processing II
- MINE3209 – Mineral Processing 1: Geology Process Mineralogy & Communication Circuit Design

It was also proposed to delete MINE4107 – Advanced Mine Ventilation from the B2 – Advanced Elective List and the Extended Major list as this course was not currently offered.

Members endorsed proposed changes to the BE (Mining) major and extended major course lists to take effect from Semester 1 2015.

e. Inactivation of MECH3600 – Engineering Management & Communication

Members considered a proposal from the Division of Mechanical Engineering to not offer MECH3600 – Engineering Management & Communication from Semester 1, 2015. The course was offered only within the BE (Mechanical), BE (Mechanical & Aerospace), and the BE (Mechanical and Materials) plans. The proposal was then to integrate the key project management and communication content in MECH3600 into the compulsory Year 3 design courses, MECH3100 – Mechanical Systems Design and AERO3110 – Aero Design & Manufacturing.

There had been discussion during a 2013 meeting of the Division of Mechanical Engineering as part of the ongoing review of the curriculum and the introduction of the BE/ME. The proposal was circulated again to all staff in the Division on 9 April 2014 to obtain further feedback and it was also discussed at the Mechanical Engineering Staff/Student Liaison meeting on 9 April 2014. Most of the students who attended the meeting indicated that MECH3600 was a very useful course; however, one student did mention that change made in Year 1 courses (ENGG1100 and ENGG1200) could be taken into account before a final recommendation was made to the Board of Studies. The Head of School was interested in feedback from the Committee and given the feedback received prior meeting, indicated he would want further discussion at a future Mechanical Division meeting.

It was agreed that consideration needed to be given to whether a standalone course on project management was required or whether key learning objectives could be met via integration into other compulsory courses. It was also possible that key learning objectives and Engineers Australia Stage 1 competencies included in MECH3600 might need to be embedded into a series of courses in other year levels. A review of past Engineers Australia recommendations relating to this course and the recommendations from the 2012 accreditation visit might assist with finding a suitable outcome. The role of MECH3600 as a consequence to changes in Year 1 and 2 would continue to be discussed.

A subcommittee would be formed to explore options.
2. Changes to Courses and Programs – executive approval

a. Change to course list - Mechanical and Aerospace Engineering dual major

Prior to 2012, Mechanical and Aerospace Engineering students were required to complete both MECH3100 - Mechanical and Space Systems Design and AERO4100 - Aerospace Design and Manufacture in order to graduate. For 2012, the requirements of the dual major were changed to delete MECH3100 as a compulsory course and title of MECH3100 was changed to Mechanical Systems Design. In addition, the projects in MECH3100 were changed to remove the aerospace aspect. This allowed students in the dual major to take another specialised aerospace course as an elective. The plan was overloaded with design courses, so this was an appropriate change. The Faculty advised that students enrolled prior to 2012 were required to take MECH3100. As this was no longer necessary because of the changes instituted, the Faculty agreed to apply the changed requirements to “pre-2012” students.

Members noted that the following change was executively approved to take effect from Semester 1 2014.

- Removal of MECH3100 – Mechanical and Space Systems Design as a compulsory course for students who enrolled in Mechanical and Aerospace prior to 2012.

b. Transfer of Faculty - Graduate programs in Community Relations

Members noted that as a result of the restructuring of the (former) Faculties of Arts, Health Sciences, and Social and Behavioural Sciences, the postgraduate coursework suite of programs in Community Relations (Resource Sector) have been transferred to the Faculty of Engineering, Architecture and Information Technology. These programs are now run by the Sustainable Minerals Institute and were formerly administered by the (former) Faculty of Social and Behavioural Sciences. The change took effect on 1 January 2014.

c. Change to course lists – Mineral Resources (Environment) suite of postgraduate coursework programs

Members noted that Executive approval has been granted to make the following changes to the Mineral Resources (Environment) suite of postgraduate coursework programs to take effect from Semester 1 2014.

Delete from Part A:
- LAWS7911 – Mining Environmental Regulation
- PLAN7142 – Mining Environmental Planning

Insert into Part A:
- ENVM7305 – Environmental Management in Mining (to be offered in Semester 1)
- ENVM7123 - Regulatory Frameworks for Environmental Management and Planning (to be offered in Semester 1)

Both ENVM7305 and ENVM7123 were currently scheduled courses and were taught through the School of Geography, Planning and Environmental Management (GPEM); the School of GPEM advised it could accommodate the additional enrolments.

Delete from Part B and inactivate course:
- MINE7053 – Sustainable Development in the Minerals Industry Context

Insert into Part B
- ENVM7405 – Managing Post-Mining Landscapes: Land Rehabilitation in the Mining Industry (new course – Semester 2 2014)

Insert into Part C
- GEOM7005 – Geographical Information Systems
- ENVM7206 – Tools for Environmental Assessment and Analysis
2. Changes to Courses and Programs – executive approval (cont’d)

d. Variation to the Academic Calendar – MECH7650 – Regulation, Compliance & Safety

Members noted the variation to the Academic Calendar for MECH7650 – Regulation, Compliance & Safety to allow the course to start during the Semester 2 2014 Orientation Week.

There would be 3 days of classes on campus on 21-23 July 2014. There would be three days of contact and students would have the remainder of Semester 2 2014 to submit their assessment. A further two days of contact would be held on 9-10 October. Students who enrolled were generally senior executives or other employees in the Power Generation industry. This course had been running in intensive mode for a number of years; however, doing the contact hours prior to the commencement of semester allowed better access to suitable lecture theatres and facilitated attendance by these students.

e. Change to course description – MATE7013 – Advanced Manufacturing

Members noted that executive approval was granted to amend the course description to delete the information about contact hours contained therein. Information about contact hours was listed elsewhere. The change took effect from Semester 1 2014.

Course Description: Two contact hours per week from Week 1 to Week 4; 1 contact hour per week thereafter. Current global problems are requiring increasingly sophisticated materials and appropriate advanced methods for their manufacture. This course will look at design for manufacture, manufacturing techniques and manufacturing systems that are used to deliver materials, products and devices from the laboratory to commercial production. Several key manufacturing techniques, such as additive manufacturing, will be covered in the light of how manufacturing affects the end performance of the product, the economics of production and the impact on society and the environment. Projects in specific areas of manufacturing will be completed by students to give greater insight into the manufacturing cycle.

f. Change of course description – MINE7052 – Community Aspects in Mineral Resource Development

Members noted that executive approval was given to amend course description from Semester 1 2014 to state that the five day workshop would be held in March 2014, not February, which was the case in 2013.

g. Cancellation of course – MINE7059 – Applied Research Methods & Professional Skill Development

Members noted that executive approval was given to not offer MINE7059 – Applied Methods & Professional Skill Development in Semester 1 2014. The course was only available to students undertaking a RHD within the Sustainable Minerals Institute. There were no enrolments in the course. The program in which it was offered was no longer available and the course would be inactivated.

h. Change of Semester of offer – HUFA7501 – Human Factors Engineering

Members noted that executive approval was granted to change the semester of offer of HUFA7501 – Human Factors Engineering from Semester 1 to Semester 2 in 2014. The change was made to enable the SMI to have a better chance to increase enrolments into the course. SMI reported that no graduations would be delayed as a result of the change.

i. Cancellation of Course – HUFA7500 - Human Factors in the Minerals Industry

Members noted that executive approval to cancel the Semester 1 2014 offering of HUFA7500 – Human Factors in the Minerals Industry was granted. There were three provisional enrolments in the course and students were assisted to select other courses.

j. Change to Semesters of offer – METR7203 – Advanced Topics in Control Engineering

Members noted that METR7203 – Advanced Topics in Control Engineering would now be offered annually from Semester 1 2013 as it formed part of the compulsory courses offered in the BE/ME (Mechatronic Engineering) which commenced in Semester 1 2014.
2. Changes to Courses and Programs – executive approval (cont’d)

k. Change to assessment – METR3100 – Sensors & Actuators

Members noted that executive approval was granted to change the assessment for METR3100 – Sensors & Actuators to take effect from Semester 1 2014.

From: Practicals, Report, Presentation, End of Semester Examination
To: Practicals, Design Project, Mid Semester Exam, End of Semester Exam.

l. Change to class contact – MECH2305 – Introduction to Engineering Design & Manufacturing

Members noted that executive approval was granted to change the class contact information in the course catalog to match the published timetable to take effect in Semester 1 2014.

From: 3L 1T 2I
To: 2L 1T 2I 1W (workshop)

m. Change to assessment - MECH4470 – Hypersonics & Rarefied Gas Dynamics

Members noted that executive approval was granted to change the assessment for MECH4470 to include a final examination and to delete the peer assessment to take effect from Semester 1 2014.

The change was as follows: Tutorial Exercises, Laboratory Experiment, Literature Review, Journal Paper, Final Examination, Peer Review.

n. Change to assessment and course description - MINE4122 – Mining Research Project I

Members noted that executive approval was granted to change the following for MINE4122 – Mining Research Project I to take effect from Semester 1 2014.

- Change the assessment methods to “Research Proposal, Annotated Bibliography, Practical Exercise, Project Progress Report, Consultation with Supervisor and Project Plan Agreement”.
- Change the course description to “Preparatory work on a mining research topic approved by the course coordinator and supervisor, based on field study and/or laboratory/library research. Students are required to undertake library skills training, submit a research proposal and annotated bibliography, and prepare a progress report that includes a review of existing literature on the project topic. Students are also required to attend special workshops designed to assist them with working through the research process and to develop the appropriate technical writing skills to communicate their findings”.

o. Deletion of MINE3106 – Minerals Industry Visits from Semester 1 2014

Members noted that the Division of Mining Engineering reconsidered the plan to offer MINE3106 – Minerals Industry Visits in both semesters in 2014. Executive approval was granted to cancel the new Semester 1 2014 offering (the Semester 2 2014 offering would be retained). The five students who had already enrolled in the course in December 2013 were advised accordingly.

p. Change to prerequisite and contract hours – MINE3120 – Resource Estimation

Members noted that the following changes were executively approved for MINE3120 – Resource Estimation to take effect in Semester 1 2014.

- Recommended prerequisite: Delete MINE2103 and insert MINE2106
- Change class contact from 4C to 2L2T
2. Changes to Courses and Programs – executive approval (cont’d)

q. Change to course description – ENGG4011 – Professional Engineering Project

Members noted executive approval was granted to change to the course description of ENGG4011 – Professional Engineering Project. The change, which took effect in Semester 1 2014, made it clear that the course could be taken by non-CEED students if permission was granted to do so.

From:
A major investigation, research project or a significant design task, usually taken in conjunction with industry. This course is for students undertaking CEED projects only, unless otherwise approved by the Head of School. Projects must be approved prior to enrolment.

To:
A major investigation, research project or a significant design task, usually a CEED project, taken in conjunction with industry. Projects must be approved by the Head of School prior to enrolment.

3. SECaT Results – Semester 2 2013

Members reviewed the SECaT course results from Semester 2 2013 and comparative data for courses surveyed in 2010-2013. The School had the highest SECaT outcomes across the Faculty in 2014. Overall, the SECaT scores for courses improved over the period 2010-2013; however, a small number of courses had not improved.

A total of 31 courses were surveyed in Semester 2 2013. Of these courses, 27 received a score of 75% or higher for Question 8 (Overall, how would you rate this course).

Members discussed the low score for MECH3100 – Mechanical Systems Design in Semester 2 2013 and noted the Faculty had followed up with the Course Coordinator on the low scores. It was noted there was a low response rate (44 of 143 students). The Head of School reported that while the scores were low, in 2013 the Hawken Scholars were asked what course they learned the most in and they named MECH3100 as the course. It was noted the organisation of the course and the size/structure of the project might be an issue contributing to the poor results. An overt link between the need to define the scope of the project in MECH3100, using knowledge gained in MECH3600 might help.

The Director of First Year Engineering volunteered to help to provide assistance to Course Coordinators from the Teaching and Learning Development Program in courses that received low scores or that were trending downward over the past four years.

Congratulations would be sent to course coordinators where steady improvement was demonstrated over the 2010-2013 period.

4. On line SECaT surveys

The School would participate in the on line SECaT survey in Semester 1, 2014. The surveys would be opened automatically no later than week 11 and would close at the end of the Revision period. Course coordinators would receive an email from TEDI and students would also be notified by email regarding accessing the survey.

It was noted that response rates tended to be higher when course coordinators invited students to respond, rather than relying on an email from the University. A/Prof Reidsema would circulate an email which was sent to Year 1 students which has helped with the response rate.

The Semester 1 trial would be analysed by TEDI. The student representative spoke positively about the initiative to use on line surveys.
5. School Review – Recommendation 4 (Course rationalisation)

Recommendation 4 of the 2013 School Review read “The School should explore further opportunities for rationalising undergraduate course offerings, not only across disciplines but also across schools (e.g. Civil and Chemical Engineering”).

In his response to Academic Board Standing Committee, the Head of School wrote -

“The School will offer only one introductory fluid mechanics courses in the mechanical plans and the mining plans from 2014 onwards. MINE2101 – Fluid Mechanics had been inactivated (cancelled) and all students will take MECH2410 – Fundamentals of Fluid Mechanics which is currently taken by all other students enrolled through the School.

By 30 April 2014, the School will review the teaching of structural mechanics in the mechanical and mining engineering plans to see if a single two-unit course can be taken in all plans.

Elective offerings are continuously reviewed and a large number of electives offered in some engineering plans offered in the School are compulsory courses in other plans.

There were several investigations into rationalise the teaching of courses such as fluid mechanics and structural mechanics across the engineering disciplines in the early 2000s in the (then) School of Engineering. This was when class sizes were of the order of 50 to 100. Now the class sizes are 150 to 300 (or more) and these courses are now of a viable size on their own. There is not so much to gain from combining these courses now and there would be compromises required on the content to be included in courses to be common across the disciplines. Therefore, the School proposes to explore rationalisation within the School, to increase the one-school identity, but not to pursue rationalisation across the engineering schools.”

The Division of Mining Engineering discussed whether adjustments could be made to the BE (Mining) and BE (Mining and Geotechnical Engineering) lists to include MECH2300 – Structures & Materials as a compulsory course in place of MINE3123 – Structural Mechanics for Mining.

MINE3123 was a #1 course which was coupled with another #1 course STAT2201 – Analysis of Engineering and Scientific Data. Further rationalisation would be difficult given that Mining Engineering students did also need to complete a statistics course. It was noted that students in MINE3123 attended half of the MECH2300 lectures.

It was agreed that no further changes to the BE (Mining) and BE (Mining and Geotechnical Engineering) lists were required at this time as part of the implementation of Recommendation 4 of the 2013 School Review.


University policy PPL 3.60.04a – Student Integrity and Misconduct” governed the treatment of student misconduct matters. The School was committed to uphold the value of an award by the University of Queensland and the principles of ethics which were expected of a professional engineer and to that end, rigorously adhered to University policy.

Members noted the outcome of misconduct cases heard by the Head of School for the period 2010-2013.

In 2010, the Head of School heard 57 allegations of misconduct and found 41 students guilty. Those who were found not guilty were generally given a warning as most of them had provided their work to other students for ‘reference’. In 2011, the School dealt with 85 cases of suspected misconduct. Of those 85, 62 were found guilty, 16 were found not guilty and 7 were given a formal warning. For the period September 2011-September 2012, the Head of School heard 71 cases of misconduct, 15 were found not guilty, 14 were given a formal warning and one was found to have no case to answer.
6. Student Misconduct Report (2010-2013) (cont’d)

Table 1 lists the 2013 outcomes. The drop in cases of misconduct cases in 2013 was largely attributable to an introduction of a group work component, rather than individual assessment, in one course. The School continued to be vigilant in requiring staff to refer misconduct cases to the attention of the School.

<table>
<thead>
<tr>
<th>School of Mechanical &amp; Mining Engineering</th>
<th>Academic : 22</th>
<th>Non-academic: 0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guilty</td>
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</tr>
<tr>
<td>Not Guilty</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Warning**</td>
<td>6</td>
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<tr>
<td>No further action</td>
<td>0</td>
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</tbody>
</table>

7. Engineers Australia Interim Report

Members noted that the Engineers Australia’s (EA) Accreditation Board met on 20 January 2014 to consider two interim reports received from University of Queensland dated 30 November and 19 December 2013, which outlined progress on actions taken against two of the requirements stated in the September 2012 accreditation visit report.

These requirements were to –

- “M2: map all courses, including all non-engineering core courses, against EA Stage 1 competencies (2011 version).
- M3: Develop a culture amongst and commitment from academic staff to ensure adequate treatment of ethics, sustainability, and engineering professionalism throughout the degree programs, embedding them as essential components in relevant courses. The current approach in the School of Chemical Engineering could be seen as an appropriate starting point.”

The Board accepted the report and the mapping provided and commended the Faculty on the exemplary mapping (M2) exercise. However, EA asked the Faculty to keep EA informed of any changes to courses that might arise from a result of the analysis of the mapping exercise. However, the Board expressed concern that the introduction of two new units (ENGG4900 – Professional Practice and the Business Environment and ENGG7701 – Engineering Grand Challenges) into the senior years of the BE and BE/ME programs did not meet its expectations that a culture of ethics, sustainability and professionalism be integrated throughout the program (M3). While the Board acknowledged the Faculty’s very significant efforts, it requested a further progress report due by 30 November 2014 outlining any course changes which would better integrate the above issues throughout the program. The Board was also interested in how the mapping might play a part in program review and amendment.

Work was ongoing and progress toward the implementation of these requirement needed to be demonstrated prior to the next accreditation visit.

8. Engineers Australia – December 2014 visit

Members noted that Engineers Australia (EA) would visit the University on 1-3 December, 2014. The following would be sought at as part of the EA visit.

Continuing full accreditation –

- Bachelor of Engineering (Civil and Environmental Engineering)
- Bachelor of Engineering (Civil and Geotechnical Engineering)
- Bachelor of Engineering (Mining and Geotechnical Engineering)
- Bachelor of Engineering/Bachelor of Science with the three above programs
- Bachelor of Engineering/Master of Engineering (Chemical Engineering)
- Bachelor of Engineering/Master of Engineering (Chemical and Biological Engineering)
- Bachelor of Engineering/Master of Engineering (Chemical and Materials Engineering)
8. **Engineers Australia – December 2014 visit** (cont’d)

Provisional accreditation –
- Bachelor of Engineering/Master of Engineering (Mechanical Engineering)
- Bachelor of Engineering/Master of Engineering (Mechanical and Aerospace Engineering)
- Bachelor of Engineering/Master of Engineering (Mechanical and Materials Engineering)
- Bachelor of Engineering/Master of Engineering (Mechatronic Engineering)

The Head of School would chair a working group comprised of representatives from the School, the Faculty and the School of Chemical Engineering and the School of Civil Engineering. The submission was required to be sent to Engineers Australia on or before 6 October 2014.

9. **Change to UQ Policies, Procedures, Guidelines**

Members noted the following changes to UQ policies, procedures and guidelines.

A. **Exemption from Assessment Items for Students Repeating a Course**

Members noted that the University has changed its procedures with respect to the “reuse of the whole or part of a student’s assessable work in certain circumstances, such as where a student repeated a course after failing the first attempt”. The University’s position was that no exemptions or partial credit be given and students must complete all the learning activities and assessment items each time they enrolled in a course.

All staff in the School were advised of the change by email on 24 February 2014. This matter should also be brought to the attention of staff at Divisional meetings.

B. **Placement Courses for Coursework Students**

Members noted changes to PPL 3.10.04 - *Placements in Coursework Programs* which took effect on 28 November 2013. The policy, procedures and guidelines were largely unchanged. However, the following changes were identified -

*Key changes*
- The policy now explicitly included placements to fulfil program milestones (e.g. Engineering professional practice was a placement, not work experience)
- Alignment with relevant legislation and other UQ policies
  - Education (Work Experience) Act 1996 (Qld)
  - Fair Work Act 2009 (Cth)
  - UQ Student Charter, Student Integrity & Misconduct, Insurance policies
- Clarification of insurance issues, privacy, OH&S matters
- Guidance on the difference between a placement relationship and an employment relationship

*Engineering implications*
- Engineering Professional Practice was classed as a placement in the legislation (it was not work experience).
- “Work experience” cannot be mandatory or assessable; work experience was regulated under the Education (Work Experience) Act 1996 (Qld).
- There were two types of placement: placement for credit (e.g. thesis) and placement to fulfil program milestones (e.g. Engineering Professional Practice).
- Consideration could be given to amending the BE rules to change engineering professional practice to engineering professional placement.
- The EAIT website needed to be updated to give effect to these changes.
- A set of procedures/guidelines for the BE and BE/ME were required.
- The Legal Office has reviewed UQ’s standard agreements.

10. **Trial of e-Exams BYOD invigilated assessment**

Members noted the memo from the Chair of the Assessment Subcommittee on the trial of online examinations. The School did not participate in this trial.
11. **Membership and Terms of Reference**

Members noted the terms of reference for the Teaching and Learning Committee.

<table>
<thead>
<tr>
<th>Reporting to</th>
<th>Head of School and Faculty Teaching and Learning Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secretary</td>
<td>School Manager – Mrs Kim Lamb</td>
</tr>
<tr>
<td>Date last amended</td>
<td>9 April 2014</td>
</tr>
<tr>
<td>Assistant Secretary</td>
<td>Senior Administrative Officer (Academic) – Ms Katie Gollschewski</td>
</tr>
</tbody>
</table>

**Terms of Reference**

The role of the School Teaching and Learning Committee is to –

- Make recommendations to the Head of School on –
  - matters relating to teaching and learning and assessment in the School and improving the quality of teaching and learning as articulated in the School’s Operational Plan;
  - school and curriculum development and needs, including accreditation requirements, course and program changes;
  - methods to enhance and improve the student learning experience, including results of student surveys (e.g. iCEVAL) and laboratory/teaching space refurbishment;
  - annual teaching and learning budget including strategic funding from the faculty and/or University; and
  - other matters related to the development and enhancement of teaching and learning.
- Set and monitor effective quality processes (e.g. annual CTQA review, Electronic Course Profiles, academic advising, student staff liaison).
- Report to the Faculty’s Teaching and Learning Committee as required.

**Composition**

*Ex Officio*

- Director, Teaching and Learning (Chair) – A/Prof Mehmet Kizil
- Director, First Year Engineering – A/Prof Lydia Kavanagh
- Director, Teaching and Learning (Engineering) – A/Prof Carl Reidsema
- Plan Leaders (or delegate)
  - Professor Mingxing Zhang (Mechanical & Materials)
  - A/Prof Paul Meehan (Mechanical)
  - Professor Richard Morgan (Mechanical & Aerospace)
  - Dr Michael Kearney (Mechatronics)
  - A/Prof Mehmet Kizil (Mining, Mining & Geotechnical)
  - Professor Andrej Atrens (Engineering Science)
  - Ms Kylie Pettitt (Sustainable Minerals Institute)
- Manager, Laboratory Support – Douglas Malcolm

*Other members*

- Head of School of ITEE or nominee – Dr Surya Singh
- Library representative – Ms Miranda Mariette
- Student Services representative - Ms Yonna Cowan
- Undergraduate Student representative – Ms Mary Thatcher

**Administrative Arrangements**

The Director, Teaching and Learning and Plan leaders are appointed by the Head of School. The Committee meets 3-4 times per year. Nominations for the Undergraduate student representatives are called for as part of the call for representatives on staff/student liaison committees.

<table>
<thead>
<tr>
<th>Quorum</th>
<th>1/3 of membership</th>
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12. Faculty Awards (2013)

A. Teaching Excellence

Members congratulated Professor Peter Knights for receipt of a Faculty Teaching Excellence Award. The award was announced at the joint Faculty of Engineering, Architecture and Information Technology / Faculty of Science Teaching and Learning Showcase on 30 October 2013.

B. Most Effective Teachers

Members congratulated staff who received “Most Effective Teacher” nominations in Semester 1 and 2, 2013. Students who receive a Dean’s Commendation for High Achievement are asked to make these nominations.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Name</th>
<th>Course</th>
<th>Nominations</th>
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<tbody>
<tr>
<td>1</td>
<td>Professor Russell Boyce</td>
<td>MECH3600</td>
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<td>Dr Bo Feng</td>
<td>MECH3400</td>
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<td>A/Prof Mehmet Kizil</td>
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<td>A/Prof Ma Qian</td>
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<td>Prof Ross McAree</td>
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<td>1</td>
<td>Dr Anand Veeraragavan</td>
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<td>Dr Vince Wheatley</td>
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<td>Dr Bill Daniel</td>
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<td>Dr Sara Eastwood (Adjunct)</td>
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<td>Dr Jeff Gates</td>
<td>MECH4500</td>
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<td>2</td>
<td>Prof David Mee</td>
<td>ENGG1400</td>
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<td>2</td>
<td>Dr Micah Nehring</td>
<td>MINE3123</td>
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<td>2</td>
<td>Dr Vince Wheatley</td>
<td>MECH3410</td>
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13. UQ Teaching and Learning Awards

Members noted the 2014 University Teaching and Learning Award categories.

Awards for Teaching Excellence
These awards recognised teachers renowned for the excellence of their teaching, supported by evidence of their broad and deep contribution to enhancing the quality of learning and teaching at The University of Queensland. There would be five awards, with a prize value of $10,000 each.

Awards for Programs that Enhance Learning
These awards recognised learning and teaching support programs and services that made an outstanding contribution to the quality of student learning and the quality of the student experience at The University of Queensland. There would be up to four awards, with a prize value of $10,000 each.

Citations for Outstanding Contributions to Student Learning
These awards recognised and rewarded individuals or teams who made a significant contribution to student learning in a specific area of responsibility over a sustained period, and who were widely acknowledged for their achievements within a faculty or the wider university community, and who have received strong endorsements within their area. Successful nominees would receive a grant of $4,000.

Expressions of interest for each scheme were due on 11 April.


The Board of Studies in Engineering was scheduled to meet on the following dates in 2014:
- Tuesday 13 May
- Thursday 17 July

Meetings of the Teaching and Learning Committee would be scheduled in advance of each of these dates. Any other changes for 2015 would need to be submitted to the 17 July meeting.
14. **e-Learning – Provision of online feedback**

Ms Dickie was invited to the meeting to discuss recent changes made to the University’s e-learning platform which enabled provision of electronic feedback to students via Turnitin’s “Grademark” feature. Functionality included an online grading initiative or a rubrics initiative. Instructors could use an iPad to mark assessment and students could also now submit many different file types, such as images, for marking.

UQ’s Information Technology Services would provide tailored workshops to staff on request and there would be information placed in the School’s newsletter so staff were aware of these initiatives.

15. **Director, First Year Engineering report**

The Director, First Year Engineering expressed concern that the failure rate in the Preliminary Investigation Report (PIR) worth 20% of the assessment in ENGG1100 – *Engineering Design*, rose from 2-3% to nearly 20% in 2014.

16. **Library Report**

The Library representative tabled her report which included the following items –

- Library 101: self-paced on line information literacy tutorial
- ENGG1100 Library guide: created to assist ENGG1100 students with their Preliminary Investigation Report (PIR).
- UQ Library Learning Resources Service
- How to submit reading lists

The report would be included in the next School Newsletter.

17. **School Operational Plan (Learning)**

Discussion on the School’s Operational Plan (Learning) would be deferred to the next meeting.