## Mech Staff Meeting Minutes

21 May, 2014 (3/14)

### Present:
Bill Daniels, Anand Veeraragavan, David Mee, Vincent Wheatley, Paul Meehan, Carl Reidsema,
Martin Veidt, Kamel Hooman, Han Huang, Hal Gurgenci, Brianne Mackinnon

### Apologies:
Matt Dargusch, Wouter Mostert, Richard Morgan, Valentin Valkov

Room: 45-414, Wednesday 12-1pm

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<thead>
<tr>
<th>REPORT</th>
<th>ITEMS</th>
<th>ACTION/COMMENTS</th>
<th>WHO</th>
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<tr>
<td>Previous Minutes</td>
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<td><strong>OH&amp;S</strong></td>
<td>Safety share</td>
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<td>An electrical incident was recorded in AEB with Professor Han Huang. P&amp;F would be visiting the laboratory and meeting with Han to consult on appropriate measures for the future. Greater details of the incident will become available in the next OH&amp;S meeting.</td>
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<td><strong>Faculty Workshop</strong> (Valentin Valkov)</td>
<td>BE/ME Placements (Information due to Kim Lamb by 30 May)</td>
<td>Please contact Kim Lamb with details of any of your contacts interested in this opportunity.</td>
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<td>An email was sent to all academic staff by Kim Lamb on 29 April 2014. Academic staff are asked to contact their international links to gauge willingness to host UQ final year thesis students and brief them on the university procedures and agreements for such arrangements. Members raised concerns about the length and detail of the UQ student agreements noting that international colleagues have been overwhelmed or disinterested in establishing placements for BE/ME students due to this. It was discussed that established placements with Chinese universities can be a reciprocal nature and that it is feasible on a 1-1 basis. The School is currently applying for a varied enrolment for students to take their one Semester thesis course from January – July (S1) and July – December (S2). Members agreed with concerns that this may lead to greater teaching load in the December/January period when T&amp;R staff must focus on their research outputs. Members agreed that this workload should be monitored and reviewed annually as enrolment numbers change.</td>
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<td><strong>Chair Report</strong> including Academic Board, FLAG Meetings (David Mee)</td>
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<td>An annual review of academic workloads toward the BE/ME enrolments has been noted in the School’s Business Processes Calendar. BM</td>
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| **T&L Matters**  
(Martin Veidt, Paul Meehan & Richard Morgan) | **2014 December Graduations**  
The December 2014 graduations schedule has now been published. The School of Mechanical and Mining Engineering is on at 1pm, Saturday 13 December. |
|---|---|
| o Technical Staff Requirements (next few years).  
Graham Ruhl will be retiring in June 2014. Succession planning is underway for technical staff and Kim Lamb is chairing these meetings. Three areas of expertise have been identified but further data will need to be collected on technical requirements for teaching courses to assist this planning as current course needs are not clearly defined. |  |
| o Nomination for Hawken Memorial Scholarship 2014  
The Faculty has requested nominations for the award of the 2014 Hawken Memorial Scholarship. Eligibility requirements were discussed and members asked to recommend students to David. |  |
| o Mechanical Engineering Research Endowment  
A small amount of funding is available to support a visitor to engage with research and research higher degree students in an active area in the School. Members are asked to make suggestions to the Head of School for the use of these funds. |  |
| o Scholarship Guarantees  
The annual offer of scholarship guarantees was completed in April and eight students have met with the HoS to discuss plans to continue into a Research Higher Degree. One student has been offered a Scholarship Guarantee so far, with the remaining guarantees still under consideration. |  |
| o Academic positions in Mechanical Engineering  
Interviews and candidate seminars have concluded for the academic positions in Mechanical Engineering. It was noted that the female candidate did not accept a position offer, and offers have been made to four other candidates. |  |
| o ResTeach Review in 2014  
A review of the ResTeach scheme will occur later in 2014 at the senior management level with the Provost. A proposition has been to consolidate the UQ Postdoctoral Fellowship and ResTeach schemes so that appointed UQPDF’s are required to contribute to teaching.  
Members discussed the proposed change and agreed that the current ResTeach scheme is preferred. Concerns toward the proposed change included funding being directed away from teaching into research and that not all PDFs are interested or experienced in teaching. |  |
Review of MECH3600
A subcommittee has been formed to review the feedback from staff and students on the inclusion of MECH3600 in the curriculum, and specifically look at how management and design is included throughout the program.

First Year Eng
(Carl Reidsema)

- 600 students have been inducted for the Student Technology Centre (STC) in first year engineering.

Research
(Ross McAree)

- Future CSC applications
  Applications to do an Occupational Trainee or RHD with UQ on a CSC scholarship must be processed through the PGAO (Brianne) and the Graduate School in the future.

  Occupational Trainees will be required to submit an application for Research Study Abroad ([http://www.uq.edu.au/grad-school/research-study-abroad](http://www.uq.edu.au/grad-school/research-study-abroad)) and will receive an Offer Letter from the Graduate School to study at UQ for 3-12 months as well as a Tuition Fee Waiver to cover the costs of study at UQ. Conditions of Research Study Abroad include:
  - meeting the UQ English Language Requirements
  - have attained the equivalent of UQ's confirmation milestone or have completed a minimum of one year study in their RHD program.
  - have a letter of approval/support from the supervisor at your home institution

  Applicants should apply in October/November for both the RHD and Research Study Abroad schemes. The UQ deadline is normally the first week of January.

Held over to next meeting

- Postgraduate Coordinator
  A/Prof Rowan Truss has returned from SSP and recommenced as Postgraduate Coordinator for the School. Dr Saiied Aminossadati will continue as the Deputy Postgraduate Coordinator.

- RHD Scholarship Round 2, 2014
  The deadline for RHD applications to be considered in the upcoming scholarship round is the 2nd of June (including the student’s application and completed advisor forms).

  School scholarship results for the last two rounds are as follows:

  **Round 4, 2013**

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<td>International</td>
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<td>3</td>
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<tr>
<td>Domestic</td>
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  **Round 1, 2014**
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<tr>
<td>Domestic</td>
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- Autonomous Sanction update and revised procedures
  An email was sent to all RHD advisors on 13 May regarding the new process for applications by citizens of a sanctioned country. The main update is that full applications must be reviewed by the EAIT Associate Dean (Research), Professor Stuart Crozier, prior to submission to the Graduate School for processing.

  Advisors are also asked to closely consider the applicant and project at EOI stage in line with the Autonomous Sanction regulations: [http://www.dfat.gov.au/sanctions/sanctions-regimes/](http://www.dfat.gov.au/sanctions/sanctions-regimes/).

- RHD Engineering Communication workshop
  This workshop was held on 23 April and 47 RHD students attended. Feedback from the participants was positive and the RHD Final Seminar sub-committee has met to discuss this feedback and will continue to meet to plan future workshops for RHD students. Thanks to RHD advisors for encouraging their students to attend this session.

**International Advisory Group**
(Han Huang & Kamel Hooman)

**Library**

- New Librarian
  With the retirement of Research Information Services Librarian, Gisela Possin, a new Research Information Service Librarian has been appointed for our School - Ms Phil Yorke-Barber.

**Other Business**

- SeCAT Evaluations
  Staff raised questions about the progress of online SeCAT evaluations for courses in the School. Information on the process and dates was provided to all staff in an email from the DVC Academic Office on Friday 2 May.

  This information has been recirculated to all School staff.

**Next Meeting**

4/14 – Wednesday, 18 June