Present: Mr Thomas Reddell, Ms Mary Thatcher, Mr Alistair Francis, Mr Yasseen Abdel-Magied, Mr Joseph Chai, Mr Maxwell Foley, Mr Luke Plaxton, Mr Dale Lawson, Prof Hal Gurgenci, Prof David Mee, Prof Ross McAree, Dr Peter Jacobs, A/Prof Paul Meehan, Prof Richard Morgan, Dr Anand Veeraragavan, Ms Brianne Mackinnon (Secretary)

Minutes: The minutes of the meeting held on 9 April 2014, were taken as read and confirmed.

1. **Update from the EAIT IT Group**

   The cleanliness of the computer labs is a concern for students and staff. Students noted that the warning alert regarding food and drink in the labs when logging into a computer is not effective and is easily ignored. The EAIT IT Group will email all students informing that cleaners only vacuum the rooms and it is the student cohort’s responsibility to avoid leaving rubbish at the computer stations.

   The EAIT IT Group will soon implement remote use of computers and this will be advertised to all students when available. This is likely to be in Semester 1, 2015.

   Remote access to student files is available already and instructions are on the Student EAIT website at: http://student.eait.uq.edu.au/infrastructure/remote-access/

2. **Business arising from the minutes**

   a. **MECH3600**

      Associate Professor Paul Meehan chaired a subcommittee of the School’s Teaching and Learning Committee to review and analyse how the learning outcomes of MECH3600 are achieved in courses throughout the engineering plans that take MECH3600. The outcome was that MECH3600 will remain in its current form for 2015.

      Students commented that MECH3600 is a very useful course and potentially more focus should be placed on how to do a good risk assessment. In its current form, tasks are split between the group assessment. Therefore not all students gain valuable experience in risk assessments if this task is allocated to another member.

      Students noted that demo group sizes of 10-11 are too big and that the ideal size for group assessment is 6-8 members. For design topics the best size is around 4 members.

   b. **Professional Practice**

      Students noted that there is a requirement in the guidelines for the preparation of report on engineering professional practice that “You must attach the original Certificate of Engineering Professional Practice, signed by the employer, directly to the Faculty. Please note that photocopied, faxed or scanned copies are not accepted.”

      The School submitted a request to the Faculty to introduce an electronic submission process. The Faculty gave the below advice for students completing their professional practice outside of Brisbane.

      - Students undertaking professional practice outside of Brisbane can mail the original certificate to the Faculty Office.
      - Students can submit the report and certificate when they return to Brisbane for the next semester.
      - In some circumstances, the Faculty will accept scanned copies but require the original to be submitted when available.

      The Faculty is investigating the use of an online process for professional placement reports and the School will continue to pursue the implementation of this in the future.
c. **MECH3100 technical build**
MECH3100 has been rearranged this semester by Prof Hal Gurgenci. He met with some of the FSAE team members and changed the design project planned to be based around an off-road vehicle. At this stage, the project does not involve a build stage. Students in MECH3100 noted that an added build stage would create too much content/assessment for the course.

d. **Access to microwaves after 5pm**
Students requested a microwave be placed in the second year learning centre with MESS proposing to take responsibility of the maintenance and cleanliness of this area.

This topic was considered further and discussed with the Faculty. After noting previous incidents arising from the placement of microwaves in unsupervised student areas, the decision was made to not proceed with this option.

e. **Assessment and marking**
Students suggested that assessment rubrics be released at least 3 week prior to an assessment item due date.

From Semester 2, 2014 assessment marking criteria are included in the Course Profile. The Course Profile is available to students on or before the first day of class.

3. **Report from Chair (Dr Peter Jacobs)**

a. **Research Bites, Tuesday 16 September**
Research Bites is an initiative of the UQ School of Mechanical and Mining Engineering aimed at informing undergraduates about the opportunities for and advantages of undertaking a research higher degree (i.e. MPhil or PhD). The event combines ‘big picture’ information about the value that an RHD presents to an engineering student, bite-sized information about the research projects that are being undertaken by the School’s academics, and, most importantly, food and drink.

Third, fourth and fifth year students from Mechanical, Mechatronics, Materials and Mining Engineering, Civil Engineering, and Electrical Engineering are invited to attend.

Tuesday 16 September
5.15pm – 7.00pm (approximately)
AEB 49-301

Numbers are limited. Further information and registration details are online here: [http://www.mechmining.uq.edu.au/researchbites](http://www.mechmining.uq.edu.au/researchbites)

b. **Preferred communication channels**
At a large meeting with prospective BE/ME students, it was noted that email announcements was the preferred method and students of this meeting agreed.

c. **Ethics, Sustainability and Engineering Professionalism**
Students were asked for feedback on what courses they believe address ethics, sustainability and engineering professionalism. This feedback will be used for validation of competencies for accreditation with Engineers Australia.

Students noted that ENGG4000 address all three topics with different guest lecturers discussing these points and how they conduct themselves in a professional environment. The use of guest lecturers in MECH3600 would be good. Other students believed that ethics and sustainability are not addressed in the program however it was noted that assessments in design focus on sustainability where design is to be as efficient as possible.
d. SECAT results, Semester 1 2014
SECAT results for second year courses in Semester 1, 2014 were down on previous years. Students were asked to raise any concerns regarding the second year Mechanical courses.

Students present commented that in first semester there was a lot of assessment that was not clearly defined. The layout of assessment was confusing and at times hidden in Blackboard without clear instruction. Specific concerns for MECH2305 related to the CAD and CAM assessment where students were unaware of the assessment, or tasks were confused with other assessment items and left students surprised by requirements of the assessment. Consequently, a negative feeling has spread across the cohort.

It was also noted that MECH2210 in Semester 2 has also been a little difficult to understand.

4. Report from Mechanical Engineering Student Society (MESS)
Bechtel presented to students recently about what they are doing and how they organise and share files. QGC cancelled their meeting with MESS and also cancelled their graduate recruitment. QGC opened their vacation work opportunity for a very limited time.

Students questioned if there will be a relaxation of the professional practice requirement in the BE program given the increased difficulty to gain such placements with industry however it was noted that this is currently completed to ensure accreditation for UQ graduates with Engineers Australia.

The below topics were raised and the answers are listed below.

- What constitutes a day towards the 60 days requirement?
  A work day is defined as 7.45 hours or more. Students who are working extended shifts as part of non-standard working week will need to include an employer statement of the equivalent full time work arrangements

- Does a day (10+hrs) constitute more than 1.0 towards the requirement?
  If a student is working extended shifts (>7.45hrs per day), please get a certificate from your employer stating the hours worked, and what number of full-time days this equates to based on a 7.45hr/day arrangement. The number suggested by the employer will be taken as the number of professional practice days completed.

- What constitutes the ‘other 30 days’
  The other 30 days of engineering experience may be any work, including work of a manual or trade nature, carried out in an engineering environment.

- The SkillsTech Australia TAFE courses (*Use of hand tools, Use of workshop machines for basic operation*) cannot be counted towards professional practice.

4. Other Business

- Students reported that portable microphones are not working in some areas of the AEB lecture theatre. The EAIT IT Group will check on the reception in the space.

- Students reported that it is useful if all announcements made through Blackboard are also sent via email to enrolled students. Confusion over this function among staff should be clarified at an academic staff meeting.

- Students suggest staff use the Casper tool where possible as it is preferred to the Blackboard discussion board.

- Students questioned how group work is assigned in some courses, including MECH3600, ENGG1000, ENGG1100.
• Information should be listed in the Course Profile where two topics have been combined into one course and the reasoning behind this. For example, MECH3400 Thermodynamics & Heat Transfer or MECH3300 Finite Element Method & Fracture mechanics.

• Previous feedback suggested that MECH2700 is difficult for students without completing CSSE1001 however feedback from this meeting suggest this is better with workbook extracts and assistance from tutors.

• Students recommended that Clickers are useful in class and allocating 5% to in-class participation via Clickers helps engagement with content. The preferred method is via the web address and smartphone app option, rather than students being required to collect a Clicker from the library. It was recommended that all staff are briefed on Clickers and how to use them.

• Students noted that there are four lectures at the start of semester in MECH3100. It was suggested that spare lecture slots could be used to educate students on how to produce a correct engineering drawing and demonstrate good quality engineering drawings.