**Present:** David Mee, Martin Veidt, Ross McAree, Carl Reidsema, Valentin Valkov, Han Huang, Vince Wheatley, David Gildfind, Matt Dargusch, Brianne Mackinnon

**Apologies:** Hal Gurgenci, Ingo Jahn, Kamel Hooman, Anand Veeraragavan, Bill Daniel, Paul Meehan

**Room:** 45-414, Wednesday 12-1pm

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**Mech Staff Meeting Minutes**

**11 February, 2015 (1/15)**

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<table>
<thead>
<tr>
<th>REPORT</th>
<th>ITEMS</th>
<th>ACTION/COMMENTS</th>
<th>WHO</th>
<th>DEADLINE</th>
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<tbody>
<tr>
<td>Previous Minutes</td>
<td>o Item raised regarding UQ Smartphone App for Clickers is being investigated by Esther Fink.</td>
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<td>OH&amp;S</td>
<td>o Safety share- Members discussed the fire in the AEB, its cause and the next steps. The University's OH&amp;S Division was managing the investigation.</td>
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<td></td>
<td>o <strong>Faculty Workplace Health and Safety Advisor appointed</strong></td>
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<td>The new Faculty Workplace Health and Safety Advisor, Janelle Scown, commenced on Monday 9 February.</td>
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<td>o <strong>Electrical Equipment</strong></td>
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<td></td>
<td>A reminder to all staff that electrical equipment should not be used on or off Campus unless it had been tested and tagged.</td>
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<td>Faculty Workshop (Valentin Valkov)</td>
<td>o The FWG is focused on finalising the workshops, equipment allocation and facility repairs.</td>
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<td>o Excess equipment is being redistributed or disposed of. Priority will go to internal divisions.</td>
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<td>o The new reporting system is implemented and the old system is now obsolete.</td>
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It was recommended to invite Janelle to the next School OH&S meeting.

Members also suggested that Janelle be informed of the OH&S improvements being led by Ray White in the Faculty Workshop Group.

A list of available equipment will be sent to staff prior to disposal.

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Kim Lamb

Valentin/Brianne
## Chair Report
including Academic Board, FLAG Meetings
(David Mee Report arrangement)

- **Chair of the Teaching and Learning Committee**
  Ross McAree will be the Chair of the Teaching and Learning Committee. Planning for the committee’s activities is underway.

- **Chair of the Research Committee**
  Rowan Truss has been appointed as Chair of the Research Committee. Dr Saiied Aminossadati has stepped into the Postgraduate Coordinator role.

- **School Review Implementation Plan**
  The School's 12 month implementation report from the 2012 School Review was due to be completed in early April.

- **Teaching and Learning resources**
  Staff are encouraged to consider/suggest future School purchases for equipment and other items to enhance teaching. These items could then be purchased at a later date if the School budget permits.

- **Winter Scholarships**
  Information has been received from UQ Advantage regarding the Winter Scholarship scheme for undergraduate students. More information from HR will be circulated to all shortly. There is a tight turn-around, so please respond as quickly as possible.

- **Export Control Legislation**
  The export control legislation is under review and would be considered by Federal Parliament. The impact on publications would be relaxed. There would be an education campaign following the revised legislation and staff should expect to see steps introduced in grant applicants to check if Export Control Licences are required for any given activity.

- **New Tutor Database**
  The Faculty has a new database managing allocation and appointment of course tutors. Katie has contacted Course Coordinators on Monday 9 February. Please complete your tutor preferences by Friday 13 February to meet allocation deadlines.

- **2015 UQ QTAC admissions results**
  Reports on QTAC admissions and acceptance showed a 7.6% reduction in commonwealth supported students to the university in 2015. The university predicted a 6% decline for commonwealth supported students, however an increase in international student enrolments negates this impact on the budget.

  UQ Engineering enrolments are also down in the number of OP1 students commencing in 2015.

## T&L Matters
(Martin Veidt,)

- **Timetabling and Sign-on Enquiries**
  Forward all student enquiries to Timetables (timetables@eait.uq.edu.au)
| Paul Meehan & Richard Morgan | o **Conditions of Transfer to the BE (Hons) programs** (*Attachment 1*)
Before a student is approved to transfer to the BE (Hons) program (including duals, and BE (Hons)/ME), the Faculty will be requiring students to confirm in writing (email) that they accept the conditions in *Attachment 1*. Students and staff with questions regarding program transfer are to be referred to the EAIT Faculty Academic Office.

o **New Late Assessment Guidelines and Assessment Scaling procedures** (*Attachment 2*)
The School has circulated the new Late Assessment Guidelines to all T&L staff. Please take note of the following important points:
- Unapproved late submissions will still receive a zero mark.
- Extension requests must be made at least 72 hours prior to the assessment submission deadline (unless medical/other circumstance that you could not reasonable be expected to have applied by then).
- An extension made on medical grounds will be awarded for no more than the number of days for which the medical certificate covers.

All students requesting an extension must complete the **Application for Extension of Progressive Assessment** form on *MyAdvisor* and submit to the School Office.

If a student is unable to complete an assessment item, scaling can only occur if the assessment is worth 10% or less. A student can receive a maximum of 10% scaled per course. | Raise item with Caroline. Significant changes in program over several years can cause students to get caught if transferred to the BE Hons. The terminology in the ‘Conditions of Transfer’ could be clearer.

Review paragraph starting with 'Under normal circumstances' – is this paragraph required? | Brianne / David
Katie G. |
|---|---|
| First Year Eng (Carl Reidsema) | o Plagiarism Assessment in Faculty is now integrated into ENGG1100 assessment to ensure students complete this.

o All ESL students to complete TESOL programs.

o ENGG1100 expecting 1064 enrolments in Semester 1, 2015. | |
| Research (Ross McAree) | o **RHD Scholarship Rounds**
School scholarship results for Round 2, 2014 are as follows:

<table>
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<tr>
<th>Awarded</th>
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<tr>
<td><strong>International</strong></td>
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<tr>
<td>2 IPRS</td>
</tr>
<tr>
<td>3 UQI 50/50</td>
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<tr>
<td><strong>Domestic</strong></td>
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<tr>
<td>10 APA/UQRS</td>
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o RHD theses are now Open Access, subject to recommendations from student & advisor on the new Thesis Submission form.

o **RHD Enquiries**
Staff are reminded that all Expressions of Interests received should be forwarded to *rhdadmin@mechmining.uq.edu.au* for action. | |
|---|---|
| **International Advisory Group**  
| (Han Huang & Kamel Hooman) |
| **Library** |
| **Other Business** |
| • **School Office**  
Katie Gollschewski has accepted a 6 month secondment to work on UQ's ESS project. Brianne Mackinnon will act in this role and recruitment is underway to fill the vacant position held by Deanna Mahoney and a shorter appointment to backfill for Brianne in RHD administration. |
| **Next Meeting** |
| Wednesday 11 March, 2015 (2/15) |