# Mech Staff Meeting Minutes

**9 September 2015 (7/15)**

**Present:** David Mee, Aleks Atrens, Bill Daniel, David Gildfind, Rowan Gollan, Michael Kearney, Bo Feng, Han Huang, Richard Morgan, Ingo Jahn, Carl Reidsema, Doug Malcolm, Alex Klimenko, Michael Heitzmann, Rowan Truss, Matthew Dargusch.

**Apologies:** Vince Wheatley

**Room:** 45-414, Wednesday 12:00 – 1:00pm

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<tr>
<th>REPORT</th>
<th>ITEMS</th>
<th>ACTION/COMMENTS</th>
<th>WHO</th>
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<td>Previous Minutes</td>
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| OH&S | o Safety share  
- nothing to report | | | |
| | o The School OH&S Committee met Thursday 10 September to discuss recent incidents. The meeting agenda is attached for reference (Attachment 1). | | | |
| Faculty Workshop | | | | |
| (Valentin Valkov) | o Staff Engagement Survey  
Good Points:  
- Commitment to UQ (Q1,2,3,4)  
- Resources for Teaching (Q123)  
- Teaching valued (Q118) | | | |
| Chair Report including Academic Board, FLAG Meetings | (David Mee) | | | |
| | o Staff Engagement Survey  
Good Points:  
- Commitment to UQ (Q1,2,3,4)  
- Resources for Teaching (Q123)  
- Teaching valued (Q118) | | | |
| | Bad Points:  
- Service (Q19,20)  
Members discussed the interpretation of this question and it was raised that what academic staff deliver their ‘customers’ was considered a good or service and this put them in a negative mindset towards the question.  
- Cross-unit cooperation (Q87,88,89)  
Comments from the members indicated that this indeed was a problem. Internal communication between units was to be commended, but outside of the School there are difficulties.  
- Community engagement (Q124,126)  
Members discussed what was defined as community engagement (industry, schools, and societies) and raised concern that they did not have time to engage. | | | |
The floor was open to other general comments on the results of the Staff Engagement Survey. Comments included; commendation of School leadership, and the School works well internally.

- **SSP**
  The Executive Dean has requested that all SSP applications be submitted to the Faculty Leadership Advisory Group (FLAG) for consideration commencing with applications for 2016. There was a meeting last week and unfortunately David was unable to attend.

### T&L Matters (Ross McAree) absent

- **Semester 2 Final Exams**
  End of Semester examinations are due to the Chief Examiner by Thursday 17 September and the School Office by Wednesday 23 September. The Chief Examiner for Mechanical is Hal Gurgenci.

- **2016 Teaching and Learning Draft Budget** has been circulated (Attachment 4).
  - The due date for comments to Kim Lamb is COB 22 September.
  - It was noted that there were a few errors in regards to Course Coordinators and Course Codes.
  - Calculation of distribution was discussed. Weighting varies with enrolled students, which raised concerns about who it looks like is doing the most or least work.
  - It was also noted that Thesis students should be balanced across the School, with 8-10 students per academic on average.
  - It was suggested that data is added for ENGG4552.
  - It is expected that 20 new Mechanical BEME students will enter the program next year which prompts the need for approximately 15 new projects.

- **The mechanical student/staff liaison meeting** was held recently. Students raised the following items:
  - Mechanical Engineering Student Society (MESS) plans to hold tutorial sessions in Revision Period for members. It was advised that MESS contact Course Coordinators directly to assist with coordinating this activity.
  - Australian Youth Aerospace Association (AYAA) is looking to introduce a student-run design project, however sufficient resources are needed to undertake this project. UQ FSAE team offered to meet with AYAA to discuss their experience with facilitating a student-run design project. It was suggested that Ingo Jahn could provide some background on similar activities within FSAE.
  - Women in Engineering (WE) requested assistance to promote their upcoming event “WE are Industry Ready” on 24 September to the student cohort. It was suggested that information to be sent to staff for distribution during lectures.
  - Students provided feedback on SECaT responses, noting that if the course has a significant impact on the student (positive or negative), a student will complete the SECaT. If the student is not affected by the course either way, it is unlikely they will make the effort to complete the evaluation. Other comments from members included, students don't think the results are taken seriously and at that time of year they are in survey overload.

- **Provide some background on similar activities within FSAE.**
- **Distribute advertisement materials to Teaching Academics.**

Ingo Jahn
Brianne/Kristin
**First Year Eng**  
(Carl Reidsema)

Carl Reidsema discussed changes to undergraduate programs. In anticipation for fee deregulation, there has been activity around modelling changes to student numbers, cohort distribution, and distribution of international and domestic students. The intention is to drive the domestic student numbers down (using methods such as lowering the OP entry requirement to a 5) and to increase international students, particularly from China. Economically, strategies to be competitive in the Chinese market are to be considered and the possibility that requirements for first year courses will need specific tailoring to ensure incoming Chinese students are not disadvantaged (English) will have implications on the EAIT budget. There is a meeting scheduled for Wednesday 23 September to discuss mid-entry requirements, and how EAIT can guarantee that international students can finish their degree in 4 years.

**Research Matters**  
(Rowan Truss)

- International partnerships  
  **Members were asked to identify:**  
  - all existing and developing international research partnerships  
  - how we can improve research support across the School

As you are no doubt well aware, our traditional funding sources from Australian governments and industry are becoming increasingly constrained. The School’s Research Committee is exploring ways in which the school can support alternative international links and the development of international collaborative projects.

To help us in our strategic planning, members were asked for their input to collate a record of all existing and developing international research partnerships held by staff in the School of Mechanical and Mining Engineering.

The School’s Research Committee is also interested in views on how we can improve research support across the School. We welcome your contributions to this important activity.

It was noted that there were only a small number of existing international partnerships, and in some cases, they are described as ‘in-kind’ support, rather than money in the bank.

- Research Bites, Thursday 17 September  
  Research Bites is an event targeted at helping you recruit RHD students from the pool of talented undergraduates we have within the School, and the greater Faculty. It will feature keynote speeches from two PhD holders with close connections to the School, followed by a breakout/discussion session, and food and drink. It will be held in the AEB on Thursday, 17 September at 5:15 pm until approximately 7:00 pm. All academics were encouraged to attend to ensure a good representation from all disciplines.

- UQ Fellowships  
  The revised University of Queensland Fellowships Scheme guidelines and FAQ sheet have now been released with a School deadline of 16 October and Faculty deadline of 2 November 2015.
  - This scheme is a rolling together of a number of other schemes and emphasis is placed on people from outside of UQ. The Chair stressed inviting strong applicants to apply.
  - There was concern raised around the retainment of graduating PhD candidates as they are not eligible for a scheme such as this one, and that the School could be more active in supporting them as teaching or teaching support staff.

Administration to circulate email to prompt collection of linkage information and what assistance can be provided to get these partnerships to the next stage.

Kristin/Brianne/Rowan
Funding support for the scheme will be provided as follows:

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<th>Level</th>
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<th>Central funding per year</th>
<th>Residual funding per year</th>
<th>EAIT funding per year</th>
<th>School funding per year</th>
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- **Equipment Utilisation Review**
  Prof. John Drennan has been asked to look at equipment utilisation across the university with a view to the possible establishment of new facilities (similar to the Centre for Microscopy and Microanalysis) that maximise knowledge and use of equipment.

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

- Informing The Conversation worldwide
  If you’re interested in learning more about writing for The Conversation, you can read more on The Conversation’s [guide to pitching and writing articles](#).

**Media Items**

- Press Releases
  Members were encouraged to bring things to the attention of administration staff that could be distributed as a press release. Items discussed were stories surrounding the collaboration with Oxford in the next month, and the recent completion of the CRC bio-composite project.

**Other Business**

- There has been 170 applications received for the new Materials job advertised recently. Matt Dargusch and David Mee are currently reviewing applications.
- Mechanical Engineering Centenary
  The Chair encouraged members to extend the invitation to their respective networks.

**Next Meeting**

Wednesday 14 October, 2015