## Mech Staff Meeting Minutes

19 August, 2016 (6/15)

**Present:** David Mee, Aleks Atrens, Bill Daniel, David Gildfind, Rowan Gollan, Michael Kearney, Bo Feng, Anand Veeraragavan, Han Huang, Richard Morgan, Hal Gurgenci, Ingo Jahn, Michael Smart, Kamel Hooman, Paul Meehan

**Apologies:** Peter Jacobs, Ross McAree, Carl Reidsema

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

### REPORT ITEMS

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| OH&S | o David Gildfind noted an incident with the operating of the X2. An incident report was lodged, procedure updated and notice placed at the location of the incident.  
 o Staff are reminded to report all incidents in a timely manner using the UQ System.  
 o Attendance at twice-yearly School OH&S Seminars is promoted for all staff and students.  
 o UQ OHS Forum today at 2 pm in Q81, Level 7  
 - The scenario for the day will be about a geotechnical incident centred on themes of research planning, student placement, supervision, risk assessment, and chemistry for non-chemists.  
 - We anticipate lively, constructive debate from panel members in the roles of head of school, laboratory manager, subject-matter specialist, OHS Manager and regulatory legal adviser. The interactive format will also encourage audience discussion about the OHS incident and the development of key learnings and strategies for ensuring healthy and safe work practices. | | | |
| Faculty Workshop (Valentin Valkov) | o An overview of quoted vs actual hours for completed jobs in the FWG from 1 January – 30 June 2015 was distributed to members (Attachment 1). A member raised concerns that they were charged for meeting time and quote preparation without any prior discussion of the cost of that meeting. Members were informed that this is the present process used by the School. A member also commented that the new process is an improvement with more transparency. Staff were invited to meet with the Head of School if they were sending jobs outside rather than having them done by the FWG because the quote from the FWG was too high. The HoS will consider then whether an alternative cost could be recovered by the School if the job is done by the FWG. | | | |
### Chair Report
**Including Academic Board, FLAG Meetings**

(David Mee)

- The advertisement of a Level B/C position in materials/manufacturing engineering is currently advertised on UQ Jobs and SEEK.

- Examiners Meeting  
  Course Coordinators are reminded of the examiners’ meeting and their responsibility to either attend or send a well briefed alternate to the meeting.

- Centenary Celebration of Mechanical Engineering at UQ, 31 October 2015  
  All staff should have received an invitation to attend the Centenary celebration of Mechanical Engineering at UQ. An article on the occasion was included in the recent EAIT Ingenuity magazine. Assistance to promote this event to UQ alumni within your networks is greatly appreciated. If you have a LinkedIn account, please “like” the post made by David Mee and re-share within your networks if possible.

- Aerospace Gateway Schools – renewal of three-year arrangement for direct entry is currently being considered by the Faculty. If the program is renewed, there will be a focus in the future on better engagement with these schools to encourage future enrolments and leverage the program.

- Head of School Forum - discussion on possible future implementation of a Trimester system at UQ.

  Members discussed the implications of future introduction of a Trimester system at UQ. It was noted that staff would be required to teach into only two out of the three semesters. It was also noted that if implemented, this would be very unlikely to commence until 2017 at the earliest. One possibility would be three 12 week semesters per year.

  Members discussed the proposal, noting that there are many unanswered questions. A member raised concerns about the accreditation of the UQ Engineering degree if implementation of a Trimester system reduced the program to three years in duration. Staff recommended a cap on unit enrolments per year could be a possibility.

  A member noted that course scheduling would become very complex to accommodate prerequisites if a trimester system was adopted.

- Future size of UQ  
  In anticipation of fee deregulation, UQ admitted fewer students in certain programs in order to raise the entry level across university programs. Considering the current prospect of fee deregulation, the university is considering the size of UQ into the future. One possibility is to maintain the total number of student but to increase the proportion
of international to domestic students as a method to maintain or increase funding for the university.

| T&L Matters  
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| o  Semester 2 Final Exams  
Exam requests for Semester 2 have been completed and all Course Coordinators with a final exam in Semester 2 have received the draft Cover Sheet. Please check the draft closely and respond to Rose Clements by this Friday 21 August if you find any errors. |
| o  2016 Teaching and Learning Budget will be called for soon. The due date for comments is end of August/early September. |
| o  First Year Discipline lunch is to be held on Tuesday 25 August. |
| o  Casual Staff: changes to timesheet approval process  
The deadline for the submission of Casual Timekeeper forms is now consistent across all of UQ. The new "lockout time" for Casual Timekeeper forms is 5pm on the Tuesday of each non-pay week. This change is now effective. All tutors have been advised of these deadlines and casual staff should submit payment requests each fortnight based on actual hours worked. |
| o  Common structure for all Engineering plans.  
The Faculty has proposed that a common plan structure could be adopted for all engineering plans in the Faculty. The common structure was discussed and will be distributed to all Mechanical staff. Progress in this area will be reported back at a future meeting. |
| o  Mid-Year Entry  
The Faculty is considering introducing a Summer Semester offering of ENGG1200, ENGG1300 and ENGG1400 and an additional offering of ENGG1100 in Semester 2 to enable mid-year entry students to complete required pre-requisites and follow a standard course progression from second year onwards. If this proposal goes ahead, additional staff members would need to be recruited to support Lydia and Carl in the ENGG1100 and ENGG1200 courses.  
A member noted that a Trimester system as discussed above could create more pressure on integrating mid-year entry students. A member suggested that introduction of a course to specifically address the deficiencies of the incoming student cohort may be more appropriate than repetition of ENG1200, ENGG1300 and ENGG1400. |

| First Year Eng  
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Distribute the proposed common plan structure to Academic staff.
Brianne.
| Research Matters (Vince Wheatley) | Requests for Research Equipment were due to Kim Lamb by 2 August. These have been reviewed and notification should be sent to applicants by the end of this week.  
Three Minute Thesis (3MT) competition  
Shaun Chen won the School's 3MT competition and Faculty 3MT competition. He will go on to compete at the UQ 3MT final in September at Customs House.  
Online Applications for RHD launching this week. Applicants will no longer submit paper copy application forms and supporting documentation, instead this is now uploaded to the Online Applications (OLA) system. All administrative processes separate to the application form (e.g. School Recommendation, Offer Letters) remain unchanged. |
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2015 UQ Alumni Award Winners  
The 2015 UQ Alumni Award recipients have been announced online [http://www.alumni.uq.edu.au/2015-alumni-awards-recipients](http://www.alumni.uq.edu.au/2015-alumni-awards-recipients). Alumni from the School received four awards, including:  
- Distinguished Young Alumni Award  
  - Ms Yassmin Abdel Magied, BE Mech 2011  
  - Mr Jeremy Moore BE Mech 2000  
- Alumnus of the Year  
  - Graduate of the Year  
  - Mr Kianoosh Soltani Naveh, BE Mechatronics 2014  
| Media Items |  
| Other Business | Staff members requested a UQ Open Day "cheat sheet" for next year’s event listing all of the Engineering related displays and their locations, as well as information on the tours, starting points and times. This was due to academic staff receiving many public enquiries on the day for locations and tour details that they were unaware of.  
Credit Assessments & Advanced Standing students  
Members raised concerns with Advanced Standing study plans that had been issued to some students where MECH2100 was offered prior to MECH2300 (pre-requisite).  
Details have been passed on to the Faculty Marketing team.  
Details have been passed on to the Faculty International team.  
Brianne. |
| Next Meeting | Wednesday 9 September, 2015 |