### Mech Staff
#### Meeting Minutes
11 November 2015 (9/15)

**Present:** David Mee, Bill Daniel, Doug Malcolm, Anand Veeraragavan, Richard Morgan, Aleks Atrens, Matthew Dargusch, Paul Meehan, David Gildfind, Ingo Jahn, Han Huang, Michael Kearney, Michael Smart, Ross McAree

**Apologies:** Carl Reidsema, Peter Jacobs, Valentin Valkov, Martin Veidt

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

---

### REPORT

<table>
<thead>
<tr>
<th>ITEMS</th>
<th>ACTION/COMMENTS</th>
<th>WHO</th>
<th>DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Previous Minutes</strong></td>
<td>• Distribute statistics to staff on international and domestic student pass rates courses in the Mechanical Engineering plans.</td>
<td>David/Brianne</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>OH&amp;S</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• The lab support group are following up on outstanding Risk Assessments. Lists are being distributed to academic staff. Staff are encouraged to take actions on these (approve, return or archive). If you are unable to archive the assessment due to technical reasons, please notify Doug Malcolm.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• OH&amp;S Committee Minutes of 6 November <em>(Attachment 1).</em> Items for particular noting:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>o 7. Health Surveillance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>▪ On 14 September 2015, an undergraduate student contacted the OH&amp;S Division to obtain advice regarding whether or not health surveillance was required as he was planning to work with isocyanate as part of the experimental work being undertaken during his final year thesis. The matter was referred to the Faculty's OH&amp;S Advisor and it was suggested a risk assessment be undertaken. The Faculty's OH&amp;S Advisor contacted both the student and his supervisor who offered to assist with the risk assessment. It was determined that health surveillance was not required in this instance.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>▪ The Faculty's OH&amp;S Advisor also asked that the School ensure that an alternate supervisor was available in the case of planned absences of the supervisor. Ongoing education to staff and students regarding their Health and Safety obligations, including communication strategies, was planned.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>▪ <strong>This matter should be listed for discussion at Divisional staff meetings so that an alternative supervisor is provided to students when the supervisor is planning to take leave.</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>o Annual chemical inventory audit delayed due to new system.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>o 9. The Responsibility of being an “Importer”</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>▪ Members noted advice received from the University's Procurement section on the responsibilities of being an importer. Staff who ordered directly from an overseas manufacturer would be the “importer” and as such would take on the following responsibilities:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>▪ “When Australian distributors import goods, they must meet all legislative obligations and risks around those goods. When the school imports goods directly, the staff and approving officers are taking on the responsibility to ensure that those same risks and obligations are met. Thus the staff and approving officers need to be fully aware of those legislative requirements and, should a negative outcome eventuate, that</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
there could be some serious personal consequences should those obligations not have been met.”

- **Most issues arose around the importation of chemicals and electrical goods. This matter should be listed for discussion at Divisional staff meetings so that staff understood the responsibility of being an importer.**

- **11. Chemical Labelling**

  - The University used Chemwatch for the provision of safety data sheets. All Chemwatch Gold Safety Data Sheets are GHS compliant. All existing chemicals would need to be labelled in accordance with the GHS regulations.
  - The minimum requirements are
    - product identifier
    - name, Australian address, and business telephone number of either the manufacturer or importer
    - a hazard pictogram or hazard statement that is consistent with the correct classification of the chemical
    - any other necessary information required for hazardous chemical labels.
  - Label requirements were set out in Schedule 9 of the regulations. Chemwatch Gold templates should be used for all labelling.
  - The University would schedule staff development courses to assist with the implementation of these changes.

- **This matter should be listed for discussion at Divisional staff meetings so that staff understood the new requirements and implementation timeframes.**

---

### Faculty Workshop
Valentin Valkov

- Staff raised concerns that consultation is not occurring when estimated hours are increased. In one scenario discussed, notification of increased hours took place at payment stage.

- **Discuss agreed procedures with Valentin Valkov**

---

### Chair Report
David Mee

- **Staff raised concerns that consultation is not occurring when estimated hours are increased. In one scenario discussed, notification of increased hours took place at payment stage.**

- **Materials Level B/C positions**

- **Graduation Ceremony on 16 December**

  Staff were asked to respond if they were or were not attending the graduation ceremony. Staff discussed their expectations on how often attendance is required from each academic. It was agreed that academic staff would attend once every two years, therefore with two ceremonies per year, it is expected that a quarter of the staff will attend each ceremony. Selection of which ceremony to attend is at the discretion of the staff member.

- **EAIT Faculty is establishing an Equity and Diversity Committee to ensure that the Faculty is appropriately addressing these issues. They will collect data and make recommendations to the Faculty. If there is any staff interest, please inform David Mee and you may be selected as a member on the committee.**

- **The School Office will check to see if a reasonable number of staff are attending the Graduation Ceremony**

---

*Images from the evening are available online: [https://www.flickr.com/photos/mechandmining/sets/72157658506236454](https://www.flickr.com/photos/mechandmining/sets/72157658506236454)*
### MECH4500/ENGG4500/ENGG7*** projects

Projects are to be uploaded to the EAIT Project Database. Staff have been contacted regarding this requirement and are reminded to submit their thesis projects directly to the database, or to the School Office as soon as possible.

#### T&L Matters

**Ross McAree**

**absent**

- **Teaching and Learning Committee Minutes of 10 November 2015 (Attachment 2)**

  Three key issues raised at this committee were –
  1. Iconic Experiences: feedback is requested to Michael Kearney if staff can identify an iconic experience available in their plans.
  2. Mid-year Entry: The Faculty is looking at mid-year entry and ways to better facilitate a cohort experience for these students. As an outcome to this review, it is possible that there will be a reduction of compulsory first year engineering courses which will enable students to enter mid-year, complete Semester 2 and Summer Semester, with entry into Year 2.
  3. Rationalization of BE programs into a unified structure.

- **Teaching and Learning Roles (Attachment 3)**

  A number of guidelines on key teaching and learning roles have been prepared to ensure that these roles are well understood within the School. These include:
  - The role of Plan Leader
  - The role of Course Coordinator
  - The role of Academic Advisor
  - Examination Preparation and Checking

  All documents are available to access on the staff intranet here:

- **Grade Upload, Semester 2 2015**

  All Course Coordinator have received an email summarizing the due date for assessment and any extension approvals for your course throughout the semester. Please note that Grade Upload documentation is due to the office by 2.00pm Thursday 26 November prior to the Examiners Meeting. The Examiners Meeting is scheduled to start at 1pm on Friday 27 November.

- **2016 Academic Calendar Variation, Semester 1 (Attachment 4)**

  The Committee for Academic Policy and Programs and Academic Board have approved the variation to the Academic Calendar for 2016 whereby the Monday of Week 9 of teaching (2 May 2016) will be taught on the Tuesday of Week 9 (3 May 2016), and scheduled activities on Tuesday 3 May will not proceed for all Campuses/Sites. This variation is due to the Labour Day public holiday reverting back to the first Monday in May creating 2x back to back Monday public holidays during Semester 1 teaching weeks.

Ensure this information is distributed to Course Coordinators with Course Profile requests.

Brianne
| Research Matters (Rowan Truss) | EAIT Research Support Needs Survey  
The EAIT Business Review Working Party has developed a short survey to better understand your research support needs. Responses are entirely confidential and anonymous. The survey of Research Support Needs will remain open until close of business 18th November 2015: [https://www.surveymonkey.com/r/EAITresearchneeds](https://www.surveymonkey.com/r/EAITresearchneeds)  
- Jon McCullough, PhD student of Dr Chris Leonardi, winner of the UQ Pitching Research Competition.  
- The RHD student IP policy changes have been delayed pending the outcome of the revision to the overarching IP policy.  
- The next Research Committee meeting is scheduled this Friday, 13 November. |  |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>International Advisory Group (Han Huang &amp; Kamel Hooman)</td>
<td>Did not meet</td>
<td></td>
</tr>
</tbody>
</table>
| Media Items | Centenary Event news item | Published on SOMME website and included in [EAIT Insight Alumni E-News](https://www.surveymonkey.com/r/EAITresearchneeds)  
Story referred to Lara Pickering (Alumni) and Trent Leggatt (Marketing) for consideration in upcoming Ingenuity magazine (decision due by end of year) | Jessica Shelley  
Brianne |
| Other Business | The technical staff have a new group email address - To contact Doug, Glenda, Jonathan, Daniel or Li, please email labsupport@mechmining.uq.edu.au and one of the staff will respond.  
Staff were asked about the progress of MECH4500 thesis marking. Staff discussed the criteria sheet requirements, specifically the criteria of possible contribution to a publication for the award of a grade of seven. Staff discussed the difference between conference and journal publication standards and noted that the criteria allows for each. The difference in outputs for a build and design thesis were discussed, with concerns raised around the publication requirement for a grade of seven award for these types of projects. Staff raised concerns that there is no criteria around ‘completeness’ of the work. There was also a suggestion of ‘impact’ to broaden the available outcomes of the project for the award of a grade of seven. | Consider feedback for 2016 MECH4500 ECP. | David Mee |
| Next Meeting | Sem 2 Examiners Meetings – Friday 27 November, 2015 (1pm – 3pm). |  |  |  |