

Meeting 1/15

20 April 2015

For general publication

- Present:** Dr Susan Rowland (in the Chair), Dr Denise Adams (minutes), Mr Brad Balderson, Mr Alexander Booy, Miss Talia Enright, Ms Tammie Fair, Mr Joshua McCarthy, Mr Ashish Moraes, Miss Natalee Newton, Dr Simon Worrall.
- Apology:** Ms Farah Azme, Miss Zoe Cornwell, Ms Maany Ramanan.
- Welcome:** New members were welcomed to the advisory group and continuing members were welcomed back.
- Minutes:** Minutes of the meeting 15 October 2014, having been circulated, were taken as read and were confirmed.

**ACTION**

**1. Terms of Reference:**

Members were referred to the terms of reference and mode of operation of the group and its membership for 2015, as set out in the agenda papers (and viewable on the School's website).

Susan Rowland asked the representatives if they had been contacted by any students and questioned if the representatives' details published on the web was an effective way to inform the cohort about the Coursework Student Advisory Group.

Alex Booy reported that he had not been contacted by any students. Ashish Moraes reported that he often spoke to the students he represented as it was a very small group. Talia Enright noted that she had introduced herself at the beginning of a lecture to the students she represented. Susan agreed that it was a good idea for representatives to contact course coordinators to ask if they could introduce themselves to students in courses that they represent.

**2. Election of Chairperson and Provision of Secretarial Support:**

It had been foreshadowed in the agenda papers, circulated ahead of the meeting, that the advisory group's chairperson be elected from the student members. Following a call for nominations in the meeting, Alex Booy was nominated by Susan Rowland and seconded by Brad Balderson. Alex was elected unopposed to the chair. Natalee Newton was nominated by Susan and seconded by Talia Enright as the deputy chair. Natalee was elected unopposed as the deputy chair.

Members noted that Denise Adams would provide secretarial support to the committee.

**3. Business Arising out of the minutes:**

**3.1 Molecular Image Design Contest**

Members discussed the Molecular Image Design Contest that had been held in 2014. It was run jointly by the CSAG (Coursework Students Advisory Group) and the Molecular Biotechnology Students Association. Because eight students entered the competition in 2014, members agreed that the competition should run in 2015.

Members would like to also invite Postgraduate Coursework students enrolled in Biotechnology, Bioinformatics and Molecular Biology programs and students enrolled in CHEM2050, CHEM2054 to join the competition this year. (In 2014 students enrolled in BIOC2000/3000/6007/7004 and CHEM3004/3016 were asked to enter the competition). Members agreed that Honours students would not be asked to join the competition as they have a Research Student Advisory Group and could run a similar competition if they thought it was a good idea to do so.

Alex Booy suggested that other programs such as Mercury could be used to display the molecular images. Natalee Newton suggested that CHEM3D (part of the ChemBioOffice suite of programs) could be used to represent images. Susan Rowland recommended Jmol as a suitable program. Members agreed that any suitable software could be used in the competition.

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**3. Business Arising out of the minutes: (Cont'd)**

Members agreed with Alex Booy that it was a good idea to only have a prize for the winner of the competition. Simon Worrall suggested that if 20 or 30 entrants were received that 2<sup>nd</sup> and 3<sup>rd</sup> prizes could be considered.

Members agreed that the competition should close at the end of week 3 in semester 2.

Denise Adams suggested that entries should be voted on by staff structural biologists and chemists.

Members agreed that a layman's write-up should accompany the image and Susan Rowland suggested that the word limit should be 100 words. Simon Worrall suggested that entries should be submitted on a formatted application sheet along with an image submitted as a JPEG.

Simon  
and  
Denise

Melinda Ashcroft from the Molecular Biotechnology Students Club (UQ-MBioSC) would be invited to support the competition again this year.

Denise

The entries could be promoted in the same manner as last year (posters displayed on the podium, slide display on the podium screen, a web story on the SCMB home page). Susan Rowland suggested that a write-up of this year's winners could be promoted in UQSURJ.

**3.1 Seminar Attendance for SCMB Postgraduate Coursework Students**

Ashish Moraes reported that the Blackboard SCMB Postgraduate Coursework Community had been working well. He and fellow students were happy to receive regular emails regarding the seminar programs from SCMB and the AIBN.

Simon Worrall noted that there had been difficulties in managing students enrolled in a Blackboard Community in the past. Denise Adams advised that a new site would be created with current enrolment lists annually to avoid such problems. Members noted that Maany Ramanan would provide a further update at the next meeting.

**3.2 SCMB Hoodies**

Members noted that the Research Students Advisory Group (RSAG) had designed a School hoodie that was available for purchase. Hoodies were only ordered for students who placed an order in advance. Members of CSAG would be interested to receive an update regarding further orders.

**4. Assignment submission**

Natalee Newton reported that she had received an email from a student asking if assignments could be submitted electronically, rather than via a printed submission.

Susan Rowland supported electronic submission for assessment items with some exceptions. If an assignment required students to draw diagrams, submissions needed to be on paper as not all students could access scanners or take high quality photos of their drawn images. Some course coordinators liked to provide detailed feedback which was difficult to do when an item was submitted electronically.

Denise Adams reported that CHEM1100 (enrolment: 1,500 students) submitted a lab report via Turnitin and tutors were able to post feedback for students. Susan Rowland said that electronic submission depended on the cohort and the assessment item.

**5. Next meeting:**

The next meeting was scheduled for 1.00 pm, Monday (Week 12 or 13), 2015.

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