

Meeting 2/15

25 May 2015

For general publication

Present: Mr Alexander Booy, (in the Chair), Dr Denise Adams (minutes), Ms Farah Azme, Miss Zoe Cornwell, Miss Talia Enright, Ms Tammie Fair, Mr Joshua McCarthy, Miss Natalee Newton, Ms Maany Ramanan, Dr Susan Rowland, Dr Simon Worrall.

ACTION

Apologies: Mr Ashish Moraes.

Absent: Mr Brad Balderson.

Minutes: Minutes of the meeting held 20 April 2015, having been circulated, were taken as read and were confirmed.

3. Business Arising out of the minutes:

3.1 Molecular Image Design Contest

Members noted that the Molecular Image Design Contest had been launched. An email had been sent to relevant SCMB students with a writable PDF entry form. Posters had been printed and would be displayed on the Podium, Chemistry Building lifts and in Building 76.

3.2 Seminar Attendance for SCMB Postgraduate Coursework Students

Maany Ramanan reported that the Blackboard SCMB Postgraduate Coursework Community initiative had been working well. A fellow Molecular Biotechnology student would like to see a weekly update as a calendar and a RSVP feature. An RSVP feature could be used to track to see friends who are attending, groups would form and this would attract more students to attend.

Susan Rowland noted that while the RSVP and calendar features would be a great idea, it would be beyond the capacity of the UQ Blackboard system and developers would be needed to build this functionality. Susan also noted that UQ confidentiality rules meant that RSVP lists could not be kept for any events held at the University.

Susan suggested that a solution to the confidentiality rules could be to post a link on the community site to an external site that recorded RSVPs or to create a voluntary discussion board in Blackboard.

Zoe Cornwell suggested that a course iCal could be created to record seminars. Susan suggested that, if this idea was popular, a masters student may like to volunteer to administer the calendar.

Zoe reported that Facebook had a poll option that could record attendance at an event.

Maany undertook to look into these suggestions and to report back before 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. A link (<http://goo.gl/Xfy2CA>) to purchase hoodies had been advertised in posters that were displayed throughout the School. The advisory group agreed that when the minutes of this meeting were emailed to the cohort, that this link could be promoted to students enrolled through SCMB. The School was promoting the SCMB hoodie through the SCMB Facebook page, which Natalee Newton agreed was a good idea.

Members discussed the idea of creating a hoodie or t-shirt. Talia Enright offered to prepare a design for a t-shirt or hoodie that had some simple illustrations. Simon Worrall noted that school branded garments were a good idea to help raise the profile of the School. Members suggested that the same supplier that RSAG used to make their hoodies could be used if the idea went ahead. Members agreed that this item would be reconsidered next semester.

ACTION
Denise

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4. Other Business

4.1 Tutor Student Networks

Members considered a proposal from Chris Read (PhD Student and RSAG member) to improve Tutor-Student networks. Chris proposed that students (and tutors) be given the option to be able to get in contact with one another after the course has come to its completion (to avoid conflicts of interest). Chris proposed starting a small mentoring program for those who continued on in second year, and suggested holding a small lunch for those who sign up.

Zoe Cornwell reported that the Law Faculty had a first year mentor program, where a first year student was paired up with a 3rd, 4th or 5th year student. Zoe suggested that a buddy system could be a good idea. Zoe thought that this would help students enrolled in science to get to know each other.

Alex Booy reported that the Faculty of Science already had mentors who were able to assist first year students. Tutors were available in the Science Learning Centre and could help first year students with their studies. Members noted that this information was provided to course coordinators at the beginning of each semester.

Simon Worrall suggested that providing mentoring support could be a part of the UQ Advantage Award Program. Susan Rowland suggested that if a later-year student mentored students via Facebook or face to face contact they may be able to receive UQ Advantage credit. Susan suggested that a SCMB internship could be set up.

Susan suggested that Facebook (FB) groups could be formed. Alex Booy noted that some students may be hesitant to join the group.

Members agreed to take these suggestions to Chris Read to ask for feedback.

**ACTION
Denise**

4. Assignment collection

Tammie Fair reported that new assignment collection times would be trialled from semester two. The collection times would be Monday – Friday from 1.00pm - 2:30pm. CSAG representatives were invited to provide feedback or suggestions from students enrolled through SCMB regarding the new collection times.

Tammie reported that the School would also like to trial electronic submission of extension requests. Students would be able to submit these forms and supporting documentation electronically. Tammie reported that writable PDF forms would be provided to students and that scanned medical certificates and other documentation would be accepted along with these forms. This practice was in line with central exam administration. Members were invited to provide feedback from the cohort of students. Tammie noted that hard copies would still be accepted.

**ACTION
All members**

5. Next meeting:

The next meeting was scheduled for week 3, semester 2, 2015.

**ACTION
Denise**

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