

Meeting 3/15

20 August 2015

For general publication

ACTION

Present: Mr Alexander Booy, (in the Chair), Dr Denise Adams (minutes), Ms Farah Azme, Miss Zoe Cornwell, Miss Talia Enright, Ms Tammie Fair, Miss Bethany Kurene, Miss Natalee Newton, Dr Susan Rowland, Mr Moustafa Sherif and Ms Audrey Tsouza.

Apologies: Mr Brad Balderson and Dr Simon Worrall.

Minutes: Minutes of the meeting held 25 May 2015, having been circulated, were taken as read and were confirmed, with the following amendment to the 25 May minutes:

Item 3.2 - Seminar Attendance for SCMB Postgraduate Coursework Students – fourth paragraph:

- “Zoe Cornwall” Should read “Zoe Cornwell”.

3. Business Arising out of the minutes:

3.1 Molecular Image Design Contest

Members noted that the Molecular Image Design Contest had closed on 17 August 2015. The competition had been promoted in semester 1 via email and posters displayed in the Molecular Biosciences building and Chemistry Building. Course coordinators from BIOC2000/3000, and CHEM2050/2054/3004 had been sent slides for promotion on Blackboard and in lectures. The competition had also been advertised on the UQCHEMY and the UQMolBiotech-SC Facebook pages. Despite this advertising campaign, no entries had been received. Alex Booy suggested that the competition closing date should be extended. Members recommended that the competition close on 6 October.

Members agreed that the best way to promote the competition was in lectures. Denise Adams undertook to ask the semester 2 course coordinators to display a slide during lectures and on course Blackboard pages.

Denise

3.2 Seminar Attendance for SCMB Postgraduate Coursework Students

Prior to the meeting, Maany Ramanan had reported that the Blackboard SCMB Postgraduate Coursework Community initiative had been working well.

Maany had undertaken to look into several suggestions that were made at the previous meeting, but had graduated at the end of semester 1 without further reporting to CSAG.

3.3 SCMB Hoodies

Members noted that the Research Students Advisory Group (RSAG) had designed a School hoodie that had been available for purchase over winter. The hoodie had been promoted when the minutes of the previous CSAG (Coursework Student Advisory Group) meeting had been emailed to the SCMB cohort; 63 orders for hoodies had been received.

Talia Enright presented three designs for a t-shirt or hoodie that she had prepared. Members agreed that the best design should be presented to RSAG to see whether they would like to add graphics to their hoodie that currently only features the wording: “Chemistry & Molecular Biosciences” and “The University of Queensland”. Denise Adams undertook to give RSAG a copy of the most popular graphic prepared by Talia.

Denise

3.4 Assignment Collection and Electronic Extension Form Submission

Susan Rowland asked the representatives if the assignment collection time of Monday – Friday at 12:30 pm – 2.00 pm had been working successfully for students. Natalee Newton and Alex Booy reported that students had been happy with the collection times and no students had found the new times to be problematic.

Susan also asked if the electronic submission of extension forms had been working smoothly. Tammie Fair reported that a limited number of extension forms had been submitted to date, but no difficulties had been experienced.

3.5 SCMB Student Facebook Groups

Members noted that the School Manager, Mark Starkey, had received correspondence regarding the UQ Chemistry Facebook page from page administrator Bowie Chong. Bowie reported that a new administration team would be needed to take over the Facebook page as the current members would graduate in 12 months time. Members noted that the UQCHEMY FB page had 65 members and that it contained general stories and information.

Members agreed that students would join Facebook pages to obtain support or for promotion rather than access to general information. Members agreed that the best Facebook pages were course or study group pages and that these were the pages that students sought out to join and to receive support.

Members agreed that they did not find generic UQ Facebook pages useful and were reluctant to promote and support them.

3.6 Tutor Student Networks

Chris Read (PhD student and RSAG member) had provided further information to the advisory group on how to improve Tutor-Student networks. Chris had proposed that tutors assist students from each of the three undergraduate levels of the chemistry.

The Chair of the Teaching and Learning Committee, Susan Rowland, noted that, as set out in the Tutor Guide, the School's position is that it is not appropriate for a tutor in a course to provide additional private tutoring (paid or unpaid) to students within the same course, whether or not the student is in the tutor's group. This constitutes a conflict of interest and is where the School draws the line.

Susan reported that she was currently working on an online writing communication resource, CLPS, Communication Learning in Practice for Scientists. This resource would be hosted on Blackboard and would contain a library of short videos designed to help students develop scientific writing skills. Short videos would be available to explain how to do things. Excellent and poor exemplars would be provided. Students would be shown how to mark a piece of assessment and would be given the opportunity to mark an assessment item with the help of a rubric.

Alex Booy and Talia Enright asked if funding would be available for tutorial assistance for 2nd and 3rd year students. Alex would like to see funding made available to have chemistry tutors on the Podium. Susan reported that some PASS would be moved online which could mean that drop-in sessions could be available. Susan undertook to ask the Head of School if funding could be made available for later years tutorial assistance.

Chris had indicated that he would also like to find ways to help undergraduate students network. Members noted that a discipline day was held this year. Next year the discipline days would be run by PhD students and that academic and administration staff would not attend.

Susan

Meeting 3/15

20 August 2015

For general publication

4. Other Business

4.1 Lecture Slides

Talia Enright reported that lecture slides were often produced on a dark background. Talia and Zoe Cornwell reported that up to 50% of slides were prepared on black and navy backgrounds and this could be a problem for accessibility for sight-impaired students. Toner was consumed rapidly when slides were printed and the dark background could not be annotated. Susan Rowland undertook to email all academics to alert them of the difficulty students were experiencing with slides in this format.

Susan

[Subsequent to the meeting Susan emailed course coordinators and requested that they use light backgrounds when preparing slides.]

4.2 CHEM3016 Lab manual

Alex Booy reported that students had been experiencing difficulties with the CHEM3016 laboratory manual. CHEM3016 students had found some parts of the manual confusing and the tutors tended to agree. Alex noted that the first five practicals had all been based on analytical chemistry and that students found this repetitive. Susan Rowland undertook to review the manual.

Susan

5. Next meeting:

The next meeting was scheduled for week 10 or 11, semester 2, 2015.

Denise

* * * * *