

Meeting 4/15

13 October 2015

For general publication

Present: Mr Alexander Booy, (in the Chair), Miss Liz Hargans (minutes), Miss Zoe Cornwell, Miss Talia Enright, Ms Tammie Fair, Miss Bethany Kurene, Miss Natalee Newton, Assoc Prof Susan Rowland, and Ms Audrey Tsouza.

Apologies: Ms Farah Azme, Mr Brad Balderson, Mr Moustafa Sherif and Dr Simon Worrall.

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

Business arising out of the minutes:

Molecular Image Design Contest

Members noted that Denise Adams had contacted second semester course coordinators after Meeting 3/15 to display a slide promoting the competition in lectures and/or on course Blackboard pages. In response to a suggestion from one coordinator, Denise had circulated entries from previous years' competitions to coordinators to display to students as examples.

Members noted that after the extended closing date of 6 October, only one entry had been received. After discussion it was agreed that the single entry received would be presented for judging.

Members discussed the reasons why students had potentially not engaged with the competition. Members agreed that the prize could be affecting engagement. Suggestions were made to offer a cash voucher as incentive to enter, by way of a Coles/Myer, Dymocks or Westfield voucher. Members agreed that the prize value should remain between \$20-\$50 and that the contest should be run once more with this prize.

SCMB Hoodies

Members noted that Denise Adams had passed Talia Enright's preferred design on to the Research Students' Advisory Group (RSAG), which had also liked the design. The Advisory Group were surveying students to gauge interest in a SCMB polo shirt for summer. If they were to proceed, they would check with the University's Office of Marketing & Communications to ensure that the design would be acceptable from a corporate image point of view.

The RSAG was also looking to incorporate the design on the SCMB hoodie if another production run takes place in 2016.

Members showed interest in an SCMB polo shirt displaying the design. Members discussed the quality of the shirt and agreed that a shirt to the value of \$30 would be appropriate.

SCMB Student Facebook Groups

Members agreed that sending out an expression of interest to students via email would be the best method to engage interest in SCMB student Facebook groups. Talia Enright suggested that it would be useful to have a brief description of the role and duties undertaken by the UQCHEMY page's administrator to provide to potential candidates.

Alex Booy undertook to contact Bowie Chong (current administrator of the UQCHEMY Facebook page) for a description of his role and duties as administrator.

Liz Hargans undertook to include a message asking for interest from students in taking over administration of UQCHEMY, UQMBioSC and BISsocUQ Facebook pages with the next student email sent providing access to the minutes from this meeting

ACTION

Liz

Alex

Liz

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Business arising out of the minutes: (continued)

Tutor Student Networks

Susan Rowland reported on the changes coming to the PASS over the next 12 months. Susan noted that once these changes had been implemented, there could be capability in the budget to fund later years' tutorial assistance in the future.

CHEM3016 Lab Manual

Alex Booy reported that he had not yet sent the manual to Susan Rowland. Alex undertook to send the manual to Susan to review.

**Alex
Susan**

1. Other Business

Review of PASS System

Susan Rowland reported that a number of videos were being created for PASS which would show how to work through problems. Members provided feedback that it would be beneficial to have solutions available within a short period of time rather than the current seven days. Susan asked members to speak with their peers and identify the "ideal" delay between the conclusion of a problem and the solution being released.

Members

Talia Enright suggested that a comments section should be made available with every PASS video released. Zoe Cornwell suggested that the face-to-face element of PASS sessions could be transferred to practical sessions and lectures with major problems/questions being worked through in lectures.

2. Membership and Next Meeting:

This was the final meeting of the group for 2015, so the chairperson, Alex Booy, thanked the retiring members for their contributions and asked if other members were happy to continue their membership, provided they remain eligible as they move on in their programs.

Retiring members were Alex Booy, Natalee Newton, Farah Azme and Moustafa Sherif. Talia Enright, Zoe Cornwell, Bethany Kurene and Audrey Tsouza all indicated that they would like to continue as representatives in 2016.

Tammie Fair reported that the Teaching and Learning Committee had a position for a student representative and encouraged eligible members to apply when the call goes out next year.

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