

Meeting 1/17

20 March 2017

For general publication

**Present:** Dr Denise Adams (minutes), Mr Sri Ram Arunachalam, Dr Joanne Blanchfield, Mr Liam De Villiers, Miss Alexandria Harris, Miss Talia Enright (in the Chair), Ms Tammie Fair, Mr Ian Gooi, Miss Alicia Kirk, Miss Shazura Lawrence, Ms Sandra Lupusoru, Mr Nicholas See, Ms Elipsha Sharma, Mr Wilson Tait, Dr Simon Worrall and Mr Kaiyin Wu.

**ACTION**

**Apologies:** Nil

**Welcome:** New members were welcomed to the advisory group and continuing members were welcomed back.

**Minutes:** Minutes of the meeting held 6 October 2016, having been circulated, were taken as read and were confirmed.

**1. Terms of Reference:**

Jo Blanchfield welcomed returning members and invited new members to introduce themselves.

Members were referred to the terms of reference and mode of operation of the group and its membership for 2017, as set out in the agenda papers (and viewable on the School's website).

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

Talia Enright returned as the chairperson of the advisory group. Members noted that a new chairperson would be elected when Talia finishes her studies at the end of semester 1, 2017.

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 noted that a limited number of entries for the Molecular Image Design Contest had been received in 2015 and 2016. The competition had been run jointly by the CSAG (Coursework Students Advisory Group) and the Molecular Biotechnology Students Association since 2013. Members agreed that the competition should require submission of creative student work which could be anything from a molecular image, artwork, graphic design, photography, or an image that captured an aspect of the school.

The artwork could be printed on School publications including the SCMB Research Projects book, Conference Proceedings and be displayed on the School's TV screens, Blackboard course banners and posters. Jo recommended that the competition should not have specific requirements but the image needed to be related to science and as the image would be published it had to be the student's own work to avoid copyright infringement. Permission from the student would also be required to use the artwork/photo in any manner suitable.

Talia Enright offered to write the criteria and prepare a flyer to launch the competition. Alicia Kirk offered to assist Talia. Members agreed that the competition should be launched before the mid semester break and close on 7 October which is the Friday after the mid-semester 2 break.

**ACTION**  
Talia  
Alicia

Members suggested that judges be an artist within the School including Ross Barnard, Janette Stock and Talia Enright and also the head of the Teaching and Learning committee, Jo Blanchfield.

Simon Worrall recommended that the prize be similar to that of last year, which was a \$50 voucher of the winner's choice.

Meeting 1/17

20 March 2017

For general publication

**3. Business Arising out of the minutes:** (continued)

**3.2 Student Facebook Pages**

Members noted that Jo Blanchfield had prepared a slide towards the end of semester 2, 2016 that course coordinators and lecturers could display in order to invite students to create course Facebook pages within UQ groups. Members reported that this slide had been displayed in a number of courses at the beginning of the semester and that Course Facebook pages had been established.

**3.3 CHEM1100 and CHEM1200 Labs and Lectures**

Liam De Villiers had reported in 2016 that he and his fellow students had experienced difficulties in completing the CHEM1100 practicals.

Several changes had been made by Dr Andrew Allsebrook and Dr Philip Sharpe, including adding a question to PASS (Peer Assisted Study Sessions) sheets to help students prepare for the pre-lab quiz and encouraging students to seek assistance with their laboratory preparation by either calling into the Laboratory, PASS classes or Podium sessions. A tutor, Qi Qi He, is available on the Podium every Monday from 13:00 to 14:00 to help students with pre-lab questions. Several students called in for help on 13 March. A new experiment called Lighten Up, Rydberg was introduced in semester 1, 2017 to better align labs and lectures in CHEM1100.

Jo Blanchfield reported that a new version of LabSkills (interactive elearning software for practical science used in first year chemistry) had been implemented at the beginning of the semester. Additional videos have been prepared by tutors demonstrating techniques in the laboratory while wearing a GoPro™. Links in the Laboratory Manual PDF to LabSkills videos had been inserted. Direct links from Blackboard to LabSkills had also been made available. Tutorials had been made available and they more closely related to the CHEM1XXX experiments and pre-lab questions.

LabSkills would ultimately allow students to complete the pre-lab questions, upload experimental data, complete results and answer analysis questions completely *via* Blackboard and LabSkills. This enhanced version of LabSkills, that would turn the laboratory manual into an interactive PDF, is still being developed and tested and will hopefully be ready to be trialled in semester 2. Students would receive instant feedback and tutors' marking load would be reduced. The deadline for submission of the students' lab sheets could be delayed, which would hopefully reduce the stress that students feel in the lab. Jo noted that the coordinator of BIOL1040 was interested in LabSkills, as the current software for the BIOL1040 practicals was being phased out.

Jo Blanchfield reported that the proposal for the completion of some or all of the lab components of CHEM1100/1200 to be completed during the mid-semester break was still being considered by the Teaching and Learning Committee.

**3.4 Undergraduate Discipline Mixer Events**

Tammie Fair reported that the SCMB Teaching and Learning Committee had agreed that an undergraduate discipline mixer event should be held as a welcome in semester 1, 2017. The committee recommended that the event be organised and run by the CSAG and Research Advisory Group (RSAG). The RSAG had since advised that they did not have the capacity to assist with the event. Tammie noted that an outcome of the School Review had been that such an event would be an excellent cohort building experience. The event had been designed to be an opportunity for students to meet each other.

CSAG members recommended that a BBQ be held on Thursday 4 May, from 4-6pm, two weeks after the mid-semester break would be the preferred option.

[Subsequent to the meeting, Tammie Fair advised that a more suitable date would be 11 May if support from administration staff was needed with the event preparation.]

**ACTION**  
Andrew  
Allsebrook  
& Philip  
Sharpe

**ACTION**  
Jo

Meeting 1/17

20 March 2017

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**3. Business Arising out of the minutes:** (continued)

Members discussed what format this event should take. Talia Enright proposed that the group order pizza from the UQ Pizza Café and members agreed that this was a good idea. It was suggested that chips and wedges could be ordered from the Red Room. Drinks could be purchased and delivered from Coles. Nicholas See offered to promote the event through the UQ Chemistry Club Facebook page. Tammie Fair noted that the School could provide assistance with emailing the invitees.

A working group was formed to plan the event. Members of the working group are: Talia Enright, Shazura Lawrence, Sandra Lupusoru, Nicholas See, Kaiyin Wu. Denise Adams and Jo Blanchfield would provide assistance.

**3.5 Level 2 and 3 Review Chemistry course offerings**

Jo Blanchfield reported that the review of 2<sup>nd</sup> and 3<sup>rd</sup> level chemistry courses was well underway. Findings and recommendations included:

- Courses would be rearranged and a new course would be offered in semester 2 for second year students.
- All courses would contain elements from organic, inorganic and physical chemistry to ensure that students enrolling in honours had a broad range of skills.
- Data analysis skills needed to be enhanced to prepare students for the large number of analytical jobs that are available for graduates. Skills are needed to handle large volumes of data.
- Computer modelling and students' practical skills needed to be emphasised.
- Maths C should be the recommended minimum requirement for chemistry students.

**3.6 Undergraduate UQ Chemistry Club**

An affiliation meeting for an undergraduate Chemistry Club at UQ was held on Friday 17 March. Kaiyin Wu and Nick See reported that they had collected enough signatures to have their application ratified by the UQ Union (UQU). The club will be called the UQ Chemistry Club and the Facebook page can be found at [facebook.com/uqchemclub](https://www.facebook.com/uqchemclub).

Nicholas and Kaiyin hoped to focus on social and academic events in order to close the gap between students and academics.

Jo Blanchfield had reported to the SCMB executive committee that a Chemistry Club was being formed. Jo recommended that Nicholas and Kaiyin encourage their members to join the RACI (Royal Australian Chemical Institute) as the institute has a group for emerging chemists in Queensland. (<https://www.raci.org.au/document/item/2761>) Jo also noted that a mentorship program runs in Victoria and that the RACI would like to run a mentorship program in QLD. Jo undertook to keep CSAG apprised of any progress made by the RACI to this end.

Nicholas reported that the club would like to work closely with SCMB and would appreciate support from the School. Jo questioned whether the the Club would like academics to join and Kaiyin agreed that this would be advantageous.

Jo reported that the Head of School, Prof Paul Young, would prefer weekly Friday drinks and sporting events rather than the current monthly events. Jo would like to invite the Chemistry Club members to the school social events.

**ACTION**  
Jo, Denise,  
Talia,  
Shazura,  
Sandra,  
Nicholas,  
Kaiyin

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**4. Other Business:**

**4.1 Textbooks**

Liam De Villiers asked whether the cost of textbooks could be incorporated into students' course fees. Liam asked if the School could provide the resource to students for free.

Jo Blanchfield reported that as the Government looks after HECS (Higher Education Contribution Scheme) fees, the University was not able to change the costs. Jo reported that the University was required to make textbooks available to students at a reasonable cost. Textbooks were available for loan in the library, and students could access these by providing their student card. Members noted that an e-version of texts was available for a lesser cost.

Jo noted that level 5 of the chemistry building had a small library, and reported that older versions of textbooks would be shelved there for student access. Jo undertook to investigate access for Biochemistry textbooks as books could not be stored in the Biochemistry Laboratory as it is a PC2 Lab (Physical Containment Level 2).

**ACTION**  
Jo

**4.2 Winter Projects**

Alicia Kirk asked if winter research projects would be available in 2017. Tammie Fair reported that the available projects were listed on the School website. Tammie noted that a small number of scholarships would be available this semester.

Talia Enright reported that she had completed BIOT3007 during summer semester and that a SECat had not been administered and that she had not received feedback. Tammie reported that a SECat was not administered for courses with fewer than six enrolments. Jo Blanchfield noted that written feedback should be provided by the supervisor in the form of a report. Tammie undertook to look into the feedback for this course.

**5. Next meeting:**

Member agreed that the next meeting would be scheduled for week 9, 2017.

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