Present: Mr Nial Gursanscky (in the Chair), Assoc Prof Melissa Brown, Ms Eve Chow, Mr Karl Davy, Prof Mary Garson, Mr Pinus Jumaryatno, Mr Xiang Setoh, Ms Arti Singh, Mr Mark Starkey (minutes), Mr Peter Vella, Mr Daniel Westlake.

Apology: Prof Alastair McEwan.

Absent: Dr Peter Wilce.

Minutes: Minutes of the meeting held 21 July 2009, having been circulated, were taken as read and were confirmed.

Business arising out of the minutes:

RHD Student Forums

Melissa Brown reported that, in relation to Honours student participation in the forums, consideration had been given to the topic for the first forum, ‘how to apply for things’ (with a focus on postdoctoral opportunities) and the venue capacity, and it had been decided that a separate session for Honours students, with a focus on applying for RHD scholarships, would be better.

It was anticipated that the Honours forum would be held in September. Karl Davy agreed that it would be better to hold the forum sooner rather than later, given write-up pressure on students towards the end of the academic year. Karl advised that the 1-2 pm timeslot was best, as no tutorials were scheduled then. Melissa would avoid Mondays and Wednesdays when School seminars occurred. She would make final arrangements with administrative staff members Glenda Chown and Jennifer Falknau. Nial Gursanscky suggested that, in addition to APA and other national competitive scholarships, industry scholarship opportunities should also be covered.

School Seminars Web Database

Mark Starkey reported that the software used to maintain the database was old and apparently could not be installed on newer computers. Athol Reid was maintaining the database until Science IT Support could update it. He was updating both MBS and Chemistry seminars now (and Andrew Noskoff of SITS was doing so while Athol was on leave).

RHD Symposium

Peter Vella reported that the rooms had been booked although he needed to confirm audio-visual requirements. The catering had been mostly sorted, with a call for special dietary requirements to be made shortly (see below). Peter added that he and some of his fellow organisers had thought that next year’s symposium might be shifted to the Sir Llew Edwards Building.

Eve Chow said that sponsorship request letters would be going out in the next day or so.

In response to a question from Xiang Setoh about when a call for abstracts would be issued, Arti Singh said that a web template for registration had been completed and included provision to register dietary requirements and to submit an abstract. During discussion it was agreed that a single call for abstracts should be made with a closing date of 19 October (9 November for Honours students only) and advice that selection of oral presentations from abstract submissions would then occur. Nial Gursanscky suggested that an email go out to academic staff requesting that they encourage their RHD students to consider submitting abstracts. Mary Garson undertook to send the email.

Xiang Setoh asked about student prizes at the event. It was agreed that first, second and third prizes for best presentation would be made, but that the value of the prizes be revisited once sponsorship was known. Peter Vella pointed out that $250 was available from student fundraising to-date and suggested that this could be used for a ‘popular choice’ award.
Business arising out of the minutes: (cont’d)

RHD Symposium (cont’d)

As discussed at Meeting 3-09, prizes for overall student performance during the year would be difficult to implement in SCMB in a fair and transparent way, given the variety of disciplines. Such an approach worked better in Schools with a more homogenous discipline span. Mary Garson suggested that a presentation at the symposium was, in any case, a display of the culmination of an individual’s candidature performance.

Nial Gursanscky would introduce the plenary speaker and was advised that he should ask Prof Good for a biography and abstract as soon as practicable, so that at least a talk title could be advertised.

Melissa Brown said that it was important that the chairpersons of the sessions be firm in keeping speakers to time limits. Peter Vella would approach Glenda Chown about sourcing timers, bells, etc.

Advertising of the symposium, via the web and posters, would occur from mid-September.

Members noted that in the lead-up to the symposium on 24 November, a ‘how to give a talk’ forum would be held on 15 October. This would be open to all RHD and Honours students, not just those chosen to present at the symposium. Peter Vella suggested that refreshments after the forum be used as a fundraising opportunity for the student organising group, with participants being asked to contribute $1-$2 each. Other members felt that fundraising should occur via a separate, purely social event.

1. Transport of Chemicals and Biologicals:

Peter Vella asked on behalf of a fellow student whether someone other than Lyle Carrington can be consulted regarding permission to send chemicals to collaborators at other universities, given that Lyle is sometimes unavailable. Was there someone else who can legally pack and verify compliance to the required standards in Lyle’s absence?

Mark Starkey reported that SCMB Buildings & Facilities Manager (with responsibility for OH&S), Greg Browne, had advised that, to transport certain goods, one needed to have completed an accredited course. There is one course for road and rail transport, and an additional course if air freight is to be used. The road/rail course can be completed online. Queensland Health typically runs these courses, which UQ staff can attend. Occasionally, TEDI will run a course. Recertification is required every couple of years.

Lyle Carrington had completed this training, as had Simone Gray and Kath Hampson (although the latter two are qualified only in relation to biologicals, not chemicals). Simone and Kath however have limited availability during semester, due to prac class commitments. Ross Swanborough was aware of who can undertake the packing (noting that people wishing to courier goods usually end up contacting Ross). Mark felt that it would be useful to have the contact persons listed on the intranet.

Greg Browne and Sue Bennett had suggested to Mark that as packaging is the normal business of some research labs, it should be completed by staff from the laboratory. Greg would like to see Lyle’s role more as a mentor where he identifies the need of certain labs to send staff to packaging courses and assists staff in gaining their accreditation. He (and Simone/Kath) would also be a backup for these groups and to provide the service for groups that might only very rarely require packaging expertise. Sue would like to see Lyle as the main contact for packing. Mary Garson agreed that laboratories be encouraged to have trained members.

Nial Gursanscky said that it would be useful to specify on the intranet the steps that need to be completed and ideally have an automated form like that used in the IMB.

Peter Vella asked whether anyone could order packaging materials via UniFi and Mark Starkey confirmed that there was no problem with this.
1. Transport of Chemicals and Biologicals: (cont’d)

   It was resolved –
   (a) that the suggestion that laboratories that frequently transport chemicals and biologicals be encouraged to train one or more group members in how to pack materials to the required standards be followed up;
   (b) that personnel qualified to package materials for transport be listed on the School intranet; and
   (c) that the procedures and ideally an automated form be made available on the intranet.

2. UniFi Access Outside of UQ:

   Peter Vella reported that an academic staff member had said that they had experienced difficulty accessing UniFi to approve their student’s purchases when they were overseas at a conference. Similarly, a co-worker of Peter’s had attempted to order things through UniFi while at ANU so that Peter could relay them to ANU once they arrived at UQ, but couldn’t access UniFi off-campus. Peter wondered whether UniFi access was restricted to just UQ IP addresses.

   Mark Starkey replied that he had taken advice from School and Faculty Finance staff that although UniFi is accessed via a web page, the system itself resides on the internal UQ network, so remote access can only be obtained via the installation of Virtual Private Network software on the computer being used remotely. VPN can be downloaded free-of-charge from UQConnect’s website at http://uqconnect.net/vpn.

   Another approach suggested by Finance staff was that a budget holder embarking on a planned absence could nominate someone else to act as budget holder during that time. This can be done through ‘My System Profile’ within UniFi. If this is not completed in sufficient time the SCMB Finance Office can be contacted to organise with UQ Finance & Business Services to re-route any requisitions to someone else. All that is needed is the name of the person whom the budget holder would like orders to go to and the account chart string s/he wants them to be responsible for.

   Members agreed to Mark’s suggestion that this information be added to the School’s intranet page on Purchasing.

3. Science Store Pictures/Tags Suggestion:

   Peter Vella reported that there was a suggestion that people could not see what they were buying or estimate sizes of items on UniFi. Peter said that he had been able to see pictures through a network folder or similar, but a particular person using a Mac could not add the network folder required to see the pictures.

   Another suggestion made to Peter had been to allow end-users to add ‘tags’ to items in the catalogue, similar to a system which operates in the UQ Library with respect to books. This suggestion had been made by someone experiencing problems because the search terms had to be very precise in order to locate the desired item.

   Mark Starkey reported that School and Faculty Finance staff had advised him that the loading of catalogue photos from the Stores had been approved to be done as part of UniFi Phase II. The majority of Phase II enhancements were expected to be in place by the end of 2009.

   Mark added that he understood that the UniFi search functions had been significantly improved, and that users could check the Quick Reference Guides via Blackboard to ensure they have the most up-to-date information. (Log on to my myUQ and go to eLearning, then choose UniFi Training – Purchasing, then Resources, which will list QRGs). Items, once found, can be added by the user to the ‘Favourites’ section of the user’s UniFi profile to make return access easier.
4. Faculty of Science RHD Travel Awards:

Melissa Brown reported that the Faculty of Science would soon announce the availability of 10 RHD student travel awards per year, each valued at $5,000. Competitive rounds would be held each April and October. Selection would be based on candidate achievements in the first 2-3 years of the higher degree, including publications, presentations, etc.

5. Three Minute Thesis Competition:

Melissa Brown reported that the recent School round of the UQ Three Minute Thesis Competition had been a success. The winners were:
- First prize: Mr Ken Yong (Garson group)
- Second prize: Ms Ruth Mirams (Hill group)
- Third prize: Ms Siew Ping Han (Smith and Rothnagel group)

The winners would go forward to the Faculty of Science finals, to be held on 14 September. Members were encouraged to attend.

6. Next Meeting:

It was agreed that the next meeting be held on Tuesday 27 October at 1.00 pm in 68-303. A key agenda item would be the RHD symposium.

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