Present: Miss Lucy Weaver (in the chair), Mr Nathan Bachmann, Prof Melissa Brown, Mr Lucas Goh, Mr Russel Lee, Ms Carly Lim, Mr Mark Starkey (minutes), Miss Ania Wronski.

Apologies: Dr Lisbeth Grondahl, Mr James Ross.

Absent: Mr Simon Chen, Ms Pegah Varamini.

Minutes: Minutes of the meeting held 15 April 2011, having been circulated, were taken as read and were confirmed.

Business arising out of the minutes:

RHD information session

Members were reminded that the intention had been for an information session for current Honours students to be held, ahead of the usual prospective RHD student information session in August/September, to advise students of what they would need to accomplish to be competitive for a RHD scholarship. Lisbeth Grondahl was not present to report on whether such a session was planned, so Mark Starkey undertook to find out and to include the outcome in the minutes.

[Subsequent to the meeting, Lisbeth Grondahl advised that the 2011 information session would be held in September.]

Arising from the discussion, Ania Wronski suggested that it would be useful to have one or more current PhD students at the sessions, to give their perspective. It was agreed that this was desirable.

Honours and RHD applications for 2011

Members noted a report in the agenda papers of the outcome of a discussion at the School’s Honours Sub-Committee meeting of 29 April regarding the recruitment of students to the Honours program. It was noted that a number of suggestions of the RS CC had been adopted.

Ania Wronski reported that she had, as a tutor, seen an information leaflet which the Honours Directors had been handing out at practical classes. She thought the leaflet was good.

Honours assessment submission arrangements for students based on other UQ campuses

Members were reminded that, at Meeting 1-11 is had been resolved that SCMB Honours students based at UQCCR be permitted to lodge assessment submissions at a designated receipt point at UQCCR by the due date, as if lodgement had occurred at SCMB, provided electronic submission via Turnitin also occurred by the due date.

Mark Starkey reported that the matter had been raised with the MBS Honours Director, Horst Schirra, prior to the meeting, seeking a response, but none had been received by the time the meeting had been held. Subsequently, Horst and the School’s other Honours Directors had identified a number of concerns with the resolution, which were discussed at a meeting of the School’s Honours Sub-Committee on 29 April. The Honours Sub-Committee is the key forum for considering proposals that impact on Honours student policy and administration.
Business arising out of the minutes:  (cont’d)

Honours assessment submission arrangements for students based on other UQ campuses

The Sub-Committee had endorsed the concerns, the substantive ones of which were:

- Timeframes in which to distribute submitted assessment items to examiners are always tight and even an extra day in the process could reduce by a third the time examiners have to prepare to attend a student’s seminar and ask sensible questions.

- There are problems with the electronic (Turnitin) version of the submission being a back-up to a hard-copy version:
  - Pictures are not routinely included in Turnitin submissions.
  - The submitted Word files can look different when viewed/printed from different computers – a problem where formatting/layout is part of the marking criteria.
  - Turnitin does not always produce an official electronic receipt – meaning the timestamp is unreliable.

At its 17 May meeting, the School’s Teaching & Learning Committee, to which the Honours Sub-Committee reports, had ratified the concerns as legitimate and recommended to the Head of School that all SCMB Honours students be required to continue to lodge assessment items by the due date at the SCMB office in the Chemistry Building using the electronic receipting system. Further, the TLC asked the Honours Directors to seek to coincide lodgement due dates with events that would bring the School’s Honours students together on the St Lucia campus. The Head of School accepted the recommendation of the TLC.

Lab Photographs

Members were reminded that, at Meeting 1-11, it had been resolved that members check with their lab colleagues on the level of interest in lab group photos, including the print-for-sale option.

Mark Starkey reported that postgraduate coursework student representatives of the Coursework Students Consultative Committee had canvassed their constituencies and established that although there was not a demand for print photos, students would appreciate access to an electronic version of photos already taken at orientation sessions. Anyone who wanted to print the photos could do so themselves.

Lucas Goh said that he had checked with the members of six labs, and RHD students would prefer a lab group photo, as would staff. Honours students felt an allegiance to both their fellow Honours students and to the particular lab in which they were working, so would appreciate an Honours cohort photo. Most respondents were not interested in prints and would prefer access to an electronic copy.

Lucy Weaver and Nathan Bachmann said respondents to them had said the same thing as those to Lucas.

Lucas went on to say that there had been a suggestion that a student yearbook be produced, ideally paid for by the School or the sale of advertising.

Mark Starkey indicated that he and the School’s Engagement Coordinator would investigate the logistics and cost of taking lab and student cohort photographs and present a proposal to the Head of School. The outcome would be reported to the Consultative Committees in due course.
1. UQ Association of Postgraduate Students Committee:

Lucy Weaver reported that a national lobby group existed, known as the Council of Australian Postgraduate Associations (CAPA). CAPA had noted that there was no medium between CAPA, the University’s Academic Board and Postgraduate Students so the UQ Graduate School had formed a working party that proposed the formation of the UQ Association of Postgraduate Students (APS) Committee.

Lucy said that the AGM for the APSC would be held on 7 June and that it was expected that all RHD students of the University shortly would be sent an email invitation to the meeting and a BBQ. She suggested that RSCC student members might like to consider standing for one of the office-bearer positions on the APSC.

2. Research Students Symposium 2011:

Lucy Weaver reported that she and Mark Starkey had prepared a task list for preparations for the symposium, drawing on the experience of previous symposia. Lucy had grouped tasks according to dates leading up to the event.

Members discussed the tasks, with the following outcomes:

Format and Venue

Members agreed that the format and venue for the 2010 event had generally been suitable for the business of the symposium, except that more time was needed for poster judging sessions. This might be achieved by shortening the lunch break or combining one of the poster sessions with lunch. Melissa Brown suggested that an odd-even numbers system could be implemented over the lunch period, such that everyone got a break.

It was reported that some participants at the 2010 symposium had preferred the sit-down lunch of previous symposia held at Women’s College over the stand-up lunch of the 2010 event. Members noted that the cost of tables and chairs under a marquee in the Great Court was prohibitive and that the Chemistry Podium would not be large enough to seat all attendees using only existing furniture. It was suggested that perhaps some tables and chairs could be put in the open air in the Great Court, for those participants who had a strong desire to be seated.

It was agreed that the two Parnell lecture theatres (222 and 234) and an upstairs teaching room with moveable furniture (302) be again booked for the 24 November 2011 event, from noon on 23 November to 5.00pm on 25 November. The Chemistry Podium would be booked for the same dates as a wet-weather back-up lunch venue. The Podium’s posterboards would also be booked.

Plenary Speaker

Members discussed a number of suggestions for a speaker, including two UQ staff members and a Eureka Prize winner based interstate. Discussions would continue among the student members of the Committee by email. A shortlist of speakers would be contacted by Lucy as soon as possible, to check their interest and their availability for 24 November. A formal invitation to the appointed speaker would follow.

Catering

Lucas Goh and Russel Lee offered to source quotes from caterers, including an Asian food caterer known to Lucas. Members agreed that Asian food would be a pleasant change.

Sponsorship

Ania Wronski volunteered to manage sponsorship, including an application to the Graduate School for PACS funding. It was agreed that Pegah Varamini would be well-placed to assist with sponsorship duties, based on her 2010 experience.
Melissa Brown asked that care be taken to ensure that the name and address of sponsors are correct when sponsorship invitation letters are emailed, as the Geneworks representative had not received her invitation to the 2010 event and had regretted this.

**Finances**

Ania and Pegah would undertake tasks associated with financial management.

**Presenter selection criteria**

Lucy Weaver observed that no written criteria for selecting symposium student presenters existed and it was agreed that transparent criteria should be developed. Members agreed that the criteria include:
- avoiding a speaker being selected two years running;
- avoiding scheduling two speakers from the same lab adjacent to each other in the program;
- the number of students in a particular discipline as an indicator of the number of speakers from that discipline;
- nearness of the speaker to degree completion;
- whether a speaker has publications (seen to be an advantage).

It was agreed that the criteria be finalised via email communication among the student members of the Committee.

**Call for abstracts**

Members agreed that the deadline for abstracts submission should initially be one month before the symposium date, and that the registration deadline should coincide with the abstract submission deadline. It was further agreed that the call for abstracts should be issued by mid-August.

**Symposium Booklet**

Lucas Goh volunteered to be one of those responsible for production of the booklet.

**Other items**

It was agreed that other items on the list be discussed at the next meeting.

3. **Secret Garden:**

Lucas Goh reported that a number of RHD students had asked that the BBQ area in the Secret Garden of the Molecular Biosciences Building be refurbished.

Melissa Brown agreed that the area needed work, as did the adjacent common room on Level 1, but the School Executive Committee had taken a decision not to spend funds on the spaces at this time, pending the outcome of plans to expand the Molecular Biosciences Building, which would encompass the spaces and lead to the provision of better alternatives.

4. **Next Meeting:**

It was agreed that the next meeting be held in approximately six weeks’ time, in mid-July.

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