Meeting 4/11  26 August 2011  For general publication

Present: Ms Lucy Weaver (in the chair), Mr Nathan Bachmann (from mid-way through item 2), Mr Simon Chen, Mr Lucas Goh, Dr Lisbeth Grondahl, Mr Russel Lee, Ms Carly Lim, Ms Jill Sheridan (minutes), Dr Pegah Varamini, Ms Ania Wronski.

Apologies: Prof Melissa Brown, Mr Mark Starkey.

Welcome: New member Mr Jacob Dulley, representing MBS Honours students, was welcomed.

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

Business arising out of the minutes (not elsewhere listed):

Lab Photographs

Around six lab groups had taken the opportunity to get group photographs on 2 August when a photographer had been present to photograph the new incoming postgraduate coursework students of the School.

It was intended that a second photo session be held in coming weeks when Honours students would come together for a writing skills session. Bookings for lab groups would also be taken for that day.

The photographs would be made available (with the consent of subjects) on the School’s new Facebook page (coming soon) and be available for Honours students and lab group leaders to obtain electronically.

Network Share Directory

As requested, a network share directory had been created, with access provided to all members of the Committee. Instructions on how to map the network drive had been emailed to members 29 July (and to Jacob 17 August).

The directory had been populated with documents related to the 2010 Research Students Symposium, and members were encouraged to store documents related to the 2011 event there.

Three Minute Thesis Competition

Members noted that the School heats of the 3MT had been held in the AIBN Seminar Room on 12 August. The winner had been Justin Yu with his presentation Adding iodine for better plastic solar panels. Justin also had won the People’s Choice award. Chandhi Goonasekara and Arti Singh had been awarded joint second. Winners had received Co-op Bookstore vouchers to a total value of $500.

Justin had gone on to win the Faculty of Science heats on 23 August and would compete in the UQ finals on 13 September.

A practice run for participants had been held in the AIBN Seminar room prior to the School heats. School Engagement Coordinator Ros Boulton, the RHD Studies sub-committee, and other students had helped participants refine their presentations.

After-Hours Incident Response

As resolved at Meeting 3-11, an intranet page entitled ‘Incident Response Instructions’ had been published (in the Buildings & Facilities section of the intranet). The existence of the page was now mentioned in staff and RHD student inductions.
1. **Student testimonials:**

   Student members of the Committee were asked to indicate if they were willing to provide the School with a testimonial regarding their studies in School courses and programs, to help inspire prospective students to consider study in these fields.

   All the student members were willing to provide a testimonial and Jill Sheridan undertook to pass this on to the School’s Engagement Coordinator, Ros Boulton, who would provide members with a template set of questions to answer.

2. **Research Students Symposium 2011:**

   Members reviewed and discussed actions in preparing for the Symposium, referring to the action list discussed at Meeting 3-11, concurrently with the minutes of Meeting 3-11.

   **Advertising/Promotion/Call for Abstracts**

   Simon Chen advised that he was in the process of modifying last year’s poster and would have the new version ready for use within the week. Posters would be placed in prominent locations in both buildings. He undertook to provide Jill Sheridan with updates the symposium website and the text of an invitation email to be circulated to students. The closing date for abstract submission would be 27 October with honours abstracts due one week later, on 3 November. Last year’s deadline for honours students of two weeks prior to the event had been found to be too late.

   The SCMB RHD Facebook page would also be used to promote the event. Ania Wronski noted that the Facebook page was doing well and that there were about 40 members.

   Lucas Goh reported that he was updating the abstract submission template in preparation for registration. He planned to upload the new version to the shared drive for members to access and comment upon.

   Lucy Weaver undertook to send letters of invitation to Heads of Schools and other special guests.

   **Presenter selection criteria and judging criteria**

   Lucy Weaver tabled new selection criteria for the marking of talks and posters, which she had revised incorporating members’ feedback. It was agreed these should be posted on the symposium website as well as included in the abstract template.

   Members felt that at least six judges would be needed for the talks and possibly twice that many for the poster marking. Nathan Bachmann undertook to help secure judges.

   Jacob Dulley suggested making winning posters available on the website to inspire this year’s contributors. Jill offered to contact previous winners to provide a pdf of their posters.

   **Plenary Speaker**

   Lucy confirmed that Prof Peter Gray was available to speak at the morning session.

   **Catering**

   Russel Lee and Lucas Goh tabled a summary of catering quotes. Colebard were felt to have provided the most cost-effective option, although Ania noted that they may have problems securing a marquee. The Committee agreed to proceed with Colebard.
2. Research Students Symposium 2011: (cont’d)

Sponsorship

Ania Wronksi said she was in the process of sending out invoices to companies who had already agreed to sponsor the event and noted that applications for support from the UQ Office of Undergraduate Education and Uniquest were in process.

Pegah Varamini reported that she had secured two new sponsorship deals, from POCD Scientific and Davies Collison Cave, who would each provide $550 (inc GST).

Other items on the planning list would be reviewed at the next meeting.

3. RHD Student Forums:

Jacob Dullley suggested holding a debate similar to one held by the SUSS group, which had been on the topic, “Should science strive towards a world without death?”. Members supported Jacob’s idea. In the past, RHD Forums had typically been delivered as seminar style presentations on requested topics, such as applying for grants, but there was no reason the format could not be changed.

The question of conference funding arose from this discussion. Ania Wronski pointed out that JASON scholarships database was not particularly easy to find funding opportunities. Lisbeth Grondahl said that many societies sponsor students to attend their conferences and that society membership was something supervisors should encourage. Jill said she included any travel funding opportunities she found out about in the funding opportunities calendar on the SCMB and in The Week Ahead. Members were invited to email contributions to Jill.

Lisbeth Grondahl reported that the Faculty of Science was planning to change its conference support scheme in 2012. Instead of running a competitive scheme that funded a few students up to $5,000 each, the Faculty planned to offer a set amount of conference funding for each student. The amount offered would be a contribution only, and unlikely to cover the full cost of an international conference.

Simon Chen expressed his concern over the lack of financial support for conference travel, since attendance at international conferences was a specified milestone requirement for all RHD students. This concern was strongly endorsed by all members.

4. Next Meeting:

Members agreed that the next meeting will be held on Friday September 30.

* * * * *