

School of Chemistry & Molecular Biosciences Research Student Advisory Group

Date: 17th May 2021

Time: 1-2pm

Place: Room 306-68, Chemistry Building

Present: Chyden Chang, Viet Tram Duong, Zheng Jie Lian, Prashamsa Koirala, Ummey Nahar, Mengqi Pan, Caitlin Setter, Jolynn Kiong, Yonatan Mendels, Jason Huynh, Luke Guddat, Natalee Newton and Suzanne Bedford

Absent with apologies: Joan Marie Zapiter

1 Acknowledgement of Country

An acknowledgement of Country was spoken by the Chairperson, Caitlin Setter, in recognition of the tradition owners of the land on which the meeting was taking place.

2 Apologies and welcome

The chair, Caitlin, welcomed members to the second RSAG meeting for 2021.

3 Confirmation of previous minutes (April 2021) and business arising from these

The previously circulated minutes from April 2021 were approved as a correct record of that meeting by all members.

4 Report from HDR representative for Student Leaders forum – Joan

Jason, on behalf of Joan, gave an update that the search for the new Dean of the Graduate School closed and was expected to be named in June 2021. New support for the approx. 350 off-shore HDR students include fortnightly sessions (mental health/wellbeing, writing skills, practical skills). The Graduate school has the budget for all HDR students to receive either a 3 month COVID extension or a 6 months Career Development Framework extension. Mental Health First Aid – courses available, network and can register as as UQ volunteer

Agenda Item No.	Actions	Person/s
4	Ideas for how to support off-shore students further	Everyone

5 Report from SCMB Research Committee – Viet Tram

Viet Tram attended the first meeting where they discussed potentially organising a half-day symposium presentation session to showcase the various SCMB research themes. It would be a relaxed event where people could present progress or problems rather than just finalised results.

6 Report from SCMB Equity, Diversity & Inclusion Committee (EDIC) – Jolynn

No new meeting since previous RSAG meeting. Jolynn stated that they are reviewing their 2020 priorities points and will hold a meeting on the 17th of June to finalise 2021 goals, they are selecting a top three to focus on.

7 Annual SCMB Research Students Symposium: Progress to date

The shared drive is now available. The committee confirmed the symposium date for Friday 19th of November 2021.

Emails to groups such as staff, post docs, HDR, PGCW and Honours students should be able to be send out via Margot ten Have using pa@scmb.uq.edu.au

Would like an incoming of \$7000 - \$8000. Ask faculty of Science for \$2000 - \$3000. School should cover up to \$5000 (if we don't get enough)

Catering will include morning tea and Lunch (lunch potentially as a BBQ).

Abstracts due in September - TBC later

The venue was discussed, Jason will book the Hawken Dorothy Hill lecture hall and two smaller presentation spaces on the level below. Yonatan and Mengqi will pursue the follow up with the Faculty of Science in regard to their proposed partial sponsorship. Create a list of potential plenary speakers to present to the committee next meeting, one from Chemistry and one from Biology. New academic appointments also to be considered for plenaries. Caitlin will contact two potential opening and closing speakers (Kate Stacey & James deVoss). Joan will email staff to ask for judging volunteers – we need 2 per session (4 sessions) and lots for posters. Janna will investigate catering and supply costings next meeting. Zack will review previous symposium booklets in Jason's custody. Matthew will check with Property & Facilities about organising tables/chairs/posterboards for the symposium. Matt is joining event logistics. Budget drafts should be ready for the next meeting.

Agenda Item No.	Actions	Person/s
7.1	Book Hawken Large Lecture Theatre Two smaller lecture theatres Room for poster sessions	Jason
7.2	Pursue faculty of Science with regards to funding	Yonatan and Mengqi
7.3	Reach out to sponsors	Yonatan and Mengqi
7.4	List or ECRs who might be interested in a plenary	Natalie
7.5	Contact opening and closing speakers James de Voss and Kate Stacey	Caitlin
7.6	Contact academic and post docs for judging to see if they are willing to judge sessions and posters	Joan – Natalie may be able to assist with names of post docs

7.7	Booklet review	Zack
7.8	P&F regarding tables, chairs and poster boards	Matthew
7.9	Incoming and outgoing money draft	All people whose jobs involve money
7.10	Find budget and judge list from previous chair	Caitlin

8 RSAG involvement in SCMB and Faculty Inductions for new students

The Oral Thesis Defence information session will be held on the 4th of June 2021 at 3 PM for HDR students. 83 registrants so far. Registrations are closed to students with academics open until the end of this week. Yonatan will contact Gary Schenk to briefly discuss experience as chair in the oral examination.

Matthew and Jolynn have offered to assist Jason with any on the day needs.

Event Format:

- Paul – opening
- Grad School talk
- JP (admin)
- Luke Guddat
- 2 students (maybe an extra 1 or 2)

Agenda Item No.	Actions	Person/s
8.1	Open registration for academics for this week	Jason
8.2	Ask Gary to be a member of the panel in case there are questions that the Chair could answer	Yonatan

9 PGCW student involvement in RSAGS

RSAG will advertise directly to these students including current Honours students. Advertisements will be emailed and placed in SCMB lifts.

When we are calling for abstracts will consider particular prizes or mini talks that may encourage for PGCW students to participate.

Ask lecturers to have a slide about the symposium

10 Other business

RSAG (Caitlin) will present at Oral Thesis Defence information session on the 4th of June 2021.

Agenda Item No.	Actions	Person/s
10.1	Have a slide ready to present	Caitlin

11 Next Meeting

The next meeting will be held on the 14th of June 2021 in room 306-68, Chemistry Building.