

**School of Chemistry & Molecular Biosciences
Research Student Advisory Group**

DATE: 29 March 2022

TIME: 12pm

PLACE: 68-306

Present: Alicia Kirk, Shahla Asgharzadeh Kangchar, Connor Scott, Tom Gen Li, Atiyah Alenzi, Summa Bibby, Dylan Bowman, Samuel Davis, Timothy Muusse, Dean O'Brien, Apoorva Prabhu, Shannon Hoe Min Quah, Luke Guddat, Pelin Durali

Absent: Natalee Newton, Sanjana Tule, Khristine Valdellon (did not get the invitation)

1. Acknowledgement of Country

An Acknowledgement of Country was spoken by the HLO, Pelin, in recognition of the traditional owners of the land on which the meeting was taking place.

2. Welcome

The acting Chair, Prof Luke Guddat, welcomed members to the first meeting of RSAG for 2022, noting that all members were new to the committee-each member introduced themselves and indicated their lab affiliation.

3. Appointment of RSAG Executive positions

Alicia Kirk was appointed as the Chair of 2022 RSAG Committee, Shahla Asgharzadeh Kangchar was appointed as the Deputy Chair, Tom Gen Li was appointed as the Treasurer and Connor Scott was appointed as the Secretary.

4. Appointment of representative of RSAG on the SCMB Research Committee and the SCMB Equity, Diversity & Inclusion Committee (EDIC), and the Student Leaders Forum

Prof Guddat explained the purpose of the SCMB Research Committee and the expectations of the student representative. They would serve as a conduit between the Research Committee and RSAG (reporting to and from the RSAG committee) and give a voice to this committee that would be heard by the SCMB Executive, via the Research Committee. Forhad Karim Saikot agreed to serve as the RSAG representative on the SCMB Research Committee.

EDIC, chaired by Dr Marloes Nitert Dekker, identifies equity, diversity and inclusiveness issues that may exist within the school, to develop and trial measures that address those issues, to encourage the commitment of all staff and students to the process, and to ensure a realistic time frame for resolution of any issues. They meet approximately quarterly. Atiyah Alenzi agreed to serve as the RSAG representative on the SCMB EDIC.

The Student Leaders forum is held monthly by the Graduate School and is usually attended by the Dean, Deputy Dean and Director of the UQ Graduate School as well as student reps from other enrolling units. It is the perfect venue to both obtain the latest information on HDR matters and share the concerns and /or great initiatives of the SCMB cohort with the Graduate School and other HDR cohorts. It would be expected that this rep would prepare a brief report for RSAG each meeting and act as a conduit of information between the SCMB HDR students and the Graduate School. Shahla Asgharzadeh Kangchar agreed to serve as the RSAG representative on the Student Leaders Forum.

6. Annual SCMB Research Students Symposium:

A major role of the RSAG committee is to organise the annual SCMB research student symposium, usually held at the end of November: two key tasks at this stage are:

- a. Set a date for this year's symposium
- b. Assign jobs

Jobs	Assigned	Progress
Venue	HLO (Pelin)	
Finance and Sponsorship*	Tom, Shahla	
Plenary Speaker	All members	
Opening and Closing Speakers	Tbd	
Advertising/Promotion	Connor, Atiyah	
Sourcing of Judges	Shahla, Apoorva	
Catering	Dean, Forhad, Dylan	
Booklet Production	Alicia, Tim	
Receipt of abstracts, speaker selection (develop selection criteria), contact selected speakers	Tim, Sam, Apoorva	
General event logistics	Alicia, HLO (Pelin)	
Collecting feedback on the event	Sam	
Prizes and Award certificates	Summa	
Timetable	Shahla, Alicia	
Printing: e.g. nametags, feedback sheets, marking sheets, etc	Shannon	

It will be important to avoid a clash with the Queensland Annual Chemistry Symposium QACS (25th November) hence 18th November was set tentatively. It was suggested that at present the Symposium should be planned as a face-to-face event, but it will also be important to have contingency plans in case it needs to move to a virtual event.

It was noted Cytena (Justin Loo) could be a potential sponsor. Pelin will forward their contact details to Tom and Shahla.

It was discussed that HoS or Deputy could be the Opening speaker, and one of the RSAG Group Committee member could do the closing speech.

7. Update from/about the Research Student Social Committee

Connor will contact his connections within the Social Committee to determine when they meet and hold events and request that they provide information to the RSAG committee to update them on activities-this could be done in person or via a written report.

8. Other Business

No other business at this time.

9. Next Meeting

It was decided to meet monthly, Tuesdays at 12pm. The exact date of next meeting will be determined later. HLO will send the calendar invites to the members.