

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

DATE: 16 Aug 2022

TIME: 12 pm

PLACE: 68-306

Present: Alicia Kirk, Shahla Asgharzadeh Kangchar, Connor Scott, Athyah Alenzi, Dylan Bowman, Samuel Davis, Dean O'Brien, Natalee Newton, Timothy Muusse, Tom Li, Sanjana Tule, Luke Guddat, Summa Bibby

Absent:, Pelin Durali, Forhad Karim Saikot, Apoorva Prabhu, Shannon Hoe Min Qua, Khristine Vadellon

1. Acknowledgement of Country

An Acknowledgement of Country was spoken by the Chair, Alicia, in recognition of the traditional owners, the Jagera and Turrbal people, of the land on which the meeting was taking place.

2. Welcome and confirmation of minutes held 26th July 2022

The Chair, Alicia, welcomed members to the meeting, noting the apologies given prior to the meeting. Minutes of last meeting were confirmed by Natalee.

3. Business arising from previous meeting (not elsewhere listed):

- a. SCMB student profiles:
 - i. Connor provided information he gathered to Pelin who is on leave.
- b. Progress on CDF session feedback in The Week Ahead
 - i. A specific line will be put in the week ahead for specific sessions coming up that are of interest to new HDR students
- c. Raising awareness of RSAG within SCMB HDR cohort
 - i. Summa has designed a poster that will be distributed around the school
- d. Save the date posters up and emailed. Did it reach honours cohort?
 - i. They did not reach the honours cohort as the honour's cohort coordinator is away and the SCMB all email does not go to honours students. Will be put into a chemistry honours group chat by Dean to raise awareness.
- e. Luke Guddat has advised that the Graduate School has told DHDRs the government will increase the living allowance to 29863 next year. In addition, universities across Australia, including UQ, are looking into other possible mechanisms for trying to increase this rate further.
 - i. University of Melbourne and Sydney have already pledged to provide more money, Luke is hopeful UQ will do the same. This may lead to less PhD scholarships in the future.

4. Reports from the RSAG representatives on the SCMB Research Committee and the SCMB Equity, Diversity & Inclusion Committee (EDIC) and HDR representative for Student Leaders forum

a. Student Leader forum update – Shahla

- i. No update because no meeting

b. EDIC meeting report – Athyah

- **The women in science podcast:**
 - Female HDR/honours students are invited to send Athyah or Marina Fortes questions they want to ask any guest on the podcast. This will also be circulated in the school
- **Speed Networking at symposium:**
 - Idea of including facility managers and staff was raised, however these individuals normally don't attend the symposium. The issue could be timing as we don't have a lot of time during the symposium. Luke suggested inviting them to present a poster or talk to explain to the students their role on the school.

5. Brainstorming ideas for joint activities with EDIC

We welcomed the chair of EDIC, A/Prof Elizabeth Krenske to discuss with us the types of combined social+learning activities HDR students would value.

- The idea is to foster more opportunities to chat with each other, and to talk about things that are of value.
- Best approach is for the students to give feedback on they want:
- Examples:
 - Mini seminars about career development
 - Informal mentoring of undergraduate students
 - Welcoming students of different cultural backgrounds to the school
- Any ideas:
 - Shahla: Student leaders forum want HDR students to feel more at home and welcome on campus and to give them access to more senior HDR students to learn from.
 - School can have a BBQ or booklet in orientation weeks
 - Library tours/tour of campus
 - Limitations: not enough number of students
 - Sanjana:
 - Random coffee catchups with other HDR students using slack
 - Luke: ECR giving talk about career path/ free food
 - Could give international students an opportunity to feel more comfortable
 - Tim:
 - Networking BBQ to advertise labs and to increase connection with undergraduate students.
 - Alicia:
 - Facilities managers could also be involved in the 10-minute talks from ECRs
- On top of this there will be a survey sent out from EDIC to HDR students to get feedback on EDIC.

6. Annual SCMB Research Students Symposium

- **Venue:**
 - Confirmed as Hawken Engineering building
- **Abstract submission:**
 - To be opened in the week following the meeting and to be put into the week ahead.
 - Initial closing of abstracts will be around the 7th of October, with the ability to extend to the 14th which is 4 weeks before the symposium.
 - Google for registration and abstract submission will be generated by Sam and Tim and sent to Connor
- **Advertising**
 - To be put on the MBS and Chem Podium TVs, Connor will contact Mark Starkey to do this.
 - Back of toilet doors was suggested
 - Advertising that there is money involved in prizes
 - Tea room at level 1 of MBS
 - Shared facility rooms: would need to contact the managers of these
 - It was suggested to use memes to advertise as it is successful
 - Art competition for front of booklet art was also raised.
- **Budget**
 - Tom:
 - Received \$3250
 - \$6500-7000 spent last year
 - Quote from each of the subcommittees on what they are going to spend is needed
 - Tom to create excel spreadsheet of where the money is coming from and if it's been paid.
- **Catering:**
 - ~200 attendees
 - Emails drafted up for St Leos and Chanel catering companies, however these are very expensive.
 - Subway, which was used last year, was very popular and much cheaper than the catering companies. 1 6-inch sub/equivalent per person
 - Form for food is required and will be sorted by Dean.
- **Gifts for Judges:**
 - Pen and tote bag was given last year
 - Will only be possible if budget increases
- **Gifts for guest speakers:**
 - More of a priority than judges
- **Booklet printing:**
 - Is normally around ~\$700
 - Layout of booklet can be done early and then populated after abstract submission
- **Guest Speaker:**
 - We need to get quotes for flights and accommodation for the Sydney Guest speaker
 - Luke suggested the Jeffson Hotel in Toowong

- **COVID-19 Restrictions:**
 - Worth checking if there are any restrictions in the rooms we have booked
- Posters
 - Boards Need to be sourced from P&F
 - Poster session could be differentiated by colours or judges could be easily visible
- Draft timetable will be produced by Alicia

7. Other business

- IMB social club:
 - Sam will be in contact with them to see if we can collaborate
- Connor suggested QAAFI as well as a potentially collaboration
- Multicultural month is currently ongoing, Saudi Arabian dishes is highly recommended by Athyah

8. Next Meeting

The next meeting was set for Tuesday the 20th of September at 12pm