

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

DATE: 20 Sept 2022

TIME: 1 pm

PLACE: 68-306

Present: Alicia Kirk, Shahla Asgharzadeh Kangchar, Athyah Alenzi, Dylan Bowman, Samuel Davis, Dean O'Brien, Natalee Newton, Timothy Muusse, Tom Li, , Luke Guddat Apoorva Prabhu, Forhad Karim Saikot, Shannon Hoe Min Qua and Khristine Vadellon

Absent: Pelin Durali, Sanjana Tule, Connor Scott and Summa Bibby.

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 16th August 2022

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

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

- a. Posters up and emailed out

Sam to ensure posters were. Alicia to send pdf around so more posters could be printed.

- b. Poster boards

Alicia confirms poster boards are booked for the symposium.

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. **SCMB Research Committee – Forhad no meeting. Luke attended a meeting Wednesday 14th September.**

- i. COVID extension for those confirmed before Feb 2020. However, many students have been unsuccessful in gaining the extension. The possibility of SCMB funding extension for student was raised and Bostjan/Kate were going to raising this at a meeting on Friday the 23th Sept.
- ii. School will be buying a license for SnapGene
- iii. Luke notes he raises PhD Scholarship amounts in a forum every two weeks and the covid extension. He has made contact with the Vice Chancellor, a reply stated that they will investigate the issue. It was noted that other Universities have already increased the scholarship amount.

- iv. Forhad noted that some institutes give students annual top ups.

b. Student Leader forum update – Shahla

- i. There are lots of groups asking for funds.
- ii. Issues with the graduate school
- Concerns about delay in reply to enquiries. This is especially important at the completion of someones PhD.
 - Lack of staff and the need to hire more staff.
 - Follow up on issues at the next meeting. Noted that the Dean is at most meetings.
 - Luke raised the issue of research quarters and the limitation it imposes on start and finish dates. There are not many universities who have this system.
 - The 60 day extended medical leave was discussed for students who need a short break.

b. EDIC meeting report – Athyah

- i. The multicultural month recipes on the new boards will remain up this month and everyone is encouraged to try them.
- ii. Non-compulsory for students but highly informative and important multicultural training modules are online. RSAG members were asked to alert group members and suggest they complete modules.
- iii. It was questioned whether the speed networking event is going to be organised. This will be discussed in the next meeting.

5. Joint initiative with EDIC & student leaders forum

Shahla introduced the Mentor (Senior PhD student) / Mentee (New student) program.

- Aiming to ease the stress of starting a PhD and help new students find out about programs they should be familiar with. How to book rooms, use workday etc.
- Give them a space to discuss topics with other PhD students.
- Meetings to be in the form of 30min coffee catch ups with a coffee card supplied.
- The first meeting is currently scheduled for the 7th of November.
- A meeting will be held with mentor prior to the 7th to discuss how session will work.
- Group discussion regarding target criteria for mentors, at least post confirmation.
- Mentees – to have started in the current or previous research quarter.

6. Combined IMB SCMB trivia night

- IMB cannot do the original date of the 14th of October and suggests the 7th of October.
- Possibility of including other biology schools.
- IMB cannot host. The Chemistry podium lacks the number of tables required.

- A new venue is needed.

Sam – Not enough time to organise it for the 7th and plans to discuss a later date with the IMB social committee.

Alicia – Volunteered to help organise

Shahla – A lab member may be interested in helping to organise the trivia night, she will contact and ask.

7. Annual SCMB Research Students Symposium

Abstract received

Tim – 6 abstracts have been received and 14 people have registered. 14 of those registered selected 'Abstract in progress'.

- Tim and Sam to keep group updated on registration numbers.
- All RSAG members were asked to remind lab members and the register themselves.
- Multiple members asked whether they could submit abstracts. All agreed that this was fine and submission for a talk would be scrutinised like any other abstract. Natalee offered to act as an impartial 3rd party to review any said abstracts.

Advertising

More posters as previously discussed

Budget

Tom -

- Catering is approx. \$3 – 3.5K
- Asked for venue booking confirmation to complete the required forms.
- Dean approached the regular caterers at UQ and was quoted approx. \$600 or fruit platters. Subway is still the cheapest and best option.

Shahla –

- possibility of morning tea? Will approach people/sponsors to fund a morning tea.
- One sponsor has asked to sponsor a session and have advertisements up prior and post talks. All agreed this is fine.

Prizes –

- The current plan for prizes is the same as last year which totalled \$3700. Prize amounts can be reduced if needed.

Speaker costs –

- Tom will be looking into this and bringing his findings back to the committee at next meeting.

Booklet printing –

- Approximately \$700. Last year it was done at UQ and it is planned to be the same.

7. Other business

HaBS introduction to postdoctoral research fellowship information session (Webinar)

- An email was sent out on the 16th of August inviting any interested HDR students to attend.

- It is on the 5th October 2 – 3:30pm. Registration required.
- Everyone is encouraged to go and discuss the possibility of SCMB organises a similar event.
- There will be a panel discussion.

Ideas for opening and closing speakers by next meeting**8. ECR committee meeting**

Natalee to bring up judging at the symposium and ask those interested to register.

9. Next Meeting

The next meeting was set for Tuesday the 11th of October at 12pm 69-306

The meetings to follow will be shorter intervals between.