

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

**DATE:** 14<sup>th</sup> March 2023

**TIME:** 12-1:30 pm

**PLACE:** Room 306-68, Chemistry Building

**Present:** Luke Guddat, Jody Peters, Amanda Carrozi, Phani Kumari Paritala, Samuel Davis, Qi Zhao, Basil Kaniewski, Sean Riek, Chendi Yu, Mitchell Sorbello, Gabriel Foley, Yichi Zhang, Carol Pomfret, Anthony Bengochea, Tuan Tran, Jiahui Zhang, Yastika Banerjee, Zoe Ingram, Zannati Zaoti

### 1.1 Acknowledgement of Country

An Acknowledgement of Country was spoken by the acting chairperson, Prof Luke Guddat, in recognition of the traditional owners of the land on which the meeting was taking place.

### 1.2 Welcome

The acting Chair, Prof Luke Guddat, welcomed members to the first meeting of RSAG for 2023, noting that all members except one (Samuel Davis) were new to the committee-each member introduced themselves and indicated their lab affiliation.

### 2. Confirmation of previous minutes (November 2022) and business arising from these

The previously circulated minutes from November 2022 were approved as a correct record of that meeting by Alicia Kirk.

### 3. Appointment of RSAG Executive positions for 2023 SCMB •

Name	Position	Lab Group
Sean Riek	Chair	West
Anthony Bengochea	Deputy Chair	Elizabeth Gillam
Basil Kaniewski	Treasurer	Livestock genomics
Tuan Tran	Secretary	Cope

### 4. Members of the RSAG committee for 2023 SCMB RSAG

Name	Lab Group
Gabriel Foley	EMCR Rep
Samuel Davis	Boden
Qi Zhao	Luke Guddat
Chendi Yu	James Fraser
Mitchell Sorbello	Kobe
Yichi Zhang	Elizabeth Gillam
Jiahui Zhang	Toth
Yastika Banerjee	Khromykh
Zoe Ingram	Sweet
Zannati Zaoti	Kobe

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

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.

*Samuel Davis agreed to serve as the RSAG representative on the SCMB Research Committee.*

SCMB Research Committee serves 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.

*Tuan Tran agreed to serve as the RSAG representative on the SCMB HDR committee.*

EDIC identifies equity, diversity and inclusiveness issues that may exist within the School, develops 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.

*Basil Kaniewski agreed to serve as the RSAG representative on the EDIC committee.*

## 5. Appointment of HDR Student representative forum

The HDR Student representative 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 also 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.

*Mitchell Sorbello agreed to serve as the RSAG representative on the HDR Student representative 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: **1<sup>st</sup> December 2023 (Tentative)**
- b. Assign jobs

Job	Assigned	Progress/Next step
Venue	HLO	
Finance and sponsorship	Basil Kaniewski Jiahui Zhang	
Plenary speaker	Sean Riek	
Opening and closing speakers	Sean Riek	
Advertising/Promotion	Basil Kaniewski	
Sourcing of judges	Zannati Zaoti Samuel Davis	
Catering	Qi Zhao Tuan Tran	
Booklet production	Chendi Yu Mitchell Sorbello	
Receipt of abstracts, speaker selection	Yastika Banerjee Anthony Bengochea Yichi Zhang	
General event logistics	Zoe Ingram Samuel Davis (All members closer to the event)	

Collecting feedback on the event	Anthony Bengochea	
Prizes and Award certificates	Tuan Tran Basil Kaniewski	
Timetable	Zannati Zaoti Zoe Ingram	
Printing: e.g. nametags, feedback sheets, marking sheets, etc	Chendi Yu Mitchell Sorbello	

**7. Points discussed**

- ✓ Tentative date for the SCMB symposium – 1<sup>st</sup> December 2023 (Finalise date next meeting)
- ✓ Basil Kaniewski to work with Carol Pomfret on the finances for the symposium
- ✓ Symposium is funded by external sponsorship (only in exceptional circumstances would the school underwrite a shortfall – and this is in doubt in 2023 based on the budget constraints)
- ✓ Carol suggested considering checking whether sponsorship is inclusive or exclusive of GST
- ✓ Communicate the tentative date to the school and get feedback (1<sup>st</sup> Dec 2023)
- ✓ Session chairs can include academics and HDR students (two people on the judging panel)
- ✓ Consider Subway and Bagel boys for catering.

**8. Action items**

Book room for next meeting (18 <sup>th</sup> April 2023) Arrange catering for monthly RSAG meetings Look for options for symposium venue Arrange access to the RSAG shared folder	<b>HLO</b>
Communicate tentative date to the school and get feedback	<b>Chair, and secretary in consultation with Luke Guddat</b>
Prepare a poster to advertise the symposium	<b>RSAG members in consultation with Luke Guddat</b>
Prepare agenda and circulate before every meeting	<b>Chair</b>
Prepare minutes and circulate them after every meeting	<b>Secretary</b>
Discuss on the finances for the symposium	<b>Treasurer and Carol</b>

**9. Other Business**

No other business at this time.

**10. Next Meeting**

18<sup>th</sup> April 2023