Minutes of the Faculty of Engineering Committee Meeting (1/06) held on Tuesday 11th April at 2.30pm

Attend:

A/Prof E. Baafi
Dr Z. Chen
Prof C.D. Cook, Chair
A/Prof P. Cooper
Mr. B. Damachis
Prof R. Dippenaar
Dr R. Dwight
Dr C. Fergusson
Ms C. Graham
A/Prof Muhammad Hadi
A/Prof I. Porter
Dr. D. Hastie
Ms Michelle Riggs
Dr J. Horvat
Mr. R. Hamlet (secretary)
Dr A. Jenkins
Dr. A.K. Tieu
Dr. Z. Jiang
Prof B. Uy
Dr. B. Kosasih
A/Prof R. Vickers
Dr B. Lemass
Prof. C. Zhang

1. PRELIMINARY BUSINESS
1.1 Apologies and Leave of Absence

1.2 Confirmation of Previous Minutes – 5/2005 Attachment 1
Confirmed

1.3 Business Arising from the Minutes
None

2. DEAN’S BUSINESS
The Dean welcomed new staff Dr Long Nghiem and Dr Buyung Kosasih.

2.1 Budget Observations
Increase in international students, and undergraduate students. Meeting with PVC Operations and Director of Financial Services to discuss budget next week. Increase in part time teaching due to large classes. Money taken from housekeeping budgets to cover this. Outcome of EFTSU’s will be known when audit results are received.

2.2 Research Structure Changes
University has brought about new guidelines for research committees. In view of this our research committee structure is being looked at to see if the Faculty Research Committee should take on the roles of both the Research Committee and Research Council. Prof Hugh Brown has resigned as Research Committee chair and A/Prof Roger Lewis has taken over this role. Prof Cook thanked Prof Brown for his service as Chair.

2.6 Questions/Discussion
None.

3. REPORTS
3.1 School Reports:
3.1.1 School of Civil, Mining and Environmental Engineering – B Uy
School news is reported in Faculty Newsletter. The BE Mining degree has been accredited for a further five years with the Australian Institute of Mining, all staff involved were thanked. Recent appointment of Dr Long Nghiem as Senior Lecturer. Dr Brett Lemass has received a teaching award.

3.1.2 School of Engineering Physics – R Lewis
ARC Applications have been put in. Endeavour Hong Kong Scholarship student working with Prof Chao Zhang. Strong undergraduate and postgraduate enrolment for the year with many scholarship recipients.
3.1.3 School of Mechanical, Materials and Mechatronic Engineering – K Tieu
New staff member Dr Buyong Kosasih appointed as lecturer. Recommissioning of the Thermo Lab. SAE car will be going to US in June. Anna Carew has organised a staff course on how to mark student assessments as a follow up to a Student Forum held. Applications have been submitted to the Engineers Australia Excellence Awards.

3.2 Faculty Operations:
3.2.1 Technical Staff
Technical staff hours and type of work for 2005 tabled. Increase in student time has been due to ENGG101 & Surveying classes and also an increase in postgraduate research. Stuart Rodd & Paul Cooper to be congratulated on the recommissioning of the Thermo. Prof Cook recommended an official opening be held of the new Thermo Lab.

3.2.2 Administration Staff – C. Graham
Carroll Graham will be leaving to take up a position with University of Sydney. Various options are being looked at to fill the position of Administration Manager. The Faculty’s annual Prize Evening will be held on 12th April. Marina Evans will be coordinating the subject database rollover for 2007 shortly. The Girl Guides in Engineering program will be coordinated by Marina Evans and Maree Burnett with assistance from Carroll Graham. Jade Kennedy has taken up the duties of Faculty Safety Officer and Ellen Manning, the OH&S Faculty Coordinator will return to the Faculty Office from 1st May. The OH&S unit will be conducting a safety audit in the Faculty on 12th May with specific interest in the School of MMM looking at

- Hazard/incident reports
- Hazard inspection reports and follow up corrective actions
- WAC/local level OHS committee minutes
- Safe work procedures
- Risk assessments
- Field work risk assessments
- Purchasing risk assessments
- OHS training records
- Position descriptions for anyone with OHS responsibilities and examples of accountability mechanism (performance planner etc)
- Inspection and testing records, i.e. electrical equipment or plant
- Contractor management documentation
- Emergency management procedure documentation
- OHS training records
- Hazardous substances documentation, i.e. chem alert manifest, msds register (online)

3.3 Marketing Reports:
3.3.1 Recent International Initiatives – W Damachis
Report Tabled. The market in China & India is growing, while other countries are declining. There is a strong interest in Malaysia for Physics and Medical Radiation Physics. Staff were requested to send all Practicum Student applications to the Faculty’s International Office to ensure students are enrolled correctly and covered by the appropriate insurances. Bill Damachis to circulate DEST report on the Bologna Model.

3.3.2 Domestic Marketing – M Evans
Marina Evans has been attending the Careers Fairs in Albury Wagga & Leeton where the level of interest in UoW was good. The Illawarra Careers Expo will be held on 9 & 10 May and academic staff will be required to assist.

3.4 Faculty Committee Reports:
3.4.1 Faculty Education Committee – R Vickers
There have been changes under the Code of Practice – Teaching & Assessment to the retention of assessment records. Staff were requested to note and comply with these retention times. The Faculty has received the outcome of this session’s Subject Outline audit and it was suggested to overcome some areas of concern the common section should be updated. It was also noted that staff should check with the library before start of session to make sure all reference books are available for students to borrow.

3.4.2 Faculty Research Council and Committee – H Brown/C Cook
Engineering Materials Institute has been formed, chaired by Geoff Spinks. This Institute will include the Bluescope Steel Metallurgy Centre and will be on the web shortly.

3.4.3 Faculty Workplace Advisory Committee – C. Graham
Jade Kennedy is now the Chair of the Faculty Workplace Advisory Committee. SOPs are being developed and they are being placed on the OH&S website as well as the School Safety Committees minutes. MMM are being audited by the OH&S unit to make sure the OH&S system has been implemented.
3.4.4 Faculty Workload Committee Report – P Cooper
Faculty Workload Committee has not met recently. We have a new EBA and structure of the Workload Committee have changed. A/Prof Ernest Baafi and A/Prof Rodney Vickers were nominated and elected to represent the academic staff, Prof Brian Uy continues to represent the Heads of School and A/Prof Paul Cooper continues as Chair and Deans nominee. Committee changes are available on the web.

3.5 Other Reports:
3.5.1 Commercialisation – C. Peden
Two residential workshops have been conducted - Academic Research and HDR Workshop which will be an annual event. A Trail Blazer competition is being run. Research Office will be appointing a Contract Research Officer to look after research and consulting contracts. A contract with ANSTO to deliver a subject in the Asset Management Course has been finalised.

3.5.2 Library – M. Riggs
Michelle Riggs is available in the Faculty Office every Monday afternoon to discuss library issues with staff and students.

4. COURSE AND SUBJECT APPROVALS – R. Vickers
4.1 Subject Audit
CIVL296 – appropriate changes have been submitted and approved.

4.2 New Course and Subjects
Approved by Academic Senate on 8 March - ECAC now needed:

RESOLUTION 1/06
"That the Faculty of Engineering approve the following new courses and subjects, fast-tracked and approved by Academic Senate, from 2007:
Grad Cert in Rolling Stock Engineering
ENGG931 Railway and Rolling Stock Environment
ENGG932 Traction and Locomotives
ENGG933 Vehicle Design: Passenger and Freight Rolling Stock
ENGG934 Rolling Stock Safety and Braking Systems
PHYS155"

4.2 Minor Course Amendments
RESOLUTION 2/06
"That the Faculty of Engineering approve the following minor course amendments, fast-tracked and approved by Academic Senate, from 2007:
Grad Dip in Engineering
BSc(Physics)
Bachelor of Engineering
Master of Engineering Management
Master of Engineering
Master of Engineering Practice"

RESOLUTION 3/06
"That the Faculty of Engineering Committee seeks approval from the Senate Standing Committee to make the following subject name changes from 2007:
a. ENGG961 Systems Engineering to “ENGG961 Systems Reliability Engineering”
b. CIVL463 Geomechanics 3 to “CIVL463 Applied Geotechnical Engineering”"

RESOLUTION 4/06
"That the Faculty of Engineering approve the minor changes to pre-requisites for ENGG461 from 2007”

RESOLUTION 5/06
"That the Faculty of Engineering approve the minor changes to the course BSc(Physics & Maths) from 2007”

5. OTHER BUSINESS
5.1 ASDC Career Development Staff Survey
Circulated to staff.

6. DATE OF NEXT MEETING Tuesday, 13th June, 2006, 2.30pm, Room 1.105

Professor CD Cook
Chair
REH: 13.4.06