Faculty of Engineering

FACULTY COMMITTEE MINUTES –2/2006
Minutes of the Faculty of Engineering Committee Meeting (2/06) held on Tuesday 13th June at 2.30pm

Attend: Dr. G. Alici Prof Roger Lewis Dr S. Nightingale
Prof H Brown Dr W. Li Ms L. Pollard
Mrs C. Byrnes (Act/Secretary) Mr D Linde A/Prof I. Porter
Prof C.D. Cook, Chair Dr S Liyanapathirana Prof A. Rosenfeld
A/Prof P. Cooper Mr R. Marshall Prof G. Spinks
Ms M. Evans Prof T. McCarthy Prof B. Uy
Dr J. Horvart Dr A.G. McLean A/Prof R. Vickers
Dr C. Freeth Dr B. Monaghan A/Prof P. Wypych
A/Prof Muhammad Hadi Dr L. Nghiem Prof. C. Zhang

1. PRELIMINARY BUSINESS

1.1 Apologies and Leave of Absence
M. Riggs, E. Baafi, Z. Jiang, G.J. Montagner, B. Kosasih, P. Flentje, S. Sivakumar, J. Kennedy, E. Manning

1.2 Confirmation of Previous Minutes
The Minutes (1/06) were confirmed.

1.3 Business Arising from the Minutes
None.

2. DEAN’S BUSINESS

The Dean congratulated staff on recent teaching performances, awards, and grants in the Faculty. Roger Lewis was congratulated on his promotion to Professor. The Dean welcomed Mr David Lind, our new Manager of Innovation and Commercialisation who has a strong industry and technical background. He will be interfacing with UniQuest and looking after the Faculties of Engineering and Business/Commerce and will be located in the Deanery.

2.1 Deans of Engineering Meetings
Two Deans of Engineering meetings in March, Go8 and Australian Council of Engineering Deans (ACED). One topic common to both was the Bologna Accord – a European standardised system of Education (eg 3+2+3). Advice was that it will affect Australia and we should not ignore changes. The Federal Minister is interested in this development. Melbourne University Faculty of Engineering is considering replacing the standard 4 year BE with 3 years general training + 2 years engineering specialisation. Another topic was whether there was a need for course work Masters degrees accreditation in an attempt to improve and standardise Australian quality and reputation in engineering postgraduate course work. Problems include: Establishing basic rules across Australia governing intake: Length of courses: Names of courses: Use of undergraduate courses in graduate programs. ACED have produced a discussion paper and have set up a working party to report by the end of the year.

2.2 OH&S Issues
Ron Marshall will Chair WAC. The school committees are working well. Few incidents reported at last WAC meeting; hazard reporting and risk management seem to be working. A potentially very serious issue involving Hydrofluoric acid, when a fume cupboard overflowed from first floor to ground floor in Building 1, is being addressed. It was stressed that academics are ultimately the organisers of students, researchers and creators of curricula, lab experiments, research projects, etc; hence they are responsible (eg via School OH&S committees, and with enormous assistance of tech and admin staff, Ellen Manning, etc) for seeing that lab OH&S processes and procedures are implemented.

ACTION – ALL TO NOTE

2.3 Questions/Discussion
None.
3 REPORTS

3.1 School Reports

3.1.1 School of Civil, Mining and Environmental Engineering – B Uy
Dr Hadi Khabbaz was welcomed. Prof Tim McCarthy was successful in obtaining a Carrick grant.

3.1.2 School of Engineering Physics – R Lewis
Physics staff were involved in five of the successful recent teaching projects funded by the University.

3.1.3 School of Mechanical, Materials and Mechatronics Engineering – P. Cooper
MMM is continuing to work hard on agreements for students from China to study here. Building 8 is due for refurbishment in December. This creates a big problem for temporary housing of staff and labs. Formula SAE Team is in USA.

3.2 Faculty Operations

3.2.1 Technical Staff – R Marshall
Staff time devoted to teaching and lab classes has increased with research is up slightly. Since 2004 trends have remained similar. New CNC milling machine will be purchased. Computer lab wall coming out and IT work has begun; this lab will become much more user friendly.

3.2.2 Administration Staff – L Pollard
Many staff on leave but load is being successfully shared with new staff on board. Stacey is dealing with finance and postgraduate students.

3.3 Marketing Reports:

3.3.1 International Marketing – C Cook
Student numbers are expected to hold up for second session. Much greater use of Visiting Practicum student places to build relations with overseas Universities is expected in the near future.

3.3.2 Domestic Marketing – M Evans
Visited Riverina, Forbes Careers Markets. Numbers have dropped in West. Bathurst OK, interest lacking in Forbes. Received some good feedback from students who know UOW students. Smith’s Hill Careers Market next week, and upcoming careers market in Canberra. Early entry interviews September 28 and 29.

3.4 Faculty Committee Reports

3.4.1 Faculty Education Committee – R Vickers

3.4.1.1 Advanced Standing for INTI College Malaysia
RESOLUTION 6/06
"That the Faculty of Engineering approve 96 credit points advanced standing for students from INTI College Malaysia towards
(a) BE (Civil) degree providing the students maintain 65% average and 70% in Maths
(b) BE (Mechatronics) equivalent of the credits for the first two years of the degree”.
ACTION – ALL STAFF TO NOTE

3.4.1.2 Subject outlines
Faculty of Engineering did not receive a good report from the internal audit. Issues included:
• Exam Committee needs subject outlines when meeting
• Outlines should be stored centrally (eg library)
• Template should be on Engineering webpage
• Must go through School Assessment Committees
• Graduate attributes to be included in outlines
ACTION – HOS & FEC TO ENSURE SUBJECT OUTLINES AND PROCEDURES ARE FOLLOWED ACCORDINGLY

3.4.1.3 Subject Evaluation Survey
There was considerable discussion about how to use these eg:
• Who should see statistics and text comments, bearing in mind that text responses are less than complimentary occasionally? Dean, Heads, Chair FEC are at present the only people who see text comments.
• SES use is for Quality control to improve teaching, not for career development
• If there is a text comment about an individual then he/she should have the right to see it.
• Subjects will be followed up by Dean/Heads/FEC Chair to see where improvements can be made.
ACTION – DEAN, HOS AND FEC CHAIR TO NOTE

3.4.2 Research Council and Committee – C Cook
Two calls for proposals have been announced for funding from the Faculty Research Committee and from BlueScope Steel Metallurgy Centre.
3.4.3 Faculty Workload Committee Report – P Cooper.
- Changing processes to collect data onto Filemaker Pro.
- Allocate teaching through this system/database.
- Time frame similar to last year.
- Forms out end August/early September.
- Final processing around end of October to allow workload allocation in November.
- Changes to proposal due to input will be documented next meeting.
- Undertaking guidance as to what constitutes “normal” workload. Other faculties include this type of information. Taken from workload data from past two years.

4 OTHER BUSINESS
None

5 DATE OF NEXT MEETING Tuesday, 5th September, 2006, 2.30pm, Room 1.105

ACTION ITEMS

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<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Item</th>
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<tbody>
<tr>
<td>13.6.2006</td>
<td>All Staff</td>
<td>Lab OH&amp;S processes and procedures responsibility of specified academic staff.</td>
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<tr>
<td>13.6.2006</td>
<td>All Staff</td>
<td>96 credit points advanced standing for students from INTI College Malaysia to be approved.</td>
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<tr>
<td>13.6.2006</td>
<td>HOS, FEC</td>
<td>To ensure subject outlines and procedures are followed accordingly.</td>
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<tr>
<td>13.6.2006</td>
<td>Dean, HOS, FEC Chair</td>
<td>Subject evaluations will be followed up by Dean, Heads and FEC Chair to see where improvements can be made.</td>
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