Faculty of Engineering

FACULTY COMMITTEE MINUTES –4/2005
Minutes of the Faculty of Engineering Committee Meeting (4/05) held on Tuesday 20th September at 2.30pm

Attend: Dr. G. Alici
A/Prof E. Baafi
Prof H. Brown
Prof C.D. Cook, Chair
A/Prof P. Cooper
Dr R. Dwight
Ms M. Evans
Dr C. Fergusson
Dr. C. Freeth
Dr. P. Gibson
Ms. C. Graham
Prof R. Hamlet
Dr J. Horvat
Dr B. Lemass
Prof R. Lewis
Dr W. Li
Ms E. Manning
Mr R. Marshall
Prof T. McCarthy
Dr A.G. McLean
Ms T. McLaughlin
Mr A. McInnes
A/Prof M. McCrae
A/Prof G.J. Montagner
Ms M. Riggs
Mr W. Rogers
A/Prof M. Sivakumar
Prof G. Spinks
Ms N. Stanford
Prof A.K. Tieu
Dr K. Ward
A/Prof P. Wypych
A/Prof W. Zealey
Prof C. Zhang

1. Preliminary Business

Prof Cook welcomed Carroll Graham, the new Admin Manager, to the Faculty, and reported Carroll will commence duties in October.

1.1 Apologies and Leave of Absence

1.2 Confirmation of Previous Minutes
The Minutes (3/05) were confirmed, with the amendment that Peter Wypych was an apology.

1.3 Business Arising from the Minutes
None.

2. Dean’s Business

2.1 Building and Space Changes
Desk space has been made available in Building 2 and 8 by staff sharing offices. The Dean thanked all staff involved. The space on the ground floor and mezzanine level of Building 4 will be revamped with the assistance of funding from the Pro Vice-Chancellor (Operations) to provide more desk space in this building. The Thermodynamics Lab in Building 6 will also be revamped to provide better usage. Building 9 is proposed for demolition and if this should happen the Physics Labs that are presently located in Buildings 41 and 42 will be relocated to this area.

2.2 Faculty Planning Days
It was proposed that the Faculty hold a Planning Day each year during the second week of February.

2.3 CEDIR Support
Anna Carew from CEDIR is now located in the Faculty Office several days a week to assist staff with course review and curriculum development.

2.4 Questions/Discussions
The Dean reported on next year’s budget which would be similar to the budget received this year.
3. Reports

3.1 School Reports
   a. School of Civil, Mining and Environmental Engineering
      M. Sivakumar reported on nine new RTA scholarships for undergraduate students. Ernest Baafi had received an award from AUSIMM, Claire Horseley received an AUSIMM Award for the best mining thesis and Andrea Schaefer had received an award from Papua New Guinea. The School had hosted a visit from AIT, Malaysia to further negotiate a 1+1 masters course. A number of staff had received ARC Grants.
   b. School of Engineering Physics
      Roger Lewis reported on the Physics Accreditation visit and thanked Bill Zealey for assisting with the administration.
   c. School of Mechanical, Materials and Mechatronic Engineering
      Kiet Tieu reported on the curriculum review. All first year labs will be held in the Thermodynamics Lab after it has been upgraded. There will also be new equipment for this lab.

3.2 Faculty Operations
   a. Technical Staff
      Technical staff work was tabled. The demand for the use of the Faculty vehicles has been high and a new on-line booking system is to be introduced. Staff were requested to use the Faculty vehicles only for specialised trips, which would be charged at a proposed rate of $10/hour. Staff were reminded that University vehicles should be used for normal trips, such as attending off-campus meetings etc.
   b. Administration Staff
      Staff were requested to inform Warren Rogers of any Calendar updates for next year. Subject database roll-over is complete. The timetable for next year is progressing. Physics timetable is complete.

3.3 Faculty Committee Reports
   a. Faculty Education Committee
      No report.
   b. Faculty Research Council
      No report.
   c. Faculty Workplace Advisory Committee
      See item 3.5.a.
   d. Workload Committee
      The Committee had considered all suggestions and comments from academic staff and would like to recommend the following suggestions to minor changes in the workload table.
      1. the coordination of a subject will now be weighted as (7+ 0.25N) hours, where N is the number of students in the subject (previously this was weighted at 0.25N hours);
      2. in addition to the 75 hours available for a conference publication staff are encouraged to record time spent at and travelling to/from conferences.
      3. Workload Committee make provision for OH&S activities in data collection and workload accounting.
      MOVED, seconded and carried.

3.4 Marketing Reports
   a. International Marketing
      John Montagner reported on his trip to India. Bill Damachis prepared a summary which was distributed.
   b. Domestic Marketing
      Early Entry submissions were the same as last year. Pam Burnham was congratulated on the organisation of this event. Careers evenings had been held at Wollongong, Sutherland, Campbelltown and Cronulla. Academic staff who attended were thanked. UAC applications close at the end of September; numbers for domestic applications should be known by early October.

3.5 Other Reports
   a. Occupational Health & Safety
      An Incident in ISEM was reported. Workcover attended and found there were no electrical tagging, the equipment needed an operating procedure and there was no record of the person being trained. A Workplace Inspection form is to be distributed for each lab to each Lab Supervisor. Each Lab is to have a self-inspection and then an inspection team will carry out a follow-up inspection. The roles and responsibilities for each lab supervisor.
b. Commercialisation
Staff were reminded that contract work cannot commence until there is a contract in place. The Legal and Commercial Unit will only commit to a two week turn around. Staff were requested to inform their clients that it will take at least two weeks before work will be commenced.

4. Course and Subject Approvals
4.1 Minor Course Amendments
4.1.1 Bachelor of Engineering (Mechatronics Engineering)
RESOLUTION 2/05
"That the Faculty of Engineering approve the amendments to the course Bachelor of Engineering (Mechatronics Engineering) from 2006"

4.1.2 Masters of Engineering
RESOLUTION 3/05
"That the Faculty of Engineering approve the amendments to the following Master of Engineering courses from 2006
- ME Coursework
- ME Practice
- ME Management
- ME Asset Management"

4.2 Revised Subject
RESOLUTION 4/05
"That the Faculty of Engineering approve the revisions to the subject ENGG461 Management & Human Factors in Engineering"

4.3 New Subjects
RESOLUTION 5/05
"That the Faculty of Engineering Committee seeks approval from the Senate Standing Committee to introduce the following new subjects from 2006
- MECH252 Engineering Experimentation & Thermodynamics
- MECH340 Fluid Dynamics & Heat Transfer for Mechatronics
- CIVL296 Engineering Computing 1"

5. New Prizes
RESOLUTION 6/05
"That the Faculty of Engineering Committee seeks approval from the Senate Standing Committee to introduce the following new prizes from 2006:
1. Australian Geomechanics Society Award
2. Coffey Geoscience Prize"

6. Other Business
M. Sivakumar suggested an email report from the Faculty’s Senate representatives after each Senate meeting.

Professor CD Cook
Chair
REH: 30.9.2005