Minutes of the Faculty of Engineering Committee Meeting (4/06) held on Tuesday 31st October at 2.30pm

Attend: Dr. G. Alici  Prof. H. Liu
A/Prof Michael Boyd  Mr R. Marshall
Prof H. Brown  Prof T. McCarthy
Dr A. Carew  Dr L. Nghiem
Prof C.D. Cook, Chair  Dr S. Nightingale
Prof R. Dippenaar  Dr D. Nolan
Dr R. Dwight  Ms L. Pollard
Dr C. Fergusson  A/Prof I. Porter
A/Prof Muhammad Hadi  Dr A. Remennikov
Dr J. Horvat  Ms Michelle Riggs
Mrs R. Hamlet (secretary)  Dr D. Saini
Prof B. Indraratna  Ms. V. Schmelitschek
Dr. Z. Jiang  A/Prof M. Sivakumar
Dr O.C. Kennedy  Prof G. Spinks
Dr H. Khabbaz  Dr S. Therese
Dr. B. Kosasih  Prof A.K. Tieu
Dr B. Lemass  Prof B. Uy
Prof Roger Lewis  A/Prof R. Vickers
Dr W. Li  Dr K. Ward
Mr. D. Lind  Dr G. Wang

1. PRELIMINARY BUSINESS

1.1 Apologies and Leave of Absence
Prof S.X. Dou, Prof. A. Rosenfeld, Dr M. Lerch, A/Prof P. Cooper, Prof C. Zhang, A/Prof P. Wypych,
Dr A. Jenkins, Dr. A. Calka

1.2 Confirmation of Previous Minutes
The Minutes (3/06) were confirmed.

1.3 Business Arising from the Minutes
None.

2. DEAN'S BUSINESS

2.1 CEDIR Faculty Service Agreements
Sarah Lambert from CEDIR presented examples of projects undertaken by CEDIR under the Faculty Service
Agreements for 2006. Application form for 2007 projects available soon with a deadline of end of November.
Staff were encouraged to apply and it was noted assistance with applications was available from Sarah & Anna
Carew.

2.2 Faculty Student Equity Diversity Liaison Officer
Virginie Schmelitschek was welcomed to the Faculty and spoke on her role to provide student information and
referral.

2.3 Enrolments for Next Year
Record number of first preferences. Faculty budget system has been expanded to include student numbers.
Increase in workload should be supplemented by part-time teaching.

2.4 Carrick Grant Research Assistant
Dr Sandrine Therese was welcomed to the Faculty. The Faculty has received a major teaching grant from the
Carrick Institute that Sandrine will be working on with Anna Carew and other Engineering Academics.

2.5 Research Grant Outcomes
Staff were congratulated on successful research grants this year.

2.6 Space
Space Report has been published. The Faculty has rooms showing very small usage as Engineering
laboratories can be used without persons being present. All teaching spaces throughout the University are
likely to become Common Teaching Areas and be centrally timetabled.
2.6 Questions/Discussion
None.

3. REPORTS
3.1 School Reports:
3.1.1 School of Civil, Mining and Environmental Engineering – B Uy
Advertisements have been placed for a Professor of Water Engineering and two lecturer positions to replace staff who have resigned and will be retiring. Appointments should be made by the end of the year. Discussions have been held with the Southern Councils group regarding a large shortage of engineers and potential scholarships.
3.1.2 School of Engineering Physics – R Lewis
Staff have been involved in Schools visits and judging of regional science fair. Proposed a letter be sent to Peter Fisher’s family in celebration of Peter Fisher’s contribution to the Faculty.
3.1.3 School of Mechanical, Materials and Mechatronic Engineering – K Tieu
Student Cadets numbers are rising, Gursel Alici and Kiet Tieu have been overseas on marketing visits. The Professor of Metallurgy will commence with the School in early January.

3.2 Faculty Operations:
3.2.1 Technical Staff – R Marshall
Ratios of technical staff work have remained the same as reported at last meeting.
3.2.2 Administration Staff – L. Pollard
Admin Staff have participated in Early Entry and Engineering Studies Day. Rhondalee Cambareri is on secondment until December. Chris Waltham is assisting with postgraduate matters.

3.3 Marketing Reports:
3.3.1 Recent International Initiatives
Bill Damachis has been appointed Manager of Transnational Programs and Amanda Waren has been transferred as support for this position. Chris Cook attended IDP Exhibitions in India. Engineering will be requesting funding from the Vice-Chancellor to appoint an Engineering International Officer.
3.3.2 Domestic Marketing
Staff were thanked for their participation in Careers Markets, Early Entry & Engineering Studies Day. Options Day will be held in January. Engineering Studies Day had a record number of schools participating. Bob Wheway and Carmelle Scott were thanked for their hard work in coordinating this event.

3.4 Faculty Committee Reports:
3.4.1 Faculty Education Committee – R Vickers
Major changes to subjects/courses for 2008 need to be submitted now to meet the new University guidelines. All student special considerations now need to be submitted through SMP with a response within 5 days. Education Committee are reviewing Graduate Attributes with assistance from Anna Carew. Student Equity Diversity Liaison Officers to become ex-officio members of Faculty Education Committees. Staff were requested to note that it is against the Code of Practice – Teaching for marked Assignments not to be returned to students before Exams, and Assignments to be due in Stuvac.
3.4.2 Faculty Research Council and Committee – R. Lewis
Overall funding for Small grants has increased. Engineering and ISEM has received five out of the nine ARC grants and 50% in each 4 categories of Linkage grants. A feedback session for unsuccessful applicants has been held. PG scholarship application forms are due. Final interviews for CRC to be held at end of November.
3.4.3 Faculty Workplace Advisory Committee – R. Marshall
Technical staff would like more consultation on thesis topics as the Faculty does not always have enough infrastructure. Check list to be developed to look at scope & safety issues of thesis topics. Structure of Thesis subject to be discussed at Faculty Education Committee.
3.4.4 Faculty Workload Committee Report – P Cooper
Workload documents to be distributed this week.

3.5 Other Reports:
3.5.1 Commercialisation – D. Lind
Several Patent submissions are being looked into. Commercial revenue is lower this quarter, than last.
3.5.2 Other Faculties & Library
Information on the Library extension is available from a link on the library web page. Subject outlines and reading lists need to be given to the library as soon as possible to enable the library to purchase new or additional reading material.

4. COURSE AND SUBJECT APPROvals None

5. OTHER BUSINESS None

6. DATE OF NEXT MEETING TBA