Minutes of the Faculty of Engineering Committee Meeting (2/07) held on Tuesday 19th June at 2.30pm

Attend: Dr. A. Abraham (Commerce) 
Dr. G. Alici 
A/Prof E. Baafi 
Prof C.D. Cook, Chair 
Mrs. L. Cooper (Library) 
A/Prof P. Cooper 
Dr C. Fergusson (Science) 
Dr. J. Horvat 
A/Prof P. Gibson 
A/Prof Muhammad Hadi 
Mrs. R. Hamlet (secretary) 
Prof B. Indraratna 
Dr H. Khabbaz 
Prof Roger Lewis 
Dr W. Li 
Mr R. Marshall 
Mr S. Needham 
Dr L. Nghiem 
Dr A. Pan 
Ms L. Pollard 
A/Prof I. Porter 
Mr S. Van Duin 
A/Prof R. Vickers 
A/Prof P. Wypych

1. PRELIMINARY BUSINESS

1.1 Apologies and Leave of Absence 
Prof R. Dippenaar, Ms. M. Evans, Dr Z. Jiang, Prof E. Pereloma, Dr S. Liyanapatharina, A/Prof M. Sivakumar, Prof A.K. Tieu, Dr D. Saini, Dr. N. Sheikh

1.2 Confirmation of Previous Minutes 
The Minutes (1/07) were confirmed.

1.3 Business Arising from the Minutes 
None.

2. MATHS 100 LEVEL CALCULUS REVIEW 
Dr Caz Sandison from the School of Mathematics and Applied Statistics was welcomed to the meeting, and reported on an initiative being carried out by the School to ensure their Maths servicing subjects are appropriate. A/Prof Rodney Vickers to coordinate Engineering Liaison Committee to liaise with Coordinator of the project, Dr Mark Nelson.

2. DEAN’S BUSINESS 
2.1 Building 8 Update 
Stage 1 completed by end of the week. Building 8 staff will be relocated to this area while remaining stages are completed.

2.2 Building 6 Update 
The University is intending to apply for Federal Government Funding to replace Building 6. Concept plans have been circulated for a three-storey building with a High Bay area.

2.3 China 
The Dean had visited University of Science and Technology Liaoning where he was an invited speaker at the 2nd Liaoning (Shenyang) Chinese – Foreign University Presidents Forum. The Faculty have received enrolments from this University. Bill Damachis and Iain Lockie also attended the Forum and are also visiting other institutions.

2.4 EEO Survey 
Staff were requested to complete the on-line EEO Survey as this is a statutory requirement and the University is measured on the ability of staff to understand EEO.

2.6 Questions/Discussion 
None.
3. REPORTS
3.1 School Reports:

3.1.1 School of Civil, Mining and Environmental Engineering – B. Indraratna
New Lecturer, Neaz Sheikh has commenced. The School has two Endeavour Scholarship Fellows. The search for a Professor of Water has been unsuccessful and the School may look at appointing an Associate Professor in this field. Muhammad Hadi and Long Nghiem are working on an Annual School Report. Samanthika Liyanapatharina has received an ARC Award.

3.1.2 School of Engineering Physics – R Vickers
No report.

3.1.3 School of Mechanical, Materials and Mechatronic Engineering – P Cooper
Building 8 refurbishment has commenced. The Energy Futures Network has been developed across campus. Staff wishing to be part of this group should contact Paul Cooper. Funding is available to bring high profile speakers from overseas, half scholarships and summer scholarships and provision for travel to build links. Brochures are on the web.

3.2 Faculty Operations:

3.2.1 Technical Staff – R Marshall
Ian Kirby has retired and Peter Anthony and Norm Gal are retiring early next month. Discussions are being held with Dean and Heads of School regarding filling these positions. The Faculty has four apprentices working in the workshop, manufacturing, CME and the electronics workshop. A large amount of Tech staff time has been in teaching labs and classes. Workshop, Lab and IT Job Lists are available to staff on the Faculty web page.

3.2.2 Administration Staff – L. Pollard
Jade Kennedy is now working in the EEO Unit and Tara McIntyre has been employed until December 2007. Exams, Committee meetings and teaching surveys have received academic support. Early Entry applications open on 1st July. Interviews will be held on 27th & 28th September and staff were requested to be available to participate with these.

3.3 Marketing Reports:

3.3.1 Recent International Initiatives – C. Cook
Iain Lockie is in China visiting various institutions.

3.3.2 Domestic Marketing – L Pollard
Staff have attended careers markets in Albury Wagga Dubbo Forbes & Bathurst and the St. George area. A Year 10 Information evening in the McKinnon Building is being held.

3.4 Faculty Committee Reports:

3.4.1 Faculty Education Committee – R Vickers
Staff were requested to become involved in the Maths initiative to review the Maths first year servicing subject. Changes have been made to Teaching Surveys after staff feedback. Faculty Education Committees to decide which subjects to be surveyed and every 5 years all subjects to be surveyed. University has a new set of Graduate Attributes that Faculty attributes will need to link with. The Faculty has received an ESDF grant to assist with this. The Faculty has a CEDIR Service Agreement to assist with curriculum review. BSc/Nuclear Science & Tech approval has now been fast-tracked.
Ian Porter reported on thesis and asked for staff comments on changing the requirement for Pass students to an elective subject plus project to replace thesis.

3.4.2 Faculty Research Council and Committee – R. Lewis
ARC Discovery Project Assessor reports now available and information session will be held. ARC Federation Fellows data shown and observations and topics. ARC Linkage announced last month – Paul Cooper was congratulated. RIGB on the web – comments made and tabled.
Faculty Research Funds will be dispersed with an emphasis on staff who are not in a research strength.

3.4.3 Faculty Workplace Advisory Committee – R. Marshall
Most laboratory areas have been self-inspected. Follow-up inspections need to be done before Spring Session. Academic representation on the WAC is poor and there are a few members who have never been to a meeting.

3.4.4 Faculty Workload Committee Report – P Cooper
Workload data collected this year will be for teaching and research activities over the past year and date of collection period will be brought to enable Heads of Schools to plan for teaching allocations etc. A draft workload form will be distributed by first week of July.
Due to Rodney Vickers taking over Head of School in Engineering Physics there is now an elected position available on this Committee.

3.5 Other Reports:
3.5.1 Commercialisation – S Needham
Defence capability assessment for UoW available mid July (Quad chart form).
Ongoing discussions with Ausindustry in Shanghai about possible collaboration opportunities.
PCT phase patent filed – Inventor A/Prof M. Hadi.
Research income last six months Jan-June $662k via 20 contracts.

3.5.2 Library
Bernadette Carr will be commencing on the 19th July as the Engineering Faculty Librarian.

4. COURSE AND SUBJECT APPROVALS
4.1 New Course
The new course Master of Rolling Stock Engineering – funded by the CRC Rail was noted.

4.2 New Subjects
The following new subjects were noted
ENGG928 Rolling stock dynamics and bogies
ENGG929 Rolling stock construction maintenance and design
EESC312 Resource Geology for Engineers
MECH453 Financial Management for Engineers.

5. Senate Committee Vacant Positions
Five Senate faculty positions vacant end of June. Expressions of interest was sought. Ian Porter, Richard Dwight and Muhammad Hadi were nominated.

6. OTHER BUSINESS
No other business.

6. DATE OF NEXT MEETING Tuesday, 11th September 2007, 2.30pm, Room 1.105

Professor CD Cook
Chair
REH: 19.6.07