

**FACULTY OF ENGINEERING COMMITTEE**

Minutes of meeting (4/2008) held in 4.118 on Tuesday, 28th October 2008 at 2.30pm.

Attend:	Dr A. Abraham	A/Prof B. Lemass
	A/Prof E. Baafi	Dr W. Li
	Prof C. Cook	Prof Roger Lewis
	A/Prof P. Cooper	Ms E. Manning
	Prof R. Dippenaar	Dr B. Monaghan
	Ms. M. Evans	Dr J. Nemcik
	Dr C. Fergusson	Prof E. Pereloma
	Dr C. Freeth	Ms A. Philips
	Dr D. Hastie	Ms L. Pollard
	A/Prof Muhammad Hadi	Dr C. Rujikathamjorn
	Mrs R. Hamlet (secretary)	A/Prof R. Vickers
	Mr David Hastie	Dr J.S. Vinod
	Prof B. Indraratna	Ms K. Ward
	Mr Des Jamieson	A/Prof B. Zealey
	Dr Z. Jiang	Prof Chao Zhang
	Dr B. Kosasih	

1. PRELIMINARY BUSINESS**1.1 Apologies and Leave of Absence**

Peter Gibson, Zhixin Chen, Samanthika Liyanapatharina, Gursel Alici, M. Sivakumar

1.2 Confirmation of Previous Minutes – 3/2008

Confirmed.

1.3 Business Arising from the Minutes

None.

2. IT REGISTER

Des Jamieson demonstrated the Faculty On-line Register of IT Work. This will be placed on the Faculty Home page and staff were requested to log all IT work requests into this Register from Wednesday 29th October. To streamline IT staff workloads a roster system will operate with one IT staff person being available for "emergency" and "quick" work leaving the remainder IT staff to work without interruption on the "registered" work list.

3. DEAN'S BUSINESS**3.1 Smart Infrastructure Facility**

The University has been short-listed for HEEF funding to replace Building 6. Interviews will be held in Canberra on 18th November. Staff are putting proposals together for the use of Building 6.

3.2 Student Intake

First preferences are 50 down from last year. Second preferences are okay and Early Entry numbers were up. Staff were requested to participate in phone around in the crucial "window" of 18-19th December. Staff were also congratulated on improvement in turn-around time of marked assignments.

3. REPORTS**3.1 School Reports:****3.1.1 School of Civil, Mining and Environmental Engineering**

Dr Jayan Vinod was welcomed as a new staff member of the School. Mining position has yet to be filled. Research income has increased. There have been two Geomechanics Awards and three Endeavour Awards.

3.1.2 School of Engineering Physics

Physics staff were congratulated on the recent round of grants, in particular Anatoly Rosenfeld for his NHMRC Grants.

3.1.3 School of Mechanical, Materials and Mechatronic Engineering

Successful Research Strategy Workshop has been held with Judy Raper and Roger Lewis as speakers. Richard Dwight has delivered a course in Hong Kong. Peter Wypych has delivered a course in Singapore. SAE team competition will be held in last week of November.

3.2 Faculty Operations:

3.2.1 Technical Staff

Ron Marshall on Long Service Leave. Alan Grant reported large equipment being moved from Civil High Bay to reduce noise. CME are looking at how to better use technical staff.

3.2.2 Administration Staff

The advertised position for international marketing and admissions officer will be short-listed this week. Provisional timetable for next year due out this week. Paul Cooper thanked Carey Freeth for all his work on the Assignment bar-coding project which will be implemented next year.

3.3 Marketing Reports:

3.3.1 Recent International Initiatives

Research brochure is working well and is now on-line and can be updated at any time. Staff were requested to send suggestions to Anji. Anji has been to China to do profiling and will be doing this twice each year. Anji and Chris Cook attended the Chile-Australia Exhibition in Chile. Staff going to Chile should let Anji know. Thanks was given to staff who sent PhD and Masters projects to appear on the web shortly. The Faculty received only three Endeavour Scholarships this year in one area and staff were reminded support is needed from the researcher who the applicants would like to work with. The Faculty had the highest UoW research scholarship applications this year.

3.3.2 Domestic Marketing

Staff were thanked for their participation in Early Entry interviews. First round offers through UAC are down. The Faculty is requesting an increase in scholarships from the Vice Chancellor. It will be crucial when offers are out to have academic staff available to do phone around on 18th & 19th December. Engineering Studies Day is being held over two days. Honeywell Summer School is being held in December.

3.4 Faculty Committee Reports:

3.4.1 Faculty Education Committee

A process to be developed within the Faculty to reflect on subject surveys. MMM are now returning marked assignments within two weeks. As part of the Faculty's Quality Improvement the way thesis students are treated is being looked into. At present we are not servicing them well. Under discussion is the option of only Honours degree students having the opportunity of working on a thesis topic. Also the number of research students per academic supervisor is being looked at. Academic staff will not get credit in their workload data for having over a particular number of students. There is also current discussion on the MEPrac courses due to a change in International Student Government policy.

3.4.2 Faculty Research Council and Committee

Small grants tabled; only 50% success rate this year. Less than 50% success rate across whole University. Feedback session was well attended. There will be more emphasis in the future on multi-faculty applications. Faculty should be thinking about research with medical goals with Graduate School of Medicine. MMM Research Strength Workshop went well. Graduate Medicine. ARC outcomes tabled. Faculty received only one Postgraduate Endeavour Award that went to Geotechnical Engineering. Background was given of future fellowships. Faculty received 21 University Scholarships last year. This year's scholarship applications are being ranked. Faculty held a third year student lunch for students interested in research. URC Grants are due this week.

3.4.3 Faculty Workplace Advisory Committee

Heads of School are receiving a monthly Safety Report showing the numbers of SWPs for equipment etc. and lab inspections that have been completed. Hazards and Incident Reports are on the on-line system but this is not available to Macs as yet. E-tagging almost complete. Staff were request to inform Ellen Manning if they know of an area that still needs to be done. Updating ChemAlert with chemicals held in Faculty is almost complete. There have been a few manual handling issues across the Faculty. Staff were requested to do a risk assessment or SWP before any manual handling task. There have been discussions at WAC meetings with regard to training of undergraduate students. It is assumed that the subject ENGG361 covers this. ISEM have moved to Innovation Campus. The Polymer Lab staff were thanked for their lab cleanup.

3.4.4 Faculty Workload Committee Report

To meet on Thursday to look at Workload Data forms that staff have submitted and will probably meet again before Xmas to discuss some issues that have been raised in last few months. At the first Faculty meeting next year the Workload Committee will be putting forward recommendations. The University Workplace Productivity Reference Group is looking at upgrading the Career Development Interview system to a more centralised-web-based system. Workload data is being used in CDI's etc. Paul Cooper attended the last GO8 meeting and it was reported that all universities are doing the same thing.

3.5 Other Reports:

3.5.1 Commercialisation

Commercial research activities have increased this year.

4. NEW PRIZES

4.1 The Orica Australia Award - noted.

4.2 The Coffey Geotechnics Prize - noted.

There was discussion on the size of Faculty prizes and whether larger prize money should be negotiated for future prizes.

5. ELECTIONS OF COMMITTEE REPS**5.1 Probations - 2 year appointments**

5.1.1 One Professorial Male

5.1.2 One Professorial Female

5.1.3 One Academic Male

5.1.4 One Academic Female

5.2 Library - 2 year appointment

Nominations for all vacant committee representative places were called for. An email election will take place. A/Prof Brett Lemass was thanked for his work with the library.

6. OTHER BUSINESS

No other business.

7. DATE OF NEXT MEETING TBA