



Faculty of Engineering

FACULTY COMMITTEE MINUTES –1/2005

Minutes of the Faculty of Engineering Committee Meeting (1/05) held on Tuesday 15th March at 2.30pm

Attend:	Dr. G. Alici	Prof T. McCarthy
	Dr G. Brickell	Mr Anthony McInnes
	Dr T. Chandra	Dr A.G. McLean
	Dr Z. Chen	Dr B. Monaghan
	Prof C.D. Cook, Chair	A/Prof I. Porter
	A/Prof P. Cooper	Dr A. Remennikov
	Dr R. Dwight	Ms Michelle Riggs
	Dr C. Fergusson	Dr D. Saini
	Dr J. Horvat	Prof G. Spinks
	Dr C. Freeth	Dr G. Takacs
	Dr A. Golab	Prof A.K. Tieu
	Mrs R. Hamlet	Prof B. Uy
	Dr. K. Konstantinov	Dr R. Vickers
	A/Prof Roger Lewis	Ms K. Ward
	Dr W. Li	Prof. C. Zhang
	Mr R. Marshall	

1. Preliminary Business

1.1 Apologies and Leave of Absence

Brett Lemass, Julie Romanowski, Rian Dippenaar, Michael Boyd, Muhammad Hadi, Carey Freeth, Peter Wypych, Ernest Baafi

1.2 Confirmation of Previous Minutes

The Minutes (4/04) were confirmed.

1.3 Business Arising from the Minutes

None.

2. Dean's Business

2.1 Devolution of Housekeeping

Housekeeping and Part-time teaching budgets have been passed to Schools for this year, and equipment will shortly follow. Printing and photocopying costs will continue to be paid from the Faculty budget but there is a need for this to be reduced eg by use of library and electronic readings, cost recovery via using printery and bookshop. Motor Vehicle expenses are also being paid from the Faculty budget and the replacement or removal of vehicles is being discussed at the Head of School Meetings. Views regarding this should be sent to Head of School or the Dean. The University has negotiated good rates from Hertz for staff hire of vehicles.

2.2 Use of Atrium

Proposal to have ongoing displays of research work etc in the Atrium were discussed and comment invited.

2.3 Student Enrolments 2005 and Mathematics Enabling Subject

Summary of latest enrolments figures was given. Maths Enabling subject is a new 6cr point non-HECS subject which does not count towards a degree but assists students who do not meet the Maths enrolment criteria. Congratulations were given to Marina Evans, Julie Romanowski & Ian Porter and the many other staff who worked throughout the year on 2005 enrolments.

2.4 Electronic Readings

Helen Mandel from the Library informed the meeting of the library electronic readings service for power point slides, lecture notes etc. Copyright Officer in the library is available for consultation regarding copyright compliance. Comments to be forwarded to Rodney Vickers for discussion at Faculty of Engineering Education Committee.

2.5 Questions/Discussion

None.

3. Reports**3.1 School Reports****a. School of Civil, Mining and Environmental Engineering**

The School have discussed the possibility of having two or three Research groups.

b. School of Engineering Physics

No report.

c. School of Mechanical, Materials and Mechatronic Engineering

Gursel Alici has taken over as leader of Mechatronics. The number of enrolments this year was the result of a great effort from the staff of the school, who should be thanked.

3.2 Faculty Operations**a. Technical Staff**

Report tabled. Research continuing to maintain a good portion of technical staff time. New apprentice has commenced work with the workshop.

b. Administration Staff

Exam Schedule is due this Friday 18th March. Prize evening will be held on 7 April in the Function Centre.

It was announced Julie Romanowski has resigned.

MOVED by Paul Cooper, seconded Ian Porter, passed unanimously "The Faculty of Engineering thanks Julie for all her hardwork as Faculty Administration Manager, and wishes her all the best in her new position".

3.3 Faculty Committee Reports**a. Faculty Education Committee**

Review Committees have been set up to review ENGG101 and ENGG251.

Quality assurance is ongoing with good practice case studies, discussion on group work, creative work procedures & guidelines with feedback being sought.

b. Faculty Research Council

Devolution of management of research students to Schools to spread the substantial Head of Postgraduate Studies load to three school based Head of Postgraduate Studies and to provide Schools with more ownership of research students is likely to be implemented. In addition research maintenance funding and progression through student degrees will be managed more strongly by Schools. The Dean has discussed with ISEM & the Steel Institute the allocation of their students to Engineering Physics and Mechanical Materials & Mechatronic Engineering for the purposes of Head of Postgraduate Studies reporting and management. Research Council has allocated money to research areas.

c. Faculty Workplace Advisory Committee

Report noted. A new Chairperson will need to be elected as Julie has resigned. A new OH&S Coordinator funded by the OH&S Unit will be with Engineering half time commencing early April. Consultant, Ian Edgar, is assisting the Faculty with inspections of high risk labs. He is formulating a

program to train mainly School Safety Committees in inspection of laboratories. Towards the end of the year the Faculty will be audited internally and audited by Workcover next year.

d. Workload Committee

Workload data for 2004 has been published for members of academic staff. Balance of workloads across schools is reasonable within the accuracy of the Workload Model.

3.3 Marketing Reports

a. International Marketing

Chris Cook reported on his trip to Dubai. University of Tehran is a contact for us. Our Indian agents have been changed in an effort to provide higher quality intake from India.

b. Domestic Marketing

Discovery Day was well attended and thanks was given to participants and organisers. Career Markets start with Illawarra Careers Market Expo on 10 & 11 May.

3.4 Reports from other Faculties and Library

Paul Cooper reported from Faculty of Arts where the restructure of general staff has caused concerns and it was expressed that it was hoped that this Faculty would continue to consult staff about all changes.

Koren Ward reported from Informatics. Nortel is departing and so far the University is undecided on what will happen with the space that they occupy.

Michelle Riggs reported from the library and distributed brochures for teaching staff with contacts for e-readings, websites and copyright etc.