1. Meeting Attendance
   Present:  
   **Staff** – Dr Gianluca Demartini, Ms Erin Hulme (School Manager), Ms Karen Kinnear, Dr Larissa Meinicke, Mr Richard Newport, Dr Peter O'Shea, Ms Alexandra Peake, Mr David Reeves, Dr Peter Sutton (Deputy HOS T&L)
   
   **Students** – James Stuart (Chair), Elias Blanch, Jack Caperon, Anabelle Cooper, Nicholas Lambourne, Jenna Macdonald, Madhav Mishra, Matthew O'Meally, Joshua Sutton, Digby Tilse, Anna Truffet, Brae Webb
   
   **Apologies:**  
   **Staff** – Mr Matt Luscombe, Dr Rahul Sharma, Dr Stephen Viller
   
   **Students** – Shuyi Chen, Alexandra Crawley, Harrison Cusack, Da Han, Guoxiang Li, Ariane Mora, Ryan Phelan, Daniel Ward, Jason Weidner

2. Confirmation of Minutes – Meeting 3, 2019
   The Minutes of the meeting held on 28 August 2019 were taken as read and confirmed.

3. Business Arising from the Minutes
   3.1 Vending Machine
   It was agreed that, as discussions regarding the Vending Machine had been held with the Maker Space, involvement from the SCC was no longer required. Matthew O’Meally will brief Peter Sutton, new Deputy Head of School (Teaching & Learning) about the proposal.
   
   3.2 ITLC furniture feedback report
   The ITLC Furniture Report was circulated along with the meeting Agenda and discussed at the meeting. Members were reminded of the need to future-proof the room by keeping the furnishings flexible (rather than fixed items), the next step in the process (the submission of a proposal) and the information required to be included in the proposal (ie specifics of furniture and how the items will improve the usability of the room).
   
   Any additional feedback or suggestions regarding furniture for the ITLC should be sent to the Chair, James Stuart.
   
   3.3 Timely availability of assessment information
   This item was carried over from the previous meeting. Karen advised that the School does not collect data on the publishing of final marks but does remind Course Coordinators of the need to provide marks and publish marks and, if not forthcoming, students should contact the Coursework Studies office so that they can follow up with the Course Coordinator.

4. Matters for Consideration
   4.1 Feedback Box / Facebook Page
   - The key for the feedback box was not available.
   - There was no feedback left on the Facebook page.
   
   4.2 Items from Representatives
   4.2.1. ITLC Refurbishment
   Item was discussed under item 3.2.
   
   4.2.2. Discussion of SCC revamp for 2020
   The Chair advised that he had had a meeting with Peter Sutton to discuss the Student Consultative Committee and the need to increase membership and representation (across programs (undergrad and postgrad), year levels, genders and international students). There was a general discussion around how the Committee had run in the past, comparison with cohorts from other faculties, ways in which to increase exposure and increasing students’ understanding of what is involved. Members discussed the previous format of specific roles for representatives (including program and year level specific representatives).
Members also discussed the possibility of creating additional roles to share the workload of the Committee (i.e., a Publicity Officer). Karen said that, due to the changes to the School committee structures, this is an opportune moment to revamp the SCC structure.

Action item: Proposal for revamping the SCC for 2020. Members should send through any suggestions to the Chair, James Stuart.

4.2.3. Student-staff partnership opportunities for 2020
The meeting discussed the current student-staff partnerships and the value of having students taking an active role but also noted that the current method of advertising the partnerships (via jobs) is not well managed and many students are not aware of these opportunities. It was noted that students are also able to suggest student-staff partnerships.

4.2.4. New School leadership appointments and structure
Peter Sutton reported on the School’s revised leadership structure:
- Acting Head of School: Professor Amin Abbosh
- Deputy Head of School (Teaching & Learning): A/Professor Peter Sutton
- Deputy Head of School (Research): Professor Shazia Sadiq
- Program Group Convenors:
  - Information Technology & Interaction Design: A/Professor Stephen Viller
  - Computer Science & Data Science: Dr Gianluca Demartini
  - Software Engineering & Cyber Security: Dr Larissa Meinicke
  - Electrical Engineering: Dr Rahul Sharma
- Director of Student Experience: Dr Peter O’Shea

4.2.5. New student representation to ITEE T&L
Peter Sutton reported that, in line with the new leadership structure, the School’s committees had also been revamped and the Teaching & Learning Committee would now comprise the Deputy Heads of School, Program Group Convenors, Director of Student Experience and two student representatives – one Undergraduate Coursework student and one Postgraduate Coursework student. The meeting discussed the roles generally and Peter advised that the School would be recruiting for the roles and would be seeking representatives who were available until the end of 2020.

4.2.6. New staff/new course spinups for 2020
The Chair asked whether Peter Sutton could provide an update on new courses/staff commencing in 2020 and a member asked specifically about a programming course, compulsory for the BCompSc, which is not currently offered by the School. Peter advised that the course is scheduled to commence in Semester 1, 2020 (having been taught previously some years ago). Peter advised that some other upcoming additions/changes will include the introduction of Vulnerability Assessment and Penetration Testing (formerly known as Ethical Hacking) in Semester 1 2020, some masters level cyber security courses (the first to be offered in Semester 2 2020 and then rolled out progressively) and some minor changes to the MDataSc (including DATA7903).

4.2.7. How are T&L going to be tackling quality problems/continuous improvement goals?
The Chair queried how the T&L Committee would be handling course quality issues and other issues such as the gaps between CSSE1001, CSSE2002 and CSSE2310 which led to a more general discussion about the progression between CSSE1001, CSSE2002 and CSSE2310 and the content of the courses themselves.

Peter Sutton reminded members of the ongoing program curriculum reviews and incoming staff which would lead to many changes over time but that change would not happen overnight. Karen also reminded the meeting that many of the examples of course quality problems that had been provided related to courses
that had changed significantly or to Course Coordinators who had left the University and that students did need to recognise that improvements, whilst slow, were taking place.

5. Other Business
   5.1 School Promotion of Diversity
       Jenna Macdonald requested that the School more actively promote diversity and suggested areas this could be incorporated such as: introductions including personal gender pronouns at the beginning of each semester, inviting a diversity officer to help update the website, displaying posters from the UQ Ally Network throughout the building.

6. Next Meeting
   The next meeting is due to take place in Week 10, 25 September, 2019.