Student Consultative Committee
School of Information Technology and Electrical Engineering

Meeting 1/2019
27 March 2019

1. Meeting Attendance
   Present: **Staff** – Ms Erin Hulme (School Manager), Dr Gianluca Demartini, Mr Matt Luscombe, Dr Mithulan Nadarajah, Mr Richard Newport, Ms Alexandra Peake, Dr Philip Terrill, Dr Stephen Viller (Director of Coursework Studies)

   **Students** – James Stuart (Chair), Jack Caperon, Alexandra Crawley, Shuyi Chen, Evan Hughes, Guoxiang Li, Frank Mudole, Matthew O’Meally, Joshua Sutton, Brae Webb

   **Apologies:** **Staff** – Professor Michael Brünig (Head of School), Ms Karen Kinnear, Dr Marius Portmann, Mr David Reeves

   **Students** – Elias Blanch, Harrison Cusack, Da Han, Jenna Macdonald, Ariane Mora, Ryan Phelan, Daniel Ward, Jason Weidner

2. Nomination and election of Chair and Vice Chair of SCC
   The Chair of this committee will lead meetings and serve as the SCC member on the ITEE School Teaching and Learning Committee. The Vice Chair will serve as a ‘back-up’ and support the Chair.

   Mr James Stuart was unopposed in his nomination as Chair, and will fill this role.

   Mr Joshua Sutton was unopposed in his nomination as Vice Chair, and will fill this role.

   All members of the Committee introduced themselves and it was noted that most members were from the Engineering programs and in higher years of study (4th and 5th years). Committee members were asked to encourage other students to join to increase the representation and diversity of the Committee (to increase the number of 1st and 2nd year students, students from the Information Technology and Computer Science programs and female students) due to the different problems/situations that they might encounter.

3. Confirmation of Minutes – Meeting 4, 2019
   The Minutes of the meeting held on 10 October 2018 were taken as read and confirmed.

4. Business Arising from the Minutes
   4.1 ITLC furniture feedback report
   There was no further update on the ITLC (78-217) furniture feedback report and the discussion was postponed to the next meeting.

   4.2 Vending Machine
   It was noted that Anna Truffet was no longer a member of the Committee and Alexandra Crawley agreed to take over the project. AC advised that EBESS was re-considering some aspects of the project and there was a general discussion around some of the issues including where the machine might be located. Erin Hulme suggested the EAIT Makerspace might be appropriate once it becomes active and said that she would contact them to discuss the possibility.

   It was agreed that further consideration of all aspects of the project was needed.

   4.3 School Review
   Professor Michael Brünig was unable to attend the meeting so the discussion regarding the School Review was postponed.

5. Matters for Consideration
   5.1 Feedback Box / Facebook Page
   No feedback was retrieved from the feedback box as the key had not been brought to the meeting. Feedback on the Facebook page related to use of the ITLC for non-ITEE related events and was discussed under item 5.2.1.
5.2 Items from Representatives

5.2.1. ITLC Room Bookings
It was noted that the ITLC had been booked for several non-ITEE related events including two ongoing semester long bookings for ENGG1100 and an external engagement event for high school students. Erin Hulme advised that, on this occasion, the Faculty T&L staff had made the decision to book the room without consulting the School and that suitable feedback had been provided. Erin confirmed that the smaller ENGG1100 booking had been moved to an alternative venue. Erin emphasised that there is a great deal of pressure on space due to the University’s current building works and the School may on occasion need to share space where we have had exclusive use in the past.

Stephen Viller commented that this very issue had, in part, prompted the ITLC Furniture Review as one of the main goals was to increase the room’s appearance of being a learning centre rather than general teaching space. Stephen also advised that there are current discussions going on at a Faculty level about the lack of informal study space available to students outside of class time but that any changes would be slow.

5.2.2. ITEE Review Goals / Action Items
James Stuart gave a brief description of the recent review process for the benefit of new members and briefly discussed some of the recommendations to come from that review in particular the recommendation that the School encourage more student feedback. Alexandra Peake confirmed that Michael Brünig was not attending the meeting and suggested rescheduling the discussion.

Stephen Viller advised that MB had, in an informal discussion, expressed the need to keep the conversation moving on how to open lines of communication and the meeting discussed various options (including opening a Slack channel, engaging with the UQCS chatroom).

5.2.3. School Update to Students
Stephen Viller provided a general update reporting that:

- recruitment was ongoing but that it is a very slow process that could see many months between a job being advertised and new staff arriving.
- some steps had already been made in separating shadow coded courses and this was being done opportunistically as resources and staff become available;
- course offerings were changing reactively (in the case of CSSE2010 and CSSE2310) and proactively in the case of new courses being suggested by staff. Phil Terrill also mentioned that a formal engineering review was underway that would affect engineering students in 2021 onwards and student feedback was being sought as part of that review. The meeting discussed how changes to course offerings are advertised and logged.

5.2.4. Academic Integrity
James Stuart summarised previous discussions surrounding academic integrity. Stephen Viller explained that one of the challenges facing the School is that University policy has been driven by disciplines such as humanities and social sciences and covers the written word and referencing external sources but there is little input from coding/design courses. Additionally, there is a shifting scale within the School’s own courses with regards to the different expectations of coding (ie students need to master writing basic code in early courses but higher level courses may allow students to use existing code and to take into account what is acceptable practice in industry).
SV also reported that the Academic Integrity Tutorial had been introduced to several large introductory first level courses (ie INFS1200, CSSE1001) as a pass/fail requirement in order to force students to undertake the tutorial early in their program.

5.2.5. Mid-Semester Check In Surveys
James Stuart advised that other Schools (the Science Faculty in particular) use mid-semester check in surveys as one of the primary tools for seeking feedback midway through the semester and queried uptake at ITEE. Stephen Viller advised that the surveys had been offered to staff as an option but that ultimately it is the decision of the Course Coordinator. The merits of the surveys and other survey methods were discussed including the lack of constructive/reflective feedback, survey fatigue and whether there were other, more effective, methods of obtaining feedback (ie working groups).

6. Other Business
6.1 Advertising in Classes
It was reported that the iLab had been advertising in METR4201 class time and members queried whether the School was aware of this. SV advised that while he personally was not aware it does not mean that the School was unaware.

6.2 Extended Teach Hours
Evan Hughes raised the issue of many classes being scheduled into the 6-10 pm timeslot forcing students to study on Campus as night the issues that raised around lack of support (no admin staff, no lab managers, no IT support) and difficulties with transport later in the evening. Erin Hulme suggested that after hours support could be reviewed but that the School has no control over scheduling.

6.3 ELEC 4403 Equipment
Matthew O’Meally reported that a student had raised an issue regarding ELEC4403 and the lack of access to equipment (ie ECG pads) outside of scheduled practicals.

7. Next Meeting
The next meeting is due to take place in Week 10, Semester 1, 2019.