SCHOOL OF INFORMATION TECHNOLOGY AND ELECTRICAL ENGINEERING

STUDENT CONSULTATIVE COMMITTEE

The next meeting will be held as follows:

**DATE:** Wednesday, 25 September, 2019

**TIME:** 12:00 pm to 1:30 pm

**VENUE:** Room 217, General Purpose South (78-217)

**NOTE:** This meeting is being recorded solely for minute taking purposes. Please let the Chair know if you want the recording stopped at any stage during the meeting.

25 September 2019

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A G E N D A

04/19

1. **Apologies** (Please email apologies to enquiries@itee.uq.edu.au)

2. **Confirmation of draft minutes of meeting held on 21 August 2019**

3. **Matters Arising from the Minutes**
   3.1 Feedback on ITLC furniture report
   3.2 Improving student representation and revamping the SCC for 2020

4. **Matters for consideration**
   4.1 Feedback Box/Facebook Page
      4.1.1 Feedback from the Box or Facebook page
   4.2 Items from Representatives
      4.2.1 Diversity, inclusiveness, disability
      4.2.2 Follow ups from previous meetings
      4.2.3 Organising representative positions for next year

5. **Other Business**

6. **Next Meeting**
1. Apologies received to-date:
   Staff: Karen Kinnear, Erin Hulme
   Students: Alexandra Crawley

2. Confirmation of Minutes
   2.1 Acceptance of previous minutes
       Previous minutes will be accepted for publication and uploaded to the ITEE Website.

3. Business Arising
   3.1 Feedback on ITLC furniture report
       Update on feedback received after release of ITLC furniture report at Meeting #3.
   3.2 Improving student representation and revamping the SCC for 2020
       Discuss how to improve student representation. Refer to the Staff Guidelines - Effective Student Representation on UQ Committees document, to be circulated prior to the meeting, for ideas.

4. Matters for consideration
   4.1 Feedback Box/Facebook Page
       4.1.1 Feedback from the Box
           Any items from the box will be noted here.
   4.2 Items from Representatives
       4.2.1 Diversity, inclusiveness, disability
           Diversity, Disability & Inclusion handbook to be circulated prior to the meeting.
       4.2.2 Follow ups from previous meetings
           Exam feedback, seeking feedback from tutors (not directly through coordinators), better preparation of courses
       4.2.3 Organising representative positions for next year

5. Other Business

6. Next Meeting