Meeting 1/18 29 March 2018


**Apologies:** Jimmy Po, Kate Dunne, Robert Fraser, Karen Kinnear

**Feedback Box/ Facebook page:**

There were two items received:
- The first was a facilities matter (hot/cold water tap in 217 not working)
- The second is regarding the use of room 217 by EAIT Employability, which will be an item on the agenda.

**Election of Committee Chair**

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 and Mr Matthew O’Meally nominated for the position of Chair. Mr Stuart was elected with a majority. Votes were counted by a neutral staff member, a student and the committee secretary.

Mr Sacha Borowski-Davies was unopposed in his nomination as Vice Chair, and will fill this role.

**Items from Representatives:**

**ITLC bookings**

Concern has been raised as to the increased use of ITLC space by non-ITEE students. This semester, EAIT Student Employability have been using this space for many of their sessions.

Stephen Viller provided background on the creation of the room. The School has met with EAIT Employability and spoken to the Faculty room booking unit, regarding use of the space.

EAIT Employability have agreed to co-use the space for their sessions (with the exception of a few events where external industry partners are running sessions). These sessions will be kept to a minimum. Usage of the room by non-student groups should decrease as the semester advances.

**ECP amendments and course-wide extensions.**

It appears that there is some uncertainty regarding the availability and process for seeking extensions.
The School confirmed that extensions are still available in the ITEE Courses (with exceptions). The information on seeking extensions is found in Section 5.3 under the assessment section of each Course Profile. If an assessment submission date changes the Course Profile will be amended accordingly.

**Tutor payment system**
A new tutor payment system has been implemented (UQ-wide) this semester. Multiple issues have occurred with the system, causing large additional work to professional staff, and financial / personal pressures on tutors.

Ms Howells provided an update.

**Cohort activities for year levels**
It was suggested conducting more cohort activities, perhaps at a year level within the School, might create more school identity and a positive experience for students.

The School will explore trialling this activity. The SCC to report back the type of activity they would like, after speaking to their peers.

**Other Business:**

**Peer Assessment Factor (PAF) assessment.**
Students were hearing that there would be an overhaul of PAF assessment. The Director of Coursework Studies explained there is constant re-evaluation and consideration of assessment.

There are no formal plans to remove, or implement a new means of applying PAF for ITEE courses at this stage.

**Mental Health Awareness for ITEE students:**
There was broad discussion on how the School could inform students of services available to them should they be struggling with their well-being and/or university life. UQ is increasing the effort and resources being provided to Mental Health.

The School’s Coursework Studies office will create a slide for the course coordinators to display in lectures as well as adding the content to blackboard sites. The information is to focus on the Services provided by UQ Student Services.

JP and SV