1. **Meeting Attendance**

   **Present:**
   - **Staff** – Professor Michael Brünig (Head of School), Ms Karen Kinnear, Ms Lorna Macdonald, Mr Richard Newport, Ms Alexandra Peake, Mr David Reeves, Dr Stephen Viller
   - **Students** – James Stuart (Chair), Alexandra Crawley, Ankit Sharma, Anna Truffet, Atemeiio A Redulla, Evan Hughes, Jack French, Josephine Tuntomo, Joshua Sutton, Katherine Dunne, Min Jae Lee, Robert Fraser

   **Apologies:**
   - **Staff** – Ms Jennifer Croud, Dr Hanna Kurniawati, Dr Ben Matthews, Dr Mithulan Nadarajah, Dr Marius Portmann, Dr Philip Terrill
   - **Students** – Anastasia Laczko, Egide Ndazimana, Guneet Kaur, Henry O'Brien, Jacqueline Barton, Jimmy Ching Sze Po, Jordan Corser, Louis Yang, Madeline Lockyer, Matthew O'Meally, Matthew Rumanang, Michael Lim, Sacha Borowski-Davies, Sam Gray, Siddharth Amarsee, Sin Jen-Wei, Tia Dimbek Gabron, Waseem-Ahmed Karim, William Garske

2. **Confirmation of Minutes – Meeting 2, 2018**

   The Minutes of the meeting held on 16 May 2018 were taken as read and confirmed.

3. **Business Arising from the Minutes**

   **3.1 ITLC Usage**

   Karen Kinnear reported that student use of the ITLC (78-217) has, where possible, been prioritised and the School will continue to work with the timetabling / bookings team to ensure this continues.

   **3.2 Submission of the ITLC furniture feedback report**

   There was no further update on the ITLC furniture feedback. James Stuart said that he would follow up on this.

   **3.3 ITEE SCC Posters**

   Anna Truffet reported that many students were unaware of the SCC meetings and that Clubs and Societies (ie EBESS, Robogals) are happy to help promote the meetings.

   Alexandra Peake confirmed that the School had received the poster promoting Meeting #3 and it had been added to the School’s screens and printed for distribution on noticeboards.

   **3.4 Plagiarism Procedures**

   The Chair summarised the discussion from Meeting #2 and mentioned particularly that students moving from CSSE1001 to CSSE2002 were confused regarding plagiarism due to inconsistencies between the identification of plagiarism and academic misconduct between the courses.

   Dr Stephen Viller acknowledged that changes to teaching staff in CSSE2002 may have contributed to perceived inconsistencies across CSSE2002. SV also advised that students needed to be aware of the increasing expectations when moving from first year to second and third year courses and confirmed that the School has identified the need for more communication regarding academic misconduct.

   Discussion ensued regarding whether resources are provided to new teaching staff as the tutors in the meeting felt that they are provided with insufficient training or direction for handling misconduct and that consistency is lacking across the School’s courses. Karen Kinnear advised that this had been identified at the tutor debrief at the conclusion of Semester 1, 2018 and would be reviewed but that the Course Coordinator should always be the first port of call. KK advised that feedback is always welcome and the tutor debrief session was very useful and likely to become a regular event.
It was requested that any additional/refresher tutor training be extended to the First Year Learning Centre (FYLC) tutors as the FYLC tutors have, on occasions, witnessed collusion occurring but not known how to deal with the situation.

It was noted that everyone must be very cautious in raising allegations of misconduct against specific students and suggested that the Course Coordinator should be informed so that it could be addressed in a general way.

Karen Kinnear stated that the School has recently reinstated the policy of emailing all students regarding academic misconduct as there are valuable resources and examples on the School's website that are linked in the email.

3.5 **Mental Health Awareness for ITEE Students**

The Chair advised that the School (via Jay Prentice) had distributed mental health materials in Semester 1.

The Coursework Studies team will check if the materials have been updated and distribute again in Semester 2.

3.6 **Feedback Mechanism Proposal**

The Chair summarised the discussion from meeting 2 and asked whether the School had an update regarding the use of check-in surveys.

Dr Stephen Viller advised that the School has not received an announcement from ITaLI as yet. Check-in surveys are offered on an “opt in basis” and while, at this time, the School is unable to monitor who is using the surveys the School will be promoting & encouraging course coordinators to use them.

The Committee agreed that SECATS are not an appropriate method of feedback due, in part, to the number received and the timing. Professor Michael Brünig Professor suggested that the School consider sending formal feedback on the SECat process and outcomes to ITaLI.

4. **Matters for Consideration**

4.1 **Feedback Box / Facebook Page**

No feedback was left in the Feedback box or on the Facebook page.

4.2 **Items from Representatives**

4.2.1 **ITEE Student Drive and Facebook Group**

The Chair reminded the committee that there is a Facebook group and, if members would like to get involved, to contact James Stuart or Evan Hughes for access.

4.2.2 **Vending Machine**

Anna Truffet made a presentation regarding a proposal for a vending machine for students to access affordable electrical parts for self-study and club projects. AT advised that, after initial discussions, EBESS and Robogals are happy to help stock and fund the parts if there is initial funding to help with the purchase of the machine.

There was a general discussion on how to select and source parts and whether discounts would be possible for club members. It was suggested that parts could be selected through consultation with the clubs and societies and generally agreed that a discount would be too hard to manage.

AT advised that UNSW has a vending machine set-up which has been running for several years and which has an online parts catalogue. The UNSW machine was purchased second hand and AT has found second hand machines for sale online for approximately $1,500.00.
Professor Michael Brünig suggested that the School could fund the purchase of the machine if the clubs can commit to stocking the machine. MB said that the School would be happy to support a trial for a set length of time (ie 12 months) but that more details including where the machine would be located are needed to progress the proposal.

4.2.3. Graduation Check Turnaround
Karen Kinnear advised that the EAIT Faculty has self-identified issues with the turnaround for graduation checks and, whilst this is not something the School can directly influence, KK will raise this again at the next EAIT admin meeting.

4.2.4. School Review
The Chair queried what role the Student Consultative Committee would play in the upcoming School Review. Karen Kinnear advised that the School is completely removed from process as the Review is being facilitated by Karen Perkins, EAIT Executive Manager. All queries should be directed to Karen Perkins.

4.2.5. ECP Review Process
Dr Stephen Viller stated that, whilst the review of each ECP prior to publishing is a goal, due to the current staff workloads and staffing constraints this is not always possible. The situation should improve in 2019 as more staff are hired and teaching roles are stabilised.

4.2.6. Course Coordinators’ Training
The Chair queried whether new teaching staff members are provided with training. Dr Stephen Viller advised that new staff are now required to attend new staff workshops and that he would be sending a reminder encouraging all new staff to attend. Karen Kinnear also advised that there are some resources available to new course coordinators and they are encouraged to contact the School’s Coursework Studies team for help.

4.2.7. School Review Submission Distribution
The Chair commented that students felt that the invitation to participate in the School Review had not been circulated widely. The School advised that, as noted in 4.2.4, this was not a decision made at the School level.

5. Other Business
5.1 Reporting of Maintenance Issues
A member of the committee asked where maintenance issues can be reported. School staff advised that building maintenance issues can be reported to the School Office in 78-425. Issues relating to computer labs can be reported to the Helpdesk (student-helpdesk@eait.uq.edu.au).

This led to a general discussion about the School’s facilities and the lack of awareness of some students of the facilities available such as software loaded onto, the need to save to the H: drive (rather than a specific computer’s C: drive, the computer lab availability page.

It was suggested that each computer lab could be provided with signage that directs students to student-helpdesk@eait.edu.au to report any issues.

6. Next Meeting
The next meeting is due to take place in Week 10.