The next meeting will be held as follows:

**DATE:** Thursday, 23 August, 2018  
**TIME:** 12:00 noon to 1:30 pm  
**VENUE:** Room 217, GP 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.

22 August 2018

---

**AGENDA**  
03/18

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

2. Confirmation of draft minutes of meeting held on 16 May 2018

3. **Matters Arising from the Minutes**  
   3.1 ITLC Usage  
   3.2 Submission of the ITLC furniture feedback report  
   3.3 ITEE SCC Posters  
   3.4 Plagiarism Procedures  
   3.5 Mental Health Awareness for ITEE Students  
   3.6 Feedback Mechanism Proposal

4. **Matters for consideration**  
   4.1 Feedback Box/Facebook Page  
      4.1.1 Feedback from the Box  
   4.2 Items from Representatives  
      4.2.1 ITEE Student Drive and Facebook Group  
      4.2.2 Vending Machine  
      4.2.3 Graduation Check Turnaround  
      4.2.4 School Review  
      4.2.5 ECP Review Process  
      4.2.6 Course Coordinators Training  
      4.2.7 School Review Submission Distribution

5. **Other Business**

6. **Next Meeting**
1. Apologies received to-date:
   Josephine Tuntomo, Matthew O’Meally, Jordan Corser

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 ITLC Usage
   EAIT Room Bookings has been contacted and fewer bookings are being made in the ITLC.

   3.2 Submission of the ITLC furniture feedback report
   Confirmation that the report was received.

   3.3 ITEE SCC Posters
   Posters have been created for the School’s Noticeboards/Foyer Displays to remind ITEE Students about the date for the upcoming SCC meeting.

   3.4 Plagiarism Procedures

   3.5 Mental Health Awareness for ITEE Students
   Action for materials to be distributed to Semester 2 courses.

   3.6 Feedback Mechanism Proposal Clarification
   Clarification on format of the report.

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 ITEE Student Drive and Facebook Group
      Students on the committee are encouraged to join the Facebook group and Email list to stay updated. A Google Drive has also been set up, contact Evan, James and Sacha for details.

      4.2.2 Vending Machine
      Proposal to be put forward by Anna.

      4.2.3 Graduation Check Turnaround
      Graduating Students have reported very slow processing of Graduation Checks. There is some confusion about why the process is slow. Matthew would like the process known to students via email or a webpage, so they can perform a self-check to supplement the check done by staff.

      4.2.4 School Review
      Matthew would like to clarify if the committee will be invited to the Stakeholder Dinner. (Arrangements made by the Academic Board Office, Item 6 https://academic-board.uq.edu.au/files/208/Admin_Arrangements_for_Reviews.doc)

      4.2.5 ECP Review Process
      The Committee would like an update on the reviewing process of ECP’s as some courses have errors in them currently with hurdles that make it impossible to pass the course.
4.2.6 Course Coordinators Training
The Committee would like an update on the current training undertaken by staff members before they begin co-ordinating a course. Some Course Coordinators seem unaware of UQ Policy.

4.2.7 School Review Submission Distribution
Update on the distribution of School Review Submissions Notice to ITEE Students.

5 Other Business

6 Next Meeting