The next meeting will be held as follows:

DATE: Wednesday 16 May 2018
TIME: 12:00 noon to 1:30 pm
VENUE: Room 217, GP South
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.

14 May 2018

AGENDA 02/18

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

2. Confirmation of draft minutes of meeting held on 29 March 2018

3. Matters Arising from the Minutes
   3.1 Hot/Cold Tap in 78-217
   3.2 ITLC Usage
   3.3 Increasing SCC Visibility in School of ITEE
   3.4 Cohort Activities
   3.5 Mental Health Awareness for ITEE Students
   3.6 Report of ITLC furniture (student feedback)

4. Matters for consideration
   4.1 Feedback Box/Facebook Page
      4.1.1 ENGG7302 Feedback
   4.2 Items from Representatives
      4.2.1 ITEE Student Drive and Facebook Group
      4.2.2 Access to the Feedback Box in 78-217
      4.2.3 Plagiarism
      4.2.4 Electrical Part Disposing Vending Machine
      4.2.5 Late Submission Disparities
      4.2.6 Concurrent team project resourcing
      4.2.7 Proposal of a feedback mechanism

5. Other Business

6. Next Meeting
1. Apologies received to-date:
   William Garske, Anna Truffet, Alexandra Crawley, Josephine Tuntomo, Helen Huang, Hanna Kurniawati, Mithulan Nadarajah

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

   Student Secretary
   Matthew O'Meally has volunteered to help with student-side committee communication and coordination for this year.

3. Business Arising
   3.1 Hot/Cold Tap in 217
       Update on the Tap’s status.
   3.2 ITLC Usage
       Update on the usage of the room by EAIT Student Employability.
   3.3 Increasing SCC Visibility in ITEE
       Anna would like to discuss some ways to promote visibility of the SCC to students.
   3.4 Cohort Activities
       Student member have decided to support and align with clubs instead of running its own events. Anna has volunteered as club-liaison, who will sit in on exec meetings. Discussion on which clubs/events should be included.
   3.5 Mental Health Awareness for ITEE students
       Update on the material presented to student cohort.
   3.6 Report of ITLC furniture (student feedback)
       Update on feedback from students on their "vision" for the purpose of the ITLC. Included in this is furniture recommendations students would like in the room. Sacha will present the material.

4. Matters for consideration
   4.1 Feedback Box/Facebook Page
      4.1.1 ENGG7302 Feedback
          A Submission to the Online Feedback Form regarding the enforcement of ENGG7302 ECP will be presented at the meeting by Evan and discussed. The Course Coordinator has been contacted prior to the meeting.

   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 Access to the Feedback Box in 78-217
          Sacha would like some clarification on who now has the key to the physical feedback box.
4.2.3 **Plagiarism**
Tutors have found in CSSE1001/CSSE2002 that students are not aware about UQ academic plagiarism and collusion policy and how it relates to talking specifics or looking at another student’s code. Current students taking these courses have seen this occur as well. Discussion on how to better inform the students on these issues.

4.2.4 **Electrical Part Disposing Vending Machine**
Anna and Alex have a proposal for the school to a vending machine stocked with electrical components for students to purchase run in collaboration with clubs. James will elaborate on their behalf.

4.2.5 **Late Submission Disparities**
There is confusion over the late submission policy in ECPs, as in some cases it is enforced differently. Due to this, it may have incorrectly interpreted, students can fall behind and there are delays in marking and moderation by tutors. James has a proposal for next semester.

4.2.6 **Concurrent team project resourcing**
With ENGG2800 and ENGG3800 being run concurrently next semester, Matthew is concerned that resources such as lockers, lab space and Altium licenses may be stretched to accommodate students.

4.2.7 **Proposal of a feedback mechanism**
As student course evaluations are not completed by the majority due to evaluation fatigue, it has been suggested by student representatives that tutors should be able to give feedback to Course Coordinators or School Staff to supplement this. James, Evan and Tia will discuss their proposal.

5 **Other Business**

6 **Next Meeting**