SCHOOL OF INFORMATION TECHNOLOGY
AND ELECTRICAL ENGINEERING

STUDENT CONSULTATIVE COMMITTEE

A meeting will be held as follows:

**DATE:** Thursday 29 March 2018

**TIME:** 12:00pm – 12:45pm

**PLACE:** 78-217, 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.

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**AGENDA**

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1. Apologies (to: enquiries@itee.uq.edu.au)

2. Nomination and election of Chair and Vice Chair of SCC

3. Items from members:
   - ITLC bookings
   - Strictness to ECP for course-wide extensions
   - Tutor payment system
   - Cohort/ year activities

4. Other Business
   - PAF in group assessment.

5. Next meeting: Wednesday May 9th, 2018. 12 noon.
Agendum items:

1. **Apologies to be recorded in the minutes of this meeting.**
   Apologies received – Jimmy Po, Kate Dunne, Robert Fraser,

2. **Election of Chair and Vice-Chair.**
The Chair of this committee will lead meetings and serve as the SCC member on the ITEE School Teaching and Learning Committee. The VC will serve as a ‘back-up’ and support the Chair.

3. **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.

   ITEE have contact EAIT Student Employability and discussed options to compromise/improve the ITEE student experience and opportunity to use this space.

   ITEE are also going to explore options of transforming this space into a greater ‘non-teaching’ space.

   - ECP amendments and course-wide extensions.
   Informal discussions and talking amongst some students and course coordinators, is leading to uncertainty regarding processes for extensions and the availability of providing these.

   Extension requests are now submitted by students online through ‘my-requests’. Course coordinators are expected to have accurate, and up-to-date information in the ECP, which combined with the previous point, is limiting ‘informal’ extensions.

   Discussion on how to best inform students of correct steps in seeking an application, and perhaps to course coordinators on expectations could occur.

   - 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.

   An update on the system and issues is sort, with discussion on how communication can be collated and sent back to administrators to occur.

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

4. **Other business.**
   - PAF in group assessment.
   Mr Stuart to raise agenda item. Clarification is being sort on rumours regarding how PAF assessment is conducted.