SCHOOL OF INFORMATION TECHNOLOGY AND ELECTRICAL ENGINEERING

STUDENT CONSULTATIVE COMMITTEE

The next meeting will be held as follows:

DATE: Wednesday, 10 October, 2018
TIME: 3:00 pm to 4:00 pm
VENUE: Room 502, Advanced Engineering Building (49-502)
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.

9 October 2018

AGENDA

04/18

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

2. Confirmation of draft minutes of meeting held on 23 August 2018

3. Matters Arising from the Minutes
   3.1 Submission of the ITLC furniture feedback report
   3.2 Plagiarism procedures
   3.3 Mental health Awareness for ITEE Students
   3.4 Vending Machine
   3.5 Graduation Check Turnaround
   3.6 Reporting of Maintenance Issues

4. Matters for consideration
   4.1 Feedback Box/Facebook Page
      4.1.1 Feedback from the Box or Facebook page
   4.2 Items from Representatives
      4.2.1 Late Return of Assessment Marks
      4.2.2 2019 Course Offerings
      4.2.3 Graduation Checks and Communication with EAIT

5. Other Business

6. Next Meeting
1. Apologies received to-date:
   Staff: Professor Michael Brünig, Dr Hanna Kurniawati, Ms Lorna Macdonald, Dr Ben Matthews
   Students: Katherine Dunne, Henry O’Brien, Matthew O’Meally, Anna Truffet

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 Submission of the ITLC furniture feedback report
       Update from James Stuart on the ITLC furniture feedback report.

   3.2 Plagiarism Procedures
       Thanks to one of the course tutors who wrote a script allowing MOSS to do the similarity checks on 700 student submissions, CSSE1001/7030 Assignment 1 was checked for possible cases of academic integrity.

   3.3 Mental Health Awareness for ITEE Students
       Materials distributed to Semester 2 courses and posted on School screens.

   3.4 Vending Machine
       Update from Anna Truffet regarding the Vending Machine proposal.

   3.5 Graduation Check Turnaround
       Update from Karen Kinnear regarding Graduation Checks.

   3.6 Reporting of Maintenance Issues
       Update from the Coursework Studies Team regarding signage for labs.

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 Late Return of Assessment Marks
           Students have reported concerns that marks are provided late, including after the Census Date, impacting decisions regarding withdrawal without penalties.

       4.2.2 2019 Course Offerings
           Questions relating to 2019 course offerings with concerns regarding new course and program offerings and delays.

       4.2.3 Graduation Checks and Communication with EAIT
           Students have reported that the EAIT Faculty can be extremely slow to process Graduation Checks and to respond to general enquiries.

5 Other Business

6 Next Meeting