Meeting 3/17 26 October 2017

**Attendees:** Stephen Viller, Karen Kinnear, Jay Prentice, Neil Bergmann (Acting Head of School), representatives of the student cohort.

**Confirmation of meeting held 11 May 2017**
Minutes of the previous meeting were agreed and passed. To be uploaded onto website.

**Feedback Box/ Facebook page:** There were no items submitted.

**Items from Representatives:**
- **SCC Level 2 Feedback Box**
  Jay noted that feedback was received from the box but it is unrelated to proceedings.

**Assessment grades release**
James explained that some students were concerned that their courses were not releasing marks for assessment fast enough, leaving them uninformed about their progress. SV explained that there is no final date set in Student Charter or PPL. The only requirement regards giving students feedback in a “timely-manner”. Only teachers and tutors have permission to release grades currently. SV drew attention to the grievance procedure of the school, if students are in dire need of their marks. For any ENGG course a student can submit their grievance through any Engineering School.

**Survey on the COMP3301**
Evan discussed the 50% dropout before Academic Census from the current COMP3301 cohort and asked for permission to run a survey for the remaining as to what it is they are having difficulty with. The Course Co-ordinator agreed with him in prior discussion before the meeting. Dr Stephen Viller explained that the course had changed rapidly over a short space of time, it originally taught operating systems and now teaches kernel programming techniques, following a restructure.

**Discussion on what the ITEE SCC’s role will be with the implementation of the “Mental Health Strategy”**
Discussion about UQ’s Mental Health plan and how the School could implement this plan in the long term, since it will be officially announced next year, the School specifics are yet to be figured out.

**Component box from 50-S105**
Scott talked about how the component box which contains various electrical components for students to use has been removed from the 50-s105 lab. So many courses from 2nd-4th year use this lab and rely on these components for their project assessment.

**Proposal on New ITEE SCC next year**
Academic Staff left the meeting, Jay reviewed the proposal with student representatives. He would like it reworked so the plan is more structured and engaging for the student representatives.

**Meeting Closed at 1:26pm**