

Meeting 2/19

3 May 2019

For general publication

**Present:** Mr Marley Chia (in the chair), Ms Nahain Binte Aziz, Miss Julia Buczynski, Ms Laura Coe, Mr Liam De Villiers, Mr Alexander Dunstan, Ms Tammie Fair, Miss Zoe Garson, Ms Lucy Holyoak (minutes), Miss Susanna Huang, Mr William Hunt (observer), Ms Jessamine O'Carroll, Ms Elizaveta Plakhotnik, Mr Wilson Tait, Mr Mehershad Wadia, Dr Jack Wang (for A/Prof Joanne Blanchfield).

**Apologies:** A/Prof Joanne Blanchfield, Dr Simon Worrall.

**Absent:** Nil.

**1. Welcome and apologies:**

Jack Wang welcomed members to the second meeting of the year of the CSAG. Jack explained that he was filling in for Joanne Blanchfield as the T&L chair representative.

**2. Confirmation of the minutes of the meeting held 5 April 2019:**

The minutes of the meeting held 5 April 2019, having been circulated, were taken as read and were confirmed by those who had been present.

**3. Business arising out of the minutes:**

**3.1 'Art of Science' competition**

Members reviewed the proposed advertising collateral for the 2019 round of the 'Art of Science' competition.

Laura Coe noted that the artwork of Joshua May had been cut-off at the top and bottom of the artwork and suggested that the whole artwork be displayed.

Alexander Dunstan noted that the artwork of Amira Azuar displayed on the proposed webpage showed only a portion of the whole artwork (zoomed in image of artwork).

Following discussion, members resolved –

- (a) that images of the artwork be re-sized so that the full image would be visible;
- (b) that the names of the artists be displayed in black text below the artwork on the 2019 'Art of Science' competition poster.

**3.2 Undergraduate 'Discipline Mixer' event**

William Hunt confirmed that the Chemistry Club would be willing to assist in organising the event again this year. William noted that a date had not yet been set for the event.

Marley Chia agreed to liaise with the Chemistry Club over the coming weeks to confirm a date when the event would be held.

Marley invited CSAG members to volunteer to assist with the planning and coordination of the event in 2019.

Members agreed that Marley would act as the CSAG representative for communication with the Chemistry Club and would provide the group with more information once the event date had been organised.

**ACTION**

MARK

MARLEY,  
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**3. Business arising out of the minutes: (cont'd)**

**3.3 UQ Chemistry Club NMR course**

Marley Chia, Laura Coe and William Hunt agreed that it was now too late in the semester to organise an NMR course for first semester. It was determined that there would likely be far less interest for this course in semester two, as many students would be well-versed with their NMR skills by that point.

William confirmed the main target audience of the course to be second year chemistry students. Members discussed whether the NMR course should be marketed to students as a 'How to use the program to analyse NMR' workshop and noted that this would be particularly beneficial to CHEM3001, CHEM3004 & CHEM3010 students who encounter many different forms of spectroscopy. There was discussion as to whether several workshops should be held throughout semester, each addressing a different topic. Members agreed that one workshop should be held early on in semester one, 2020.

MARLEY,  
WILLIAM

William and Marley undertook to discuss these suggestions with the Chemistry Club.

**3.4 Student feedback on new UQ2U courses midway through semester (CHEM1100 and BIOC2000)**

Jack Wang noted the difficulty in changing course structure mid-semester and advised that the best way for students to engage and provide feedback was via the SECaTs which currently had a very low response rate.

Laura Coe queried whether SECaTs could be completed earlier in semester so that students did not forget their feedback and were less distracted by final assessments and examinations.

Jack noted that it may be possible, however, it would need to be approved by UQ Evaluations and implemented across the University, not only at the School.

JACK, JOANNE

Jack noted that the School could contact UQ Evaluations to enquire what could be done to increase SECaT participation.

**3.5 Assignment lodgement slot, Faculty of Science**

Laura Coe wished to pass on thanks to Mark Starkey for following up on this matter. Laura briefly outlined the issue of a lack of resources (pens, table, stapler for thick documents) provided at the new assignment lodgement slot in Building 69. Members resolved to wait for further feedback from Mark Starkey's enquiries.

MARK

**4. Spectra analysis software training/support/guides:**

Laura Coe noted that there was a lack of guidance for third year Chemistry students when learning to use new software to analyse and prepare their own data and spectra using programs unfamiliar to them. Laura stated that the current process was time-consuming and that the class was performing poorly as a result, with an average mark of around 50%. Suggestions for improvement were:

- additional training and or/workshops;
- updated user guides and online resources that clearly explain how to use the program; and
- and clearer expectations of what was expected.

JACK, JOANNE

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## 5. Laboratory manual review

Liam De Villiers reported that laboratory manuals were inconsistent, difficult to read and that tutors were not always familiar with some of the content. Members reported that laboratory manuals often contained spelling errors, irrelevant information and that there appeared to be a general lack of attention to detail. Liam noted that he did not believe that student feedback regarding the state of laboratory notebooks had been acknowledged to date.

Liam proposed that students review the laboratory manuals prior to publication so that student feedback could be acted upon and errors or inconsistencies rectified before the final manual was provided to students. Liam suggested that this could be a compulsory assessment task for students enrolled in the course.

Jack Wang highlighted the difficulties in the current process of finalising laboratory manuals, with many laboratory manuals submitted for printing past the deadline, leaving little or no time for review. Jack noted that while small changes to some protocols throughout semester were reasonable, inconsistencies and spelling mistakes were certainly something that the School could fix.

Tammie Fair undertook to raise this item with the Teaching and Learning Committee at their next meeting.

TAMMIE

## 6. Expressions of interest in working at TSXPO:

Marley Chia reported that the School was seeking expressions of interest from CSAG members to work at the TSXPO. Members confirmed that the TSXPO was due to be held during the inter-semester recess.

Liam De Villiers noted that he had worked at this event in the past and briefly outlined the role and responsibilities.

Marley reiterated role responsibilities, pay rate and that expressions of interest should be emailed to Mark Starkey by 12 May.

## 7. CHEM1100 Lecture slides:

First Year representatives, Alexander Dunstan and Julia Buczynski observed that the lecturer for module 2 of CHEM1100 had been using lecture slides marked with an asterix that were not provided to students in the downloadable lecture slides. This had prevented students from annotating these lecture slides and, while it was stated on the slides that the information was not examinable, the students believed the slides would be useful.

Tammie Fair asked if this matter had been raised this with the Course Coordinator, A/Prof Gwen Lawrie.

ALEXANDER,  
JULIA

Alexander and Julia said they had not raised it with the Course Coordinator and Tammie asked that the students email Gwen. It was noted that the Course Coordinator should be the first point of contact for any questions related to the course.

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**8. Postgraduate student concern over self-plagiarism:**

Biotechnology postgraduate representative, Nahian Binte Aziz, reported concerns raised by classmates who had completed a research project course and were now continuing their project in the same laboratory for their second research project course. They had expressed concerns about potential self-plagiarism.

Lucy Holyoak explained that students were not permitted to re-use their work across two course codes, as an assessment item cannot be used to gain course credit more than once. Lucy explained that students were expected to re-write their work in their own words and cannot copy bodies of text from previous assignments. It was suggested that any students with concerns about plagiarism contact the Course Coordinator well in advance of the due date to discuss further.

**9. Next meeting:**

It was agreed that the next meeting, be scheduled in week 4 of semester 2, 2019.

Retiring members Liam De Villiers and Mehershah Wadia were thanked for their contributions.

LUCY

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