

School of Chemistry & Molecular Biosciences Research Student Advisory Group

DATE: 28th March 2024

TIME: 11:30-1:00 pm

PLACE: Room 306-68, Chemistry Building

Present: Evelyne Deplazes, Jody Peters, Carol Pomfret, Amanda Carrozi, Quinn Zhao, Connor Scott, Sean Riek, Mitchell Sorbello, Julia Huang, Pallav Joshi, Jun Jet Hen, Yixuan Liu, Zhihe Yang, Gabrel Wolvetang, Ella Graham

Absence: Anthony Bengochea

1.1 Acknowledgement of Country

An Acknowledgement of Country was spoken by Quinn, in recognition of the traditional owners of the land on which the meeting was taking place.

1.2 Welcome

Quinn welcomed members to the first meeting of RSAG for 2024 to the committee-each member introduced themselves and indicated their lab affiliation.

2. Confirmation of previous minutes (November 2022) and business arising from these

The previously circulated minutes from November 2023 were approved as a correct record of that meeting by Sean Reik.

3. Appointment of RSAG Executive positions for 2024 SCMB •

Name	Position	Lab Group
Mitchell Sorbello	Chair	PhD (Kobe Group)
Sean Reik	Deputy Chair	PhD (West Group)
Pallav Joshi	Treasurer	PhD (Schenk Group)
Ella Graham	Secretary	Honours (Wells Group at the TRI)

4. Members of the RSAG committee for 2024 SCMB RSAG

Name	Lab Group
Anthony William Bengochea	PhD (Gillam Group)
Julia Huang	PhD (Robertson Group)
Jun Jet Hen	PhD (Watterson Group)
Jiankun Yang	PhD (Grondahl Group)
Yixuan Liu	PhD (Guddat Group)
Zhihe Yang	Honours (Seneviratne Group)
Gabriel Wolvetang	Honours (Hungerford Group)

5. Appointment of representative of RSAG on the SCMB Research Committee and the SCMB Equity, Diversity & Inclusion Committee (EDIC)

Quinn explained the purpose of the SCMB Research Committee and the expectations of the student representative. They would serve as a conduit between the Research Committee and RSAG (reporting to and from the RSAG committee) and give a voice to this committee that would be heard by the SCMB Executive, via the Research Committee.

Mitchell Sorbello agreed to serve as the RSAG representative on the SCMB Research Committee.

SCMB Research Committee serves as a conduit between the Research Committee and RSAG (reporting to and from the RSAG committee) and give a voice to this committee that would be heard by the SCMB Executive, via the Research Committee.

Yixuan Liu agreed to serve as the RSAG representative on the SCMB HDR committee.

EDIC identifies equity, diversity and inclusiveness issues that may exist within the School, develops and trial measures that address those issues, to encourage the commitment of all staff and students to the process, and to ensure a realistic time frame for resolution of any issues. They meet approximately quarterly.

Gabriel Wolvetang agreed to serve as the RSAG representative on the EDIC committee.

EAC provides support to the School's Industry Engagement Board. From 2009 to 2013 EAC had an International Development Sub-Committee, the functions of which were subsequently until 2015 handled by the Teaching & Learning and RHD Studies Committees. From 2015, an advisory group known as SCMB International reported to the T&L Committee, HDR Committee and EAC. From mid-2018, the International Engagement Advisory Group reports to the EAC.

Sean Reik agreed to continue serving as the RSAG representative on the EDIC committee.

6. Appointment of HDR Student representative forum

The HDR Student representative forum is held monthly by the Graduate School and is usually attended by the Dean, Deputy Dean and Director of the UQ Graduate School as well as student reps from other enrolling units. It is the perfect venue to both obtain the latest information on HDR matters and also share the concerns and /or great initiatives of the SCMB cohort with the Graduate School and other HDR cohorts. It would be expected that this rep would prepare a brief report for RSAG each meeting and act as a conduit of information between the SCMB HDR students and the Graduate School.

Mitchell Sorbello agreed to continue serving as the RSAG representative on the HDR Student representative forum.

7. Annual SCMB Research Students Symposium:

A major role of the RSAG committee is to organize the annual SCMB research student symposium, usually held at the end of November: two key tasks at this stage are:

- a. Set a date for this year's symposium: **20th Nov 2024** (Tentative)
- b. Assign jobs

Job	Assigned	Progress/Next step
Venue	HLO	<ul style="list-style-type: none"> • T103/T105 • C207- Poster (19th afternoon +20th) • S201- Lunch (19th afternoon + 20th) • T203 – Main session
Finance and sponsorship	Pallav Joshi, Yixuan Liu, Jun Jet Hen, Julia Huang	
Plenary speaker	Mitchell Sorbello	
Opening and closing speakers	Mitchell Sorbello	
Advertising/Promotion	Gabriel Wolvetang	
Sourcing of judges	Anthony William Bengochea, Connor Scott	
Catering	Ella Graham, Sean Reik, Julia Huang	
Booklet production	Jiankun Yang, Zhihe Yang	

Receipt of abstracts, speaker selection	Mitchell Sorbello, Zhihe Yang, Jun Jet Hen,	
General event logistics	All	
Collecting feedback on the event	Gabriel Wolvetang	
Prizes and Award certificates	Pallav Joshi	
Timetable	All	
Printing: e.g. nametags, feedback sheets, marking sheets, etc	Jiankun Yang, Zhihe Yang	

8. Points discussed

- ✓ Tentative date for the SCMB symposium – **20th Nov** (Finalize date in next meeting)
 - Examination Period: 2nd - 16th Nov
 - Semester 2 finalization of grades: 27th Nov
 - ASI: 25th-29th Nov
 - Virology: 2nd -5th Dec
- ✓ Pallav to work with Carol Pomfret on the finances for the symposium

9. Action items

Book room for next meeting (20th Nov 2024) Arrange catering for monthly RSAG meetings Arrange access to the RSAG shared folder	HLO
Prepare a poster to advertise RSAG members	
Prepare agenda and circulate before every meeting	Chair
Prepare minutes and circulate them after every meeting	Secretary
Discuss on the finances for the symposium	Treasurer and Carol

10. Other Business

No other business at this time.

11. Next Meeting

18th April 11:00-12:00: 68-415 - Chemistry Building, Collaborative Room