

Meeting 1/18

26 March 2018

For general publication

Present: Dr Denise Adams (minutes), Mr Sri Ram Arunachalam, Ms Nahian Binte Aziz, Dr Joanne Blanchfield, Miss Phoebe Duncombe, Miss Zoe Garson, Miss Alexandria Harris, Miss Susanna Huang (in the Chair), Ms Tammie Fair, Miss Alicia Kirk, Mr Nicholas See, Ms Jan Sullivan (UQ Librarian), Mr Mehershad Wadia and Dr Simon Worrall.

ACTION

Apologies: Elizaveta Plakhotnik, Sandra Lupusoru, Wilson Tait and Kaiyin Wu.

Welcome: New members were welcomed to the advisory group and continuing members were welcomed back.

Minutes: Minutes of the meeting held 11 October 2017, having been circulated, were taken as read and were confirmed.

1. Terms of Reference:

Jo Blanchfield welcomed returning members and invited new members to introduce themselves.

Members were referred to the terms of reference and mode of operation of the group and its membership for 2018, as set out in the agenda papers (and viewable on the School's website).

2. Election of Chairperson and Provision of Secretarial Support:

Susanna Huang was elected as the chairperson of the advisory group.

Members noted that Denise Adams would provide secretarial support to the committee.

3. Business Arising out of the minutes:

3.1 Art of Science Competition

Members noted that three entries for the Art of Science Competition had been received in 2017. Denise Adams showed the three entries to members and noted that the competition had been judged by Ross Barnard, Jeanette Stok and Talia Enright. A \$50 voucher had been awarded to Ranita Atcheson for her artwork entitled 'Astrocytes'. The competition had been run jointly by the CSAG (Coursework Students Advisory Group) and the Molecular Biotechnology Students Association since 2013.

Members agreed to run the competition in 2018 and that it should again require submission of creative student work which could be anything from a molecular image, artwork, graphic design, photography, or an image that captured an aspect of the School.

Members noted that a cash prize was not a big enough incentive to participate. Alicia Kirk recommended that the goal of the competition should be that your artwork would be published and seen by the SCMB and UQ community. Jo Blanchfield asked for copies of the 2017 entries so that they could be displayed on Honours Booklets and the School report.

ACTION
Jo, Alicia
and
Mehershad

Alicia Kirk and Mehershad Wadia undertook to prepare a new poster to advertise the competition.

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3. Business Arising out of the minutes: (continued)

3.2 Undergraduate Discipline Mixer Event

Tammie Fair reported to the Advisory Group that the School Executive Committee would like to support an Undergraduate Discipline Mixer Event again in 2018. The event had been held late in semester 1, 2017. Jo Blanchfield recommended that the event be held in week 2 or 3 of semester 2, 2018.

Nicholas See requested that the Chemistry Club be given permission to host the event. Nicholas recommended a Monday would be a good day to hold the Mixer Event, as Monday was usually a quiet night of the week. Tammie Fair recommended that the date should be set as Monday of week 4 of semester 2.

Members agreed to hold the event on the podium where games such as table tennis and Giant Jenga™ could be held.

3.3 Level 2 and 3 Review Chemistry Course Offerings

Jo Blanchfield gave members an update on the progress of the level 2 and 3 Chemistry courses. Jo reported that CHEM2050 had been revamped to contain organic, inorganic and physical chemistry and that the course had commenced this semester and that Prof James De Voss was coordinating the course.

In semester 2, CHEM2060 would replace CHEM2002. CHEM2058 (Jo Blanchfield's new course) had been developed and would contain elements that industry representatives had requested. Jo noted that site visits to Laboratories would be included. CHEM2054 and 3rd year courses were being updated and announcements regarding these courses would be made later in the semester.

ACTION
Jo

3.4 Workshop for Chemistry Practical Report Writing

Nicholas See reported that Chris Read had run two sessions for undergraduate chemistry students regarding practical report writing skills. Jo Blanchfield noted that the material was excellent quality as it provided a clear outline of what was required to write a chemistry practical report. Jo noted that the PowerPoint slides would be made available on the CHEM2054 and CHEM3001 Blackboard sites.

ACTION
Jo

3.5 Undergraduate UQ Chemistry Club

Nicholas See reported that the Chemistry Club had held a Welcome BBQ for students. The Chemistry Club had also organised an AIBN laboratory tour and a Winter Research Information Evening.

The Winter Research event had been attended by a large number of students, but it would have been desirable if more Molecular Biochemistry lecturers could have attended. Simon Worrall noted that academics were still busy writing grants and that week 6, right before the mid-semester break would have been a more suitable time to hold the event. The Winter Research Event should be added to the Teaching and Learning report held at the School staff meetings.

ACTION
Jo

Nicholas noted that the scholarship applications had been due on Tuesday of week 7, which had meant that the event timing was earlier in the semester than desired.

Members noted that the Chemistry Club would hold Poster Presentation Workshops to assist students with poster preparation. The workshops would be run by Jessica Bilyj (PhD student). Simon Worrall asked if this workshop could be advertised to students enrolled in Molecular Biosciences as well as Chemistry courses.

ACTION
Jessica Bilyj
and Nicholas
See

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3. Business Arising out of the minutes: (continued)

3.6 UQ International Students

At the last meeting, Jo Blanchfield reported that an independent reviewer had noted that the UQ Student Strategy did not contain ways to assist International Students. The Executive Dean of Science, Prof Melissa Brown, had asked Teaching and Learning Committee Chairs to assist with improving the Student Experience for International Students.

Members had agreed that International Students and new students struggled with technical literacy. Members had noted that Library Training Courses were only offered once at the beginning of the semester and were not repeated. Members requested that these courses be repeated during the semester as students were often very busy early in the semester as they needed to fly from overseas and arrange accommodation.

Jan Sullivan, UQ Librarian, noted that several services were available to assist students:

- A Chat service could be found at the bottom of the library website page. A client services officer and a librarian was available from 8am – 6pm on weekdays and on the weekends.
- Lunchtime sessions (30 minutes) had been held but were poorly attended. Jan noted that the sessions had not been well advertised.
- Video services are available for students. Students needed to search for “Services for Undergraduates” to find the videos (<https://web.library.uq.edu.au/library-services/services-students>).
- An Ask Us Desk is available at the library.

Jan noted that students required assistance with computer basics and to find chemical information. Jo Blanchfield noted that the University of Queensland and Course coordinators assumed that all students were computer literate and could navigate course Blackboard sites.

Jan agreed to hold two information sessions in late April or early May. Members agreed that they would like to receive a notification about the sessions a week before they were held. Jan agreed to prepare a flyer advertising the information sessions. Nicholas See agreed to advertise the sessions on the Chemistry Club Facebook site. Jo Blanchfield agreed to distribute the flyer to coordinators. Phoebe Duncombe agreed to post the flyer to the 1st Year Facebook page. Denise Adams undertook to post the flyer to the SCMB Postgraduate Coursework Community and to display the flyer in the Chemistry and Molecular Biosciences Buildings. Nahian Binte Aziz undertook to display the flyer at the Friday Biotech Social mixer.

Jo Blanchfield noted that she would include information about Library Induction Activities at the Science Induction Days (3 sessions with 500 students/session) and noted that Librarians could be invited to the Induction Days.

3.7 Mini Research Conference Proposal

Nicholas See reported that the Chemistry Club had decided not to pursue this proposal.

3.8 Release of Final Exam Results

Members had asked at the 2/17 meeting if final exam results could be automatically released. Tammie Fair reported that nearly all coordinators had agreed to have their results released automatically, so this protocol was now being followed by the School.

ACTION

Jan,
Nicholas, Jo,
Phoebe,
Denise and
Nahian

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4. Other Business:

4.1 CHEM3001 Laboratory Timing

Nicholas See reported that it was difficult to complete the compound characterisation step during the scheduled CHEM3001 laboratory session. Nicholas noted that it took about an hour to characterise a molecule. This was not possible as students needed to commence the next experiment. Jo Blanchfield undertook to talk to the CHEM3001 coordinator.

4.2 Winter Research Projects

Nahian Binte Aziz asked members how to find information regarding Winter Research Projects. Tammie Fair reported that project information was available on the UQ Employability Office website and the SCMB web site.

5. Next Meeting:

Members agreed that the next meeting would be scheduled in week 10 or 11 of semester 1.

* * * * *

ACTION
Jo