

Meeting 3/18

6 August 2018

For general publication

- Present:** Dr Denise Adams (minutes), Ms Kellie Ashley (UQ Librarian), Mr Liam Devilliers, Miss Phoebe Duncombe, Miss Zoe Garson, Miss Susanna Huang (in the Chair), Miss Alicia Kirk, A/Prof Gwen Lawrie (alternative for A/Prof Jo Blanchfield), Miss Leslie Karina Macas Jacome, Mr Nicholas See, Mr Wilson Tait, Mr Mehershad Wadia, Dr Simon Worrall and Mr Kaiyin Wu.
- Apologies:** Miss Nahain Binte Aziz, A/Prof Joanne Blanchfield, Ms Tammie Fair, Miss Alexandria Harris and Miss Elizavita Plathotnik.
- Minutes:** Minutes of the meeting held 14 May 2018, having been circulated, were taken as read and were confirmed.

**ACTION**

**1. Business Arising out of the minutes:**

**1.1 Art of Science Competition**

Members noted that the Art of Science Competition had been launched by the CSAG (Coursework Students Advisory Group). Alicia Kirk had prepared a flyer inviting undergraduates to submit 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. The flyer had been emailed to course coordinators and displayed in buildings 68 and 76 in the lifts, labs and on the School screens located on the Chemistry Level 3 podium and in the Molecular Biosciences Level 2 foyer. The competition would close on 24 November, 2018 Denise Adams reported that two entries had been received.

**1.2 Undergraduate Discipline Mixer Events**

Members noted that the undergraduate discipline mixer event would be held Monday 13 August (week 4 of semester 2).

Nicholas See, Kaiyin Wu, Alicia Kirk and Matheus Carpinelli de Jesus, members of the Chemistry Club, had commenced planning the event. The Podium had been booked and arrangements had been made to borrow the table tennis table. Mark Starkey had agreed to provide SCMB promotional material for the event. The Chemistry Club members had prepared a poster that had been printed and displayed throughout buildings 68 and 76. Jo Blanchfield had sent the poster to Course Coordinators to be displayed in lectures. Chemistry Club members had advertised the event *via* the Chemistry Club Facebook page and had prepared lists of the pizza, drinks and snacks to be ordered online the day before the event.

**ACTION**  
Jo &  
Chemistry  
Club

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**1. Business Arising out of the minutes:** (continued)**1.3 Update on changes to level 2 and 3 chemistry curriculum**

Gwen Lawrie reported that the new chemistry curriculum was mid-way through implementation and that the new and revised level 2 CHEM courses had been delivered in 2018 and the new level 3 course structure would be implemented in 2019.

In summary the new curriculum is:

Course	Semester	Change	Core or elective
CHEM2002	2	No longer offered	Elective
CHEM2052	2	No change	Elective
CHEM2054	1	Lab hours reduced from 6 to 5 hr/wk. Spectroscopy lectures added and assessment revised	Core
CHEM2058	2	New course focussing on use of large datasets and databases in chemistry	Elective
CHEM2060	2	Replacement for CHEM2002 and required in Chemistry major for students enrolling in 2018. Topics from CHEM3013 and CHEM3014 brought into this course	Core
SCIE2020	2	No change	Elective
CHEM3001	1	No change	*Core Elective
CHEM3004	1	No change	Elective (Core for B Adv Sci)
CHEM3008	2	No longer offered	Elective
CHEM3010	1	Lab component added	*Core Elective
CHEM3011	2	No change	*Core Elective
CHEM3013	1	No longer offered	Core in Chemical Sciences dual major
CHEM3013	1	No longer offered	Core in Chemical Sciences dual major
CHEM3016	2	No change to structure, new extended experimental investigation	Core
CHEM3XXX	2	New Nanoscience course	Core in Chemical Sciences dual major
CHEM3XXX	2	New Medicinal Chemistry Course	Core in Chemical Sciences dual major

\*BSc Chemistry and Chemical Sciences Dual major requires #2 from any of CHEM3001, CHEM3010 or CHEM3011

**1.4 UQ Chemistry Club**

Members noted that planning was underway for the Chemistry Club to offer a NMR (Nuclear Magnetic Resonance) Course. Kaiyin Wu had contacted Matheus Carpinelli de Jesus regarding running the course.

**ACTION**  
Kaiyin

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**1. Business Arising out of the minutes:** (continued)

**1.5 UQ International Students**

At the previous CSAG meeting, members had agreed that they would like to see more assistance offered to international students. Members had agreed that information sessions offered by the Dorothy Hill Engineering and Sciences Library (DHESL) were helpful to all students. (Currently chat and video information services are available to students:  
<https://web.library.uq.edu.au/libraryservices/services-students/>).

During the previous CSAG meeting it had been proposed that additional information sessions in semester two for international or coursework students in finding scientific information for lab work or assignments be offered. Additional sessions had been offered in semester one, but attendance had been low. The additional sessions had not been offered in semester two due to the library's heavy teaching workload since Orientation Week. Kellie Ashley (UQ librarian) reported that the DHESL librarians had taught 40 SCMB Honours students research skills and EndNote (including the Masters of Biotech students). Three classes in Week 3 aimed at teaching the use of patents had been taught to approximately 170 Masters of Biotech students. Overall the IT trainers in the library had taught basic classes in using the computing facilities at UQ to approximately 593 students (which may have reached new students in SCMB). Kellie noted that students are always encouraged to ask questions at the AskUs desk for on the spot help or to use the online chat service if they prefer this method. Kellie and Simon Worrall undertook to find out if there was a way to incorporate a library research skills workshop into the orientation program for new Coursework students.

**ACTION**  
Kellie &  
Simon

Mehershad Wadia would like the library to offer information sessions on how to include citations and references in written assignments. Phoebe Duncombe noted that many Course Coordinators provided a link for the reference style in the assignment outline documents. Gwen Lawrie noted that a pathway to referencing styles needed to be provided by the Coordinator on Blackboard or in the Electronic Course Profile.

**1.6 SCMB Biotechnology Honours Scholarship Offerings**

At the last CSAG Meeting, Leslie Macas had requested some information regarding the Biotechnology Honours Scholarships offered by SCMB. Leslie had noted that as a future Honours student, she had been investigating scholarships that would be available to Biotechnology Honours students. Leslie had noted that SCMB scholarships were only offered to students if the chosen project was completed in a laboratory housed in the Chemistry or Molecular Biosciences Buildings.

Jo Blanchfield reported that she had discussed the issue with the SCMB Biotechnology Coordinators and that students are eligible for Honours scholarships awarded by the School or Institute in which they have chosen to undertake their project.

Since the last CSAG meeting, Leslie had asked SAFS (School of Agriculture and Food Science) if she was eligible for a scholarship and had been told that she was not as she was completing her undergraduate studies at SCMB. Gwen Lawrie advised that Jo Blanchfield would follow up this matter with the Teaching and Learning Chairs of SCMB and SAFS.

**ACTION**  
Jo

**1.7 Course requirements**

At the last CSAG meeting, Kaiyin Wu had reported that a number of students were confused about the Electronic Course Profile (ECP) requirements regarding the submission of medical certificates. Some Course Profiles stated that students should contact a Course Coordinator if they missed a practical. (Biochemistry courses differed from others in the School in the description of the process in their ECPs and caused confusion as it follows a different process). Jo Blanchfield undertook to obtain a clarification on the number of days students had to produce a medical certificate at the next Teaching and Learning Committee meeting. Gwen Lawrie reported that the meeting had not yet taken place.

**ACTION**  
Jo

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**1. Business Arising out of the minutes:** (continued)

**1.8. Dorothy Hill Engineering and Sciences Library (DHESL)**

Members noted that Jan Sullivan had reported at the last CSAG meeting that the level 2 Dorothy Hill Engineering and Sciences Library (DHESL) was undergoing a review. Kellie Ashley reported the refurbishment of Level 2 of the DHESL was now complete. Kellie told the group that the books in the High Use collection were now available for 24-hour loan and that if students experienced issues with getting access to resources, they should advise the Course Coordinator and/or Librarian. Level 4 of the DHESL was now closed to students and would become a new library staff space so that a portion of Level 1 of the SS&H Library (Social Sciences and Humanities Library) (a staff area) could be resumed for study space. The DHESL review committee, which was formed to discuss the future of the branch, had not had its final meeting. Kellie reported that it was very likely that the book collection on Level 3 of the DHESL would be transferred to the SS&H Library from the start of 2019. The DHESL Review had representatives from the EAIT and Science faculties as well as student representatives and these representatives had been understood to have petitioned for the High Use collection to be retained in the branch. A desk staffed by library personnel would likely exist for the first few weeks of each semester only. Kellie undertook to pass the final report to the School. Kellie asked if students or staff could pass any further feedback or queries to Jan Sullivan or herself and this would be passed on to the Review Committee or Acting University Librarian ([k.ashley@library.uq.edu.au](mailto:k.ashley@library.uq.edu.au)).

**ACTION**  
Kellie

Alicia Kirk reported that she had expressed her concerns regarding access to books to the Faculty of Science Representative. Alicia had also requested that more student space be made available. Gwen Lawrie requested that reference texts containing experimental data be kept at DHESL.

**2. Scripts for Lecture Recording**

Leslie Macas reported that she and other international students had experienced difficulties listening to lecture recordings. Alicia Kirk and Gwen Lawrie suggested that a speech to text subtitle was available *via* Echo 360. Leslie wondered if course notes arranged through Disability Services could be made available to other students. Gwen Lawrie agreed to follow up on how best to provide written notes to compliment lecture recordings.

**ACTION**  
Gwen

**3. Course Practical Manuals**

Liam De Villiers noted that some practical manuals were difficult to follow. Gwen Lawrie recommended that in the first instance students talk to Course Coordinators regarding course material. Phoebe Duncombe suggested that students review Laboratory Manuals and other course materials. Gwen Lawrie undertook to take this item to the next Teaching and Learning committee meeting. Gwen also recommended that students note this feedback in Course Evaluations.

**ACTION**  
Gwen

**4. Assignment Collection**

Kaiyin Wu asked if assignment collection times at the reception counter could be more flexible. Gwen Lawrie reported that this was unfortunately not possible due to high staff workloads.

**5. Next meeting and membership changes:**

Members agreed that the next meeting would be scheduled for Week 8 or 9 in Semester 2, 2018.

**ACTION**  
Denise

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