

Meeting 4/18

3 October 2018

For general publication

**Present:** Dr Denise Adams (minutes), A/Prof Jo Blanchfield (in the Chair), Mr Liam De Villiers, Miss Zoe Garson, Miss Alicia Kirk, Miss Leslie Karina Macas Jacome, Miss Elizavita Plathotnik, Mr Nicholas See, Ms Jan Sullivan (UQ Librarian), Mr Wilson Tait, Mr Mehershah Wadia, Dr Simon Worrall and Mr Kaiyin Wu.

**Apologies:** Miss Nahain Binte Aziz, Miss Phoebe Duncombe, Ms Tammie Fair, Miss Alexandria Harris and Miss Susanna Huang.

**Minutes:** Minutes of the meeting held 6 August 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 in the Molecular Biosciences Level 2 foyer. Denise Adams reported that the competition would close on 24 November and that another entry had been received, bringing the total to three entries.

**1.2 Undergraduate Discipline Mixer Events**

Members noted that the undergraduate discipline mixer event had been 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 organised the event.

Nicholas noted that the event had been extremely successful with many students and academics attending. Jo Blanchfield commented that she thought the timing of the event was suitable; early in semester 2 worked well for students and academics. Members agreed that more academics were always very welcome.

Jo passed on the thanks from the School Executive Committee to Matheus Carpinelli de Jesus, Alicia Kirk, Nicholas See, Kaiyin Wu and other members of the Chemistry Club for organising a very successful event.

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

Members noted that Gwen Lawrie had reported at the previous CSAG meeting a summary of the changes to the chemistry curriculum. Jo Blanchfield reported that the new third year chemistry courses had been approved by the Board of Studies. Jo noted that course summary would be made available for students. Jo strongly recommended that students seek academic advice from Assoc Prof Gwen Lawrie or Assoc Prof Lisbeth Grondahl when selecting course enrolment.

The new curriculum is summarised below:

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
CHEM3016	2	No change to structure, new extended experimental investigation	Core
CHEM3030	2	New Nanoscience course	Core in Chemical Sciences dual major
CHEM3020	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

Jo Blanchfield noted that a review of the Biochemistry courses would commence in 2019.

**1.4 UQ Chemistry Club**

Alicia Kirk reported that the Chemistry Club had planned to offer an NMR (Nuclear Magnetic Resonance) course but very few students had registered interest in the session. Jo Blanchfield recommended that the course be run in semester one next year.

**ACTION**  
Kaiyin

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

**1.5 UQ International Students**

At a 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>).

At the last CSAG meeting Kellie Ashley (UQ Librarian) reported that the DHESL library IT trainers had taught basic courses, research skills, EndNote skills and use of patents to approximately 800 students in semester two. Kellie noted that students were 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. Jan Sullivan (UQ Librarian) noted that training sessions were held regularly in 2018 and would continue to be offered in 2019.

Mereshad Wadia would like to have access to information regarding referencing assignments more readily available. Jan noted that the library would be more conscious of adding links to assist students with digital literacy. Jo Blanchfield undertook to make Course Coordinators aware of the requirement to add links regarding referencing when providing assessment item information.

**ACTION**  
Jo and  
Librarian

Jo reported that the Faculty of Science Teaching and Learning Committee was aware of the ongoing need for students to gain high level IT and information skills. The University's Student Strategy document had noted this issue. Jo hoped that the library would obtain extra funding to assist students with their learning.

Simon Worrall noted that the Faculty of Science had run a new Introduction for Coursework Students. Simon noted that the program had no space for contributions from SCMB academics to this introductory program. Mehershad Wadia noted that the program was unstructured and that he would have liked to see more information regarding the Molecular Biosciences and Biotechnology courses that SCMB students were enrolled in. Simon agreed that the program was disparate as it catered to all the different level students at once. Jo undertook to give the Student Experience Office feedback about the improvements that could be considered.

**ACTION**  
Jo

**1.6 SCMB Biotechnology Honours Scholarship Offerings**

At the last CSAG Meeting, Leslie Macas noted that SCMB Biotechnology honours scholarships were only available 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 were eligible for Honours scholarships awarded by the School or Institute in which they have chosen to undertake their project.

Leslie reported that she is ineligible for a SAFS (School of Agriculture and Food Science) scholarship because she had completed her undergraduate studies at SCMB. Jo advised that she would follow up this matter with the Honours Committee. Jo suggested that a separate scholarship within SAFS could be made available for SCMB students. Simon Worrall questioned whether SAFS realised that they were the only school that did not offer scholarships to students who had completed their undergraduate courses within a different school.

**ACTION**  
Jo

[Subsequent to the meeting Tammie Fair confirmed that SAFS offer three Honours scholarships in Animal Science, Food Nutrition and Technology and Plant and Soil Science. Students must meet program and field of study criteria to be eligible for these scholarships.]

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

**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). Jo Blanchfield noted that a clear process across all courses was required. Jo reported that Tammie Fair was aware of the issue and that it was being rectified. Simon suggested that coursework requirements be added at the unit level in order to harmonise the requirements across all courses.

**ACTION**  
Jo and  
Tammie

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

Members noted that Jan Sullivan had reported at a previous CSAG meeting that the level 2 Dorothy Hill Engineering and Sciences Library (DHESL) was undergoing a review. Jan reported that all the recommendations of the review had been accepted.

The recommendations included:

1. The general book collection on Level 3 of the DHESL be transferred to the SS&H (Social Sciences and Humanities) Library in 2019.
2. Books in the High Use collection would be moved into the existing training rooms located near the entrance of the library. Course Coordinators could let the librarians know about additional books required in the high use collection.

Jan and Jo thanked students and staff for the feedback they had provided to the review committee.

Jan reported that the front desk would be staffed at the beginning of the semester for about 3 to 4 weeks but librarians would be available all semester on level 5. The library would be open 24/7 in the new year. In addition, librarians would be talking to Teaching and Learning Chairs regarding the library changes.

**ACTION**  
Librarian

**1.9 Scripts for Lecture Recording**

At a previous meeting Leslie Macas had reported that she and other international students had experienced difficulties listening to lecture recordings. Gwen Lawrie had investigated whether a speech to text subtitle was available *via* Echo 360, but this option was unfortunately unavailable. Simon Worrall and Mehershad Wadia noted that this may not be an ideal solution as the captioning of scientific language was problematic and was often was incorrect. Jo Blanchfield undertook to follow up with UQ's Institute for Teaching and Learning Innovation.

**ACTION**  
Jo

**1.10 Course Practical Manuals**

Liam De Villiers reported at the last CSAG meeting that some practical manuals were difficult to follow. Gwen Lawrie had recommended that students talk to Course Coordinators in the first instance regarding course material. Jo Blanchfield agreed to ask the Teaching and Learning Committee if funding could be made available for students to review Laboratory Manuals and other course materials. Jo and Simon Worrall recommended that students note specific (constructive and descriptive) feedback in course evaluations. Jo also recommended that a copy of the lab manual be left in the laboratory so that tutors could give feedback.

**ACTION**  
Jo

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## 2. Honours Scholarship submissions

Nicholas See questioned whether a mid-year Honours scholarship application needed to have a supervisor nominated. Nicholas noted that an honours candidate may need to change the supervisor once a scholarship was awarded. Jo Blanchfield noted that it was suitable to leave the supervisor blank pending the announcement of scholarship awards.

[Subsequent to the meeting Tammie Fair confirmed that students need to secure a supervisor prior to submitting their scholarship application. Scholarship applications are reviewed based on a number of criteria including the location of the student's supervisor. Students do have the option to change supervisors after being awarded a scholarship but need ensure they still meet the eligibility requirements of the scholarship.]

## 3. Next meeting and membership changes:

As this was likely to be the final meeting of the group for 2018, the Chair, Jo Blanchfield, thanked the retiring members for their contributions and asked if other members were happy to continue their membership, provided they remain eligible as they move on in their programs.

Retiring members are Alicia Kirk, Kaiyin Wu and Nicholas See.

The next meeting will be scheduled for week 4-5, semester 1, 2019.

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**ACTION**  
Denise