1. **Meeting Attendance**
    Present: **Staff –** Dr Gianluca Demartini, Dr Chelsea Dobbins, Ms Karen Kinnear, Mr Matt Luscombe, Mr Richard Newport, Dr Peter O'Shea, Ms Alexandra Peake, Dr Rahul Sharma, A/Prof Peter Sutton (Deputy HOS T&L)

    Students – Anabelle Cooper, Joshua Cowper, Ella de Lore, Riley Mosca (Vice Chair), Therese Nieva (Chair), Anna Truffet

    Apologies: **Staff –** Mrs Erin Keogh (School Manager), Ms Lorna Macdonald; Mr Richard Thomas, Mr David Reeves

    Students – Xiaotong Li, Paul Mason, Van Nhat Huy Nguyen, Zhenyu Zhu

2. **Confirmation of Minutes – Meeting 1, 2021**
    The Minutes of the meeting held on 24 March, 2021 were taken as read and confirmed.

3. **Business Arising from the Minutes**
    3.1 Exam Review Sessions
    Peter O'Shea said that he had spoken with Finn about their proposal and the first step was to ascertain that there would be a SWOTVAC this semester. Karen Kinnear said that the School's Teaching & Learning Committee had discussed the proposal and were supportive of encouraging Course Coordinators to run feedback sessions in a coordinated fashion but it would be helpful to know which courses were the focus for EBESS students. It was agreed that ITEE societies should contact Peter O'Shea to advise of the courses and Peter will approach the Course Coordinator.

    Societies / PO

    3.2 Advertising SCC Meetings
    Alexandra Peake said that Madhav had sent through the SCC slides but there hadn't quite been time for the Course Coordinators to show them prior to the meeting. The slides will be sent to Course Coordinators prior to the next meeting to encourage student participation.

    Chair / AP

    It was suggested that SCC members contact the Student Societies to request that they advertise the SCC meetings via their channels as well.

    3.3 Diversity, inclusiveness, disability
    Karen said that there had been early discussions in the School about running another training session for tutors - a lot of the items from the diversity, inclusiveness document are now covered for new tutors in the new Faculty tutor training but it might be helpful to run a training session for returning tutors. Karen mentioned that there are also some resources on the ITEE website which should be helpful. There was a general discussion about tutor training and the situations where more training might be beneficial (ie often training covers what happens in class but many tutor/student interactions take place outside class and new students in particular may not understand the appropriate boundaries).

    3.4 Feedback questionnaire on ITEE SCC webpage
    Alexandra confirmed that the feedback questionnaire on the ITEE SCC webpage was accessible by the School but no feedback had been received.

4. **Matters for Consideration**
    4.1 Feedback Box / Facebook Page
    *   There was feedback in the box – see 4.2.2.
    *   There was no feedback left on the Facebook page.

    There was a general discussion about the feedback box and whether it could be displayed in a more prominent position or affixed somewhere outside 78-217 to make it more accessible to students.

4.2 Items from Representatives

4.2.1. SWOTVAC

The meeting was advised that SWOTVAC would run as normal from 30 May – 4 June.

4.2.2. 24/7 Access to Labs

Some feedback was left in the feedback box querying why lab access was not available 24/7. Richard Newport provided some background about the hours: the medium risk labs (soldering labs/power supplies) run from 8:00 am - 10:00 pm Mon-Sun. The low risk labs (such as computer labs) are open all the time. For the medium risk labs there is a duty of care to not encourage people to stay all night.

Richard reiterated the advice on the lab doors and OHS module that equipment <u>must not</u> be moved out of labs. If students are caught moving equipment (ie soldering equipment) they will be dealt with accordingly.

5.   Other Business

5.1 Course Rubric

Anabelle Cooper queried what action students can take if a course marking rubric is vague. There was a general discussion about marking rubrics. Peter Sutton said that there are no formal standards but the University does have assessment principals (which talk about assessment being expected to be fair, equitable, etc) but if students think something is vague the Course Coordinator should be the first person contacted. If the Course Coordinator does not provide a satisfactory response it should be escalated to Peter Sutton who will look at it and, if necessary, ask that it be clarified.

5.2 External Teaching

A student asked whether external teaching is expected to continue indefinitely. Peter Sutton advised that external mode will certainly continue next semester and it is likely we will at minimum offer external mode in Semester 1, 2022.

There was a general discussion about exam invigilation and the different experiences between flexible and external modes and some inconsistencies relating to exams experienced by students throughout the semester.

5.3 Ed v CampusWire v Piazza

Joshua Cowper asked the meeting their thoughts on Ed v CampusWire v Piazza as Josh finds Ed less searchable than Piazza. There was a general discussion about the different platforms. Peter Sutton said that the University is currently looking at this. That next semester we will probably still be in a trial mode for Ed but that the hope is that the University was looking at spending some money and standardising things.

6.   Next Meeting

The next meeting is due to take place in Week 5, 25 August, 2021.