**Meeting 3/2021**                    25 August 2021

1. **Meeting Attendance**
   **Present:**    **Staff –**Mrs Karen Kinnear, Mr Matt Luscombe, Ms Lorna Macdonald; Mr Richard Newport, Dr Peter O'Shea, Ms Alexandra Peake, Mr David Reeves, A/Prof Peter Sutton (Deputy HOS T&L), Mr Richard Thomas

   **Students –** Joshua Cowper, Ella de Lore, Madhav Mishra, Riley Mosca (Vice Chair), Therese Nieva (Chair), Brae Webb, Mingxuan Zhou

   **Apologies:**    **Staff –** Dr Sarah Flaim (Acting School Manager), Dr Rahul Sharma,

   **Students –** Zhenyu Zhu

2. **Confirmation of Minutes – Meeting 2, 2021**
   The Minutes of the meeting held on 5 May, 2021 were taken as read and confirmed.

3. **Business Arising from the Minutes**
   **3.1 Exam Review Sessions**
   Therese advised that the EBESS Exam Review Sessions had been successful and they had had good student attendance at the BBQ event. Riley clarified that only Engineering courses had been included in the pilot and it was hoped that this could be expanded to more courses in the future (ie DECO etc).

   Karen said that it is quite challenging to schedule all course feedback at the same time (due to room booking restraints etc) but the School is happy to assist and that EBESS should send through a list of courses they would like to include. Richard Thomas requested that the request go out to Course Coordinators earlier than the previous semester as CSSE1001 had already arranged their feedback session and it was agreed that EBESS would contact the School prior to Week 10 to advise which courses required a session.    EBESS

   **3.2 Advertising SCC Meetings**
   Therese advised that the SCC PowerPoints & graphic had been sent out to Societies and some Societies (eg UQCS & EBESS) had advertised them to their members. Alexandra advised that the SCC PowerPoint slides had also been sent to Course Coordinators and queried whether anyone had seen them in class? No-one recalled having seen them.

   Karen advised that the EAIT Faculty produces a student newsletter and suggested that the next meeting be advertised in the student newsletter.

   *Action Item: see if the Student Newsletter is a viable means of advertising SCC*    School / SCC
   *meetings to students and find out if students are reading the newsletter.*    Members

   There were no other suggestions for advertising the meetings.

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

   Riley advised that they and Therese (Djossha) had been posting to the Facebook group but people were not engaging. Therese surmised that many of the Facebook group members are from 2019 and there needs to be a push to engage new members.

   **4.2 Items from Representatives**
   **4.2.1. Blackboard Availability**
   Riley said that a lot of students had expressed frustration at not being able to access Blackboard pages prior to the commencement of classes (as students may be hoping to prepare / get ahead). Peter Sutton advised that the University policy is that Blackboard pages be made available one week before the first class but clarified that only the Welcome page is required one week before classes and

it is the Course Coordinator's choice as to when they post any other content. Peter S also said that, while the School can send reminders encouraging compliance with the deadline, the School cannot control this.

Matt suggested that if students wish to get a head start (on any reading or content etc) they are better off emailing the Course Coordinator directly. It was generally discussed that, while Course Coordinators do not mind being contacted directly (sometimes the feedback can be useful ie if something is broken and the Course Coordinator is unaware) it should be within reason, particularly during the busy Orientation period.

## 5. Other Business
### 5.1 Engagement
Peter O'Shea advised that he would like to arrange more engagement opportunities but it has been difficult to plan due to COVID-19. The School did hold a ping-pong event for staff vs students but it was not well attended.

Karen advised that the School would be participating in a University-wide initiative for staff and students called "Get to Know Your School". The School will be holding a BBQ lunch in early September (COVID permitting) and promotion of the event would be distributed the following week.

### 5.2 Course Content Delivery Through MS Teams
Madhav said that they have received a lot of complaints from students about course content delivery in DECO3801. Lorna, having some insight into the situation, provided some background and said that there had been some issues and they were sure the Course Coordinator would appreciate constructive and polite feedback and an explanation of the issues that are being experienced. Lorna said that, while the Course Coordinator is aware of some of the issues, they have invested an incredible amount of time trying to make all items accessible via MS Teams so is unlikely to be able to easily move everything back at this point.

Peter Sutton noted that this is part of a wider University trial of MS Teams (only approx. 20 courses so far) which will probably lead to a wider roll out of MS Teams depending on the experience this semester.

Peter O'Shea suggested that the meeting provide constructive feedback to the Course Coordinator and asked Lorna provide feedback to the Course Coordinator that the course had been raised in SCC. Lorna agreed and requested constructive/specific feedback. It was agreed that Madhav would seek further feedback and liaise with Lorna.

*Action Item: Madhav to liaise with Lorna to provide feedback to DECO3801 Course Coordinator.*

Madhav / Lorna

The meeting discussed running a survey to seek insights from the School's students about their experiences with MS Teams. Richard Thomas suggested that the EAIT Student Experience team could help with running a survey.

### 5.3 Timing of External Classes
Ella mentioned that, as a tutor for CSSE2002, they have noticed a lot of external classes have been scheduled early in the morning (requiring international students to wake up at 5am for a 6am class).

Karen advised that, while more experienced Course Coordinators have probably been able to work that into their scheduling, the Course Coordinator for CSSE2002 is new and not familiar with UQ processes – hopefully going forward this can be resolved and won't be such an issue. Lorna also clarified that scheduling is done 6 months in advance, which was prior to the arrival of the current Course Coordinator.

Riley said that this suggested the School should be engaging with external students to see if there is disparity between internal and external students. Richard Thomas advised

that he suspected that the experience for external mode students was not as good – but that he did some data investigations with Andrew Valentine and found that there is little difference in the exam results between the two cohorts. In some cases the external students performed better but there were also more cases of misconduct identified relating to external final exams.

*Action item: there is no clear solution and the matter should be discussed further at the next meeting.*          SCC

Riley said that for a lot of software courses it could be expected that student results would not that different as much of the work/learning can be done remotely but it would be interesting to see if the outcomes are different for students in more practical / hands-on courses.


6.   **Next Meeting**
     The next meeting is due to take place in Week 10, Semester 2, 2021 – to be confirmed.