

Student Consultative Committee
School of Information Technology and Electrical Engineering

Meeting 4/2019

25 September 2019

1. Meeting Attendance

Present: **Staff** – Mr Matt Luscombe, Dr Larissa Meinicke, Mr Richard Newport, Dr Peter O'Shea, Ms Alexandra Peake, Dr Rahul Sharma, Dr Peter Sutton (Deputy HOS T&L), Dr Stephen Viller

Students – Jack Caperon, Anabelle Cooper, Jenna Macdonald, Madhav Mishra, Raghav Mishra, James Stuart (Chair), Joshua Sutton, Digby Tilse, Brae Webb

Observer – Evan Hughes

Apologies: **Staff** – Dr Gianluca Demartini, Ms Erin Hulme (School Manager), Ms Karen Kinnear, Ms Lorna Macdonald, Mr David Reeves,

Students – Elias Blanch, Shuyi Chen, Alexandra Crawley, Harrison Cusack, Da Han, Guoxiang Li, Ariane Mora, Matthew O'Meally, Ryan Phelan, Daniel Ward, Jason Weidner

2. Confirmation of Minutes – Meeting 3, 2019

The Minutes of the meeting held on 28 August 2019 were taken as read and confirmed.

3. Business Arising from the Minutes

3.1 Feedback on ITLC Furniture Report

No additional feedback was received. It was agreed that further discussions, planning and action would be put off until a quieter time in the semester.

The Chair, James, encouraged members to get involved. Any additional feedback or suggestions regarding furniture for the ITLC should be sent to the Chair.

3.2 Improving student representation and revamping the SCC for 2020

James referred to the document: Staff Guidelines - Effective Student Representation on UQ Committees and said that it looked as though it contained some useful ideas, particularly the idea of handovers and having student/staff buddies.

James, encouraged members to share their experience of being part of the SCC with other students and to encourage them to join the SCC.

The meeting discussed the ways in which the SCC is marketed, the need for better and wider marketing, and the need for additional methods of communication outside of the meetings as many students cannot attend meetings due to classes / other activities.

James mentioned that a large proportion of the current committee members (including James) would graduate at the end of the year and encouraged other existing members to commit to getting more involved in driving matters forward in the next year. There was an extended discussion, stemming from the previous meeting, about defining the SCC roles, when roles should be allocated (ie change to mid-year), what shape members wanted the SCC to take going forwards (ie formal or informal) and how to encourage SCC visibility (ie through events run in conjunction with Clubs & Societies).

It was agreed that a sub-committee, headed by Jenna Macdonald, would be formed over the mid-semester break to work on defining the SCC for 2020, creating a slide/s to advertise the SCC in class and to discuss revamping the SCC page on the ITEE website. Members should contact the Chair via email to advise of their availability.

Peter Sutton advised that recruitment for student representation on the School's Teaching and Learning committee would be happening shortly.

James announced that the Innovation Showcase, celebrating 50 Years of Computing at UQ, was running at the end of October and students could self-nominate their work.

Members /
Chair

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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.

4.2 Items from Representatives

4.2.1. Diversity, inclusiveness, disability

James referred to the document: Diversity, Disability & Inclusion hand book which was circulated prior to the meeting and said that there appears to be a great variance in student awareness of Student Action Plans, Emergency Help and the support and services available through UQ and a great variance between how these services are disseminated to students across the School's courses. James suggested that there was an opportunity to market these resources to students as part of the SCC's communications.

Members who are also tutors for the School expressed the feeling that they did not have sufficient training for dealing with crises as they occurred in class (ie severely disruptive or distressed students). Matt Luscombe made the point that tutors should be reporting upwards to Course Coordinators so that Course Coordinators can refer onwards.

Anabelle Cooper advised that they are currently participating in a mental health first aid program offered by central UQ and suggested that the School investigate this further. This led to a more general discussion about tutor training.

James raised the lack of best practice being shared across courses at a Course Coordinator level and Matt suggested creating a tutor Wiki where tutors and Course Coordinators could share resources.

A member mentioned that several of their COMP3506 undergraduate classmates were unhappy that only 10 weeks of content would be taught and that the last 2-3 week's lectures would be reserved for postgraduate presentations. Through a general discussion it was revealed that this was a new Course Coordinator teaching the course for the first time and that perhaps the content that would normally be taught across 13 weeks was being compacted into 10 weeks as the lectures were 3 hours long and very dense with information.

It was discussed that in the coming year many shadow coded courses would be split from their undergraduate codes and Peter advised that moving forward there would be greater opportunity to offer undergraduate courses in postgraduate programs (mainly level 3 and 4 courses). This would mean that courses such as COMP3506/COMP7505 would likely only be offered as COMP3506 in the future.

An action item was proposed asking that the School make and report on a plan to offer better mentoring, on-boarding and knowledge sharing for new Course Coordinators and new course offerings.

Matt encouraged students to raise their issues directly with the Course Coordinators rather than using the tutors as a conduit due to the different dynamic. The meeting discussed some of the ongoing issues around courses with frequently changing coordinators and the lack of perceived quality control. Matt advised that one of the School's strategies to combat this was the aim to employ more continuing staff in teaching roles.

The members thanked James for acting as Chair over the past year.

5. Next Meeting

The next meeting is due to take place in Week 5, 25 March, 2020.

School