Minutes - Student Liaison Meeting
Electronic Engineering - Macquarie University

<table>
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<th>Meeting Type:</th>
<th>General Liaison Meeting.</th>
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<tr>
<td>Meeting Chairperson:</td>
<td>A/Prof. Michael Heimlich</td>
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<tr>
<td>Minutes:</td>
<td>Carl Svensson.</td>
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<td>Location:</td>
<td>E6A245 Macquarie University, North Ryde Campus.</td>
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<tr>
<td>Date:</td>
<td>5th October 2011</td>
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<td>Time:</td>
<td>17:00</td>
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1 Announced Agenda Items

1. Procedural
   (a) Meeting Open and Apologies
   (b) Announcements
   (c) Addition to Agenda Items
   (d) Review and update of Action Items from last meeting
      i. Recruit more students for liaison committee
      ii. Bin for Mech room
      iii. Phones not working in ELEC rooms... OHS Issue

2. New Items
   (a) Review of BE majors objectives
   (b) Guidelines for ENGG400 credit for FRC mentoring
   (c) Communication in ELEC240 regarding due dates of tutorials
   (d) Laboratories in ELEC275 and assignment feedback
   (e) ENGG300 and assignment feedback
   (f) Class announcements and blackboard

2 Addition to Agenda Items (brought up during the meeting)

1. Engineering Internships and role of industry partners
2. Feedback and marking of assignments
3. Student attendance at department meetings
4. Tutors and training / preparation
5. Licencing Issues for some of the software in the Engineering labs
3 Meeting Open and Apologies

Meeting opened at 5:05pm

- Attendees:
  - Michael Heimlich (Meeting Chair)
  - Carl Svensson (HDR student, Minutes)
  - Adam Carmichael (undergraduate student)
  - Chris farrell (undergraduate student)
  - Gitanjali Pradhananga (undergraduate student)
  - Joseph Campbell (undergraduate student)
  - Michael Griffin (undergraduate student)
  - Mitch Gulliver (undergraduate student)
  - Pierce Rixon (undergraduate student)
  - Zarin Saiifl (undergraduate student)

- Apologies:
  - Susan Munir (undergraduate student)
  - Aaron Kelly (undergraduate student)

4 Announcements

- Student Liaison website is now up and active at [http://www.engineering.mq.edu.au/students/liaison](http://www.engineering.mq.edu.au/students/liaison)

- Next Meeting Date Set:
  Wednesday 2nd November
  5:00pm - 6:00pm
  Room E6A-245
5 Minutes

5.1 Recruit more students for liaison committee

- Up to students to attend and participate. Not compulsory.
- Request made for an email will be sent out to the students in the Engineering department. MH to organise

5.2 Bin for Mech room

- ordered and on the way

5.3 Phones not working in ELEC rooms... OHS Issue

- currently with Faculty of Science OH&S Person and in the process of being resolved.
- phones were disconnected initially when changeover to voip phone system occured. Extra implications with emergency services.

5.4 Review of BE majors objectives

- MH handed out document to students relating to objectives for the Bachelor of Engineering Majors. Asked for students to review and come back with comments, and reviews over the following two weeks.
- It is a way to outline the Engineers Australia and Macquarie Graduating Competencies that BE students should have as a graduate of the program.

5.5 Guidelines for ENGG400 credit for FRC mentoring

- Shell unit starting in the university for FRC mentoring (2 summers).
- Still working on some of the details for criteria and outcomes.
5.6 Engineering Internships and companies

- issue raised with regards to international students being able to obtain industry experience as majority of applications require applicants to be a permianant resident or Australian Citizen. There are also some Visa restrictions that might apply. Query raised about industry partnerships as the majority of the partners were not accepting applicants.

- Some of these postings were on the university career services website [https://www.careerhub.mq.edu.au/]

- MH to follow up with the current industry liaison Prof Eryk Dutkiewicz

- MH stated that it is the student’s responsibility to obtain relevant work experience, however if there is trouble, then please notify him.

- MH pointed out FRC mentor opportunities for Engineering Lifecycle experience.

- MH will be raise the concern with PACE and international office to try to get some other options open

- General note that this would be increasingly difficult with more (international) students coming through the Engineering program

5.7 General notes on individual unit(s)

- communication of dates and due items has had a breakdown in a couple of units

- example: some students submitted an Assignment when due, then there was then a notification of an extension. (Blackboard set up with these units in such a way that only 1 submission is possible and no resubmissions are allowed.)

- too many people for a single lab (have to be split over multiple rooms)... flow on is that not all announcements flow through both rooms.

- Note that there is backup of assignment feedback... backlog because a couple of students didn’t submit...

- Issue raised with feedback and propagation of assignments... this can come back on the next assignment...

- Question raised about rigidity of marking and feedback timelines....

- MH noted there tends to be a very low attendance rate for lectures, this is where a lot of general feedback is given...

- Request for clearly stated and consistent policy on deadlines.
5.8 Class announcements and blackboard

- requests to have notification sent via emails as a means of communication to students rather than announcements on the board.

- MH noted that there have been some issues with Blackboard. Transition to iLearn (the Macquarie University moodle based learning system) will occur Semester 1 2012. This will duplicate announcements posted on the forums out to student emails.

- iLearn transition might have some issues in the following year, but hopefully minimal (trial has been going for a few years now).

5.9 Student attendance at department meetings

- MH raised point about having student attendance at some Department meetings to pass on feedback directly, and to have contact / be kept in the loop about occurrences in the department.

5.10 Practical teachers, and licensing in practical sessions

- some practical classes using software like Matlab are essentially just tasks of copy and paste...

- possibly extend these to have questions that require altering the examples to gain a better understanding.

- licence issues for Xilinx. Too many licences used, and so not all students were able to access in the labs.

- another student noted that some of the 4th year students are working with Altium Nanoboards, and some of the software requires the Xilinx licence. These point to the same licences server and were not counted as part of the required load for students. This might explain the shortage.

- comment about some prac demonstrators not being prepared for the classes they are taking, or are not really familiar with the tools.

- MH acknowledged and noted there are some changes being put in place to better equip practical demonstrators, and ensure adequate preparation.

5.11 Lab availability

- MH noted that the computer laboratory in E7B209 is a computer lab for Physics, Math, Computing and Engineering students. The software installed should be the same that is over in E6A level 2 labs.

- query raised about use of labs in Engineering floor level 2.

- MH noted that the lab manager is happy to have a lab open (upon request with a lecturer to verify), but the use of any of the equipment other than the computers requires preparation, and supervision which is not always possible at times.