Minutes - Student Liaison Meeting
Electronic Engineering - Macquarie University

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<th>Meeting Type:</th>
<th>General Liaison Meeting.</th>
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<tr>
<td>Meeting Chairperson:</td>
<td>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>2nd November 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) Next Meeting Date
   (e) Review and update of Action Items from last meeting
      i. Recruit more students for liaison committee
      ii. Update on bin for Mech room
      iii. Progress on 'phones not working in ELEC rooms... OHS Issue'
      iv. Review of BE Majors
      v. Follow up on Internships for Domestic and International Students
      vi. Student Attendance to Department Meetings

2. New Items
   (a) Session 3 course offerings
   (b) Bathroom hand towels
   (c) General quality of feedback on assignments
   (d) Possible Student Group Initiatives and Department Backing

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

1. Training for Tutors
2. Fourth year presentations... announcement of dates to third years
3. Honours in Engineering, and possible changes with new university direction.
4. possible conflict if some course offerings are switched to alternate semesters.
5. Timetable available for E7B209 classes?
3 Meeting Open and Apologies

Meeting opened at 05:02pm

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

- Apologies:
  - Adam Carmichael (undergraduate student)
  - Gitanjali Pradhananga (undergraduate student)
  - Susan Munir (undergraduate student)
  - Aaron Kelly (undergraduate student)
  - Zarin Saifl (undergraduate student)
4 Minutes

4.1 Next meeting date
   • Wednesday 29th February 17:00 in E6A245 set as next meeting date

4.2 Recruit more students for liaison committee
   • MH sent out email to ELEC170, ENGG300, ELEC375, and ELEC240.

4.3 Bin for mech room
   • Has now arrived. Item closed.

4.4 Progress on phones....
   • being worked on with OHS
   • reposting signs / postings in each room / hall so you know where the nearest analog phone is.
   • also applies for nearest fire extinguisher etc...

4.5 BE Majors
   • MH noted that the objectives of each major were written by the academic in charge of that particular major.
   • Student feedback was positive on the wording and content of the objectives.

4.6 Internships
   • Ruth McHugh (PACE Faculty participation manager) is going to be in charge of ENGG400 internships effective immediatley
   • She will also look after the credit for FRC mentor participation going towards ENGG400
   • Prof Eric Deutkiewicz will funnel position ad availability intake from industry partners to Ruth...
   • MH noted the that there is an engineering internship website for ENGG400
   • MH to go to ENGG300 / organise Eryk to talk in ENGG300 class to alleviate some of the concerns raised about internship availability.

4.7 Attendance to Department Meetings
   • Will most likely be starting next year when the head of department (Prof Tony Parker) returns from OSP. Prof Karu Esselle is the caretaker Head of department at the moment.

4.8 Session 3
   • Pace Unit Version of FRC Team is available. Details are with Ruth McHugh.
4.9 **Hand Towels**
- Hand towels have now been placed back in the bathrooms so that reliance on hand dryers only is no longer an issue.
- Students mentioned the Air Blades as an alternative to the current hand dryers that are in the bathrooms.

4.10 **Tutor Training...**
- There has been an initiative taken for tutors to be taking courses over the break, and those who have completed them will be given advanced standing in the positions they apply for over others that do not have the training or equivalent.

4.11 **Feedback on assignments**
- Students comment that feedback for some units is good, and other units are not so good.
- Some assignment returned marked that do not always show where students lost marks...
- **MH** suggested to query the person who marked so as to get a more detailed explanation. If there is not one provided, then the student should seek out the lecturer for clarification.
- **MH** encouraged students to go to the lecturer ASAP if there is not adequate feedback from tutors.

4.12 **Student Groups**
- Idea posed for an umbrella Engineering Student group.
- Proposition put forward to start an EWB Student Chapter.
- **MH** noted that the student groups have to be initiated, set up and run by the students, but the department is happy to support such ventures where it can.
- Constitutions and other documentation needs to be handled by the students.
- **MH** noted that a general Engineering and Robotics group exists... FIRST Alumni. This is already 50 students strong. Possible expansion to involve activities like the EWB challenge. However, this does not mean that other student groups can’t start up.

4.13 **Fourth year presentations... announcement of dates to third years**
- The 30th November is going to be announced in the next ENGG300 lecture as the date for the final year presentations.

4.14 **Honours in Engineering... etc.**
- Query raised about the apparent scrapping / replacement of the honours programs at Macquarie University.
- This will be followed up as more details come out from the process that is currently underway from the upper levels of University Administration.
4.15 Possible change of 300 level engineering units (ELEC343 / ELEC342)

- ELEC241 in offered S1, and currently ELEC343 / ELEC342 are both second semester
  
- students raised fear that the the 300 or the 200 level units will be swapped. As there si a prerequisite for some of the 200 level subjects, the chance could impact the timeframe that students could complete the degree in.

- MH to review and ensure that no study plans will be affected as a result of any change. (Extra implications as International students must complete the degree within a certain time period.)

4.16 Practical classes for E7B 209 handed out

- MH handed out a timetable for use of E7B 209 and when classes were on in that room. All other times are available for all Engineering, Physics, and Maths students to use as a Computer lab.

4.17 Xilinx design suite... and Engineering lab availability

- still some issues with licencing and Xilinx Design Suite. MH and students to notify relative Unit convenors to follow up for individual units.

4.18 Meeting close

- Meeting closed at 5:52.