## Minutes - Student Liaison Meeting

Electronic Engineering - Macquarie University

<table>
<thead>
<tr>
<th>Meeting Type:</th>
<th>General Liaison Meeting</th>
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<tbody>
<tr>
<td>Meeting Chairperson:</td>
<td>Prof. Michael Heimlich</td>
</tr>
<tr>
<td>Minutes:</td>
<td>Carl Svensson / Adam Carmichael</td>
</tr>
<tr>
<td>Location:</td>
<td>E6A245 Macquarie University, North Ryde Campus</td>
</tr>
<tr>
<td>Date:</td>
<td>4th April 2012</td>
</tr>
<tr>
<td>Time:</td>
<td>17:00</td>
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1 Agenda Items

1. Procedural
   (a) Meeting Open and Apologies
   (b) Announcements

2. New Items
   (a) Prof Judyth Sachs - Student Survey / Meetings
   (b) Student involvement in Department Meetings
   (c) Student Representation at Liaison Meetings
   (d) Update on Feedback on Engineering Accreditation
   (e) Call for ideas and recruitment for robotics outreach
   (f) Engineering Computing Room Issues
   (g) 2012 Timetable comments
2 Meeting Open and Apologies

Meeting opened at 5:10pm

Attendees:

<table>
<thead>
<tr>
<th>Person</th>
<th>Affiliation</th>
<th>Liaison Roles</th>
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<tbody>
<tr>
<td>Michael Heimlich</td>
<td>Professor</td>
<td>Meeting Chair, Staff Rep</td>
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<tr>
<td>Luan Heimlich</td>
<td>External Liaison Officer</td>
<td>Staff Rep</td>
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<tr>
<td>Carl Svensson</td>
<td>HDR student</td>
<td>Minutes, HDR Student Rep</td>
</tr>
<tr>
<td>Adam Carmichael</td>
<td>BSci (Electronics) 2\textsuperscript{nd} year</td>
<td>Minutes, UG Student Rep</td>
</tr>
<tr>
<td>Albert Chahine</td>
<td>BE (Computer) 1\textsuperscript{st} year</td>
<td>UG Student Rep</td>
</tr>
<tr>
<td>Benjamin McLennan</td>
<td>BE (Software) 1\textsuperscript{st} year</td>
<td>UG Student Rep</td>
</tr>
<tr>
<td>Chris Ellis</td>
<td>BE (Software) 4\textsuperscript{th} year</td>
<td>UG Student Rep</td>
</tr>
<tr>
<td>Sarah Heimlich</td>
<td>BE (Software) + BA (Politics) 1\textsuperscript{st} year</td>
<td>UG Student Rep</td>
</tr>
<tr>
<td>Tristan Allanson</td>
<td>BE (Electronics) + B Sci (Physics) 3\textsuperscript{rd} year</td>
<td>UG Student Rep</td>
</tr>
<tr>
<td>Michael Griffin</td>
<td>BE (Mechatronics) 2\textsuperscript{nd} year</td>
<td>UG Student Rep</td>
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Apologies:
Aaron Kelley UG Student Rep
Chris farrell UG Student Rep
Gitanjali Pradhananga UG Student Rep
Joseph Campbell UG Student Rep
Pierce Rixon UG Student Rep
Mitch Gulliver UG Student Rep
Zarin Saif UG Student Rep

3 Announcements

- Student Liaison website with minutes posted is online and available at www.engineering.mq.edu.au/students/liaison

- Next Meeting Date Set:
  Wednesday 9th May
  5:00pm - 6:00pm
  Room E6A-245
4 Minutes

4.1 Prof Judyth Sachs - Student Survey / Meetings

- The Deputy Vice Chancellor (PROVOST) Prof Judyth Sachs is having a meeting with some student representatives and would like to call for some more

- Michael Heimlich will send out more details when he receives them to the student liaison representatives

4.2 Student involvement in Department Meetings

- The Department would like to have Student representatives attending (non-marking/grades) department meetings. This is in response to the External Department Review, and early comments from the Engineering Accreditation.

- Michael Heimlich to create a formal role description, seek student representation, and announce next meeting date to those representatives

- This point was raised in previous Liaison meetings, but not actioned until Department Head returned from OSP.

4.3 Student Representation at Liaison Meetings

- The current spread of representation of regularly attending members needs to be broadened. Representation from all year groups and from all majors and single / double degrees is intended.

- Currently, the liaison has been building over the past meetings, but more representatives are needed.

- Michael Heimlich to arrange for students through other lecturers to attend and participate in the liaison meetings

- Michael Heimlich to identify holes in representation and specifically target representation for student in Wireless and Telecommunications majors, as well as third and fourth year peer groups

4.4 Update on Feedback on Engineering Accreditation

- Awaiting feedback and response on one or two items before a response is taken

- Software Engineering Major Accreditation to take place after the ACS undergoes the accreditation process for the Department of Computing
4.5 Call for ideas and recruitment for robotics outreach

- **Luan Heimlich:** Robotics outreach has been increasingly gaining momentum with a larger demand on resources.

- This has how spread to a multi-department level of involvement and now need more people to assist with some of the programs such as the LEGO Robotics outreach activities.

- Intent: To provide a 2 hour training workshop to train new recruits

- Need to advertise for more people... some suggestions that came up from the students included:
  - Advertise in ELEC141
  - Advertise to FIRST Alumni-Macquarie University (robotics) Student Group Members
  - Talk to a couple of the Professors lecturing in different year groups
  - Advertise through the IEEE Student Branch at Macquarie University **Luan to Talk to the Student Branch Chair (Dush)**

4.6 Engineering Computing Room Issues

- Lab closing time has changed to 10:00pm where sometimes it used to be 1:00am. Michael Heimlich identified that the University Closing time is technically 10:00pm, and the lab availability was calibrated to conform to those hours

- The general Engineering Computer Lab Room (E7B-209) is a shared lab with Mathematics and Physic Students, and sometimes there are classes in there.

- Mike Heimlich identified that there would usually be some computers not used up the back of the room even if there is a class on that are available to use.

- Some Engineering students have identified not being able to log in. **Michael Heimlich to notify student who the person to contact is**

- **Michael Heimlich to follow up on if this is a broader policy based issue for first year Engineering Students**

- There are three Electronics Labs in E6A, but due to the equipment in them, there are extra OH&S issues meaning that staff supervision is required for those labs and are not intended for generic computing use at this point in time.

4.7 Next meeting

- Next Meeting Date Set: Wednesday 9th May 5:00pm - 6:00pm Room E6A-245