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>6th June 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) Follow up from Previous meeting on April 4
       • Prof Judyth Sachs - Student Survey / Meetings
       • Student involvement in Department Meetings
       • Student Representation at Liaison Meetings
       • Update on Feedback on Engineering Accreditation
       • Engineering Computing Room Issues

2. New Items
   (a) Lab Access requests for 4th year engineering students
   (b) Staff Representation at Liaison Meetings
   (c) engineering liaison website
   (d) ENGG100


2 Meeting Open and Appologies

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</td>
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<tr>
<td>Carl Svensson</td>
<td>HDR student</td>
<td>HDR Student Rep</td>
</tr>
<tr>
<td>Adam Carmichael</td>
<td>BSci (Electronics) 2\textsuperscript{nd} year</td>
<td>UG Student Rep Minutes</td>
</tr>
<tr>
<td>Benjamin McLennan</td>
<td>BE (Software) 1\textsuperscript{st} year</td>
<td>UG Student Rep</td>
</tr>
<tr>
<td>Mitchell Gulliver</td>
<td>BE (Computer) 3\textsuperscript{rd} year</td>
<td>UG Student Rep</td>
</tr>
<tr>
<td>Pierce Rixon</td>
<td>BE (Computer) 3\textsuperscript{rd} year</td>
<td>UG Student Rep</td>
</tr>
<tr>
<td>Tristan Allanson</td>
<td>BE (Electronics) + BSci (Physics) 3\textsuperscript{rd} 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>Caroline MacDonald</td>
<td>BE + BA 1\textsuperscript{st} year</td>
<td>UG Student Rep</td>
</tr>
<tr>
<td>Gitanjali Pradhananga</td>
<td>BE (Electronics) 4\textsuperscript{th} year</td>
<td>UG Student Rep</td>
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Appologies:

| Michael Griffin | BE (Mechatronics) 2\textsuperscript{nd} year | UG Student Rep |

3 Announcements

- Student Liaison website with minutes posted is online and available at
  
  [www.engineering.mq.edu.au/students/liaison](http://www.engineering.mq.edu.au/students/liaison)
4 Minutes

4.1 Items from Previous Meeting

4.1.1 Prof Judyth Sachs - Student Survey / Meetings

- The meeting apparently did not happen, and so there was no follow up email to call for students.

4.1.2 Student Involvement in Department Meetings

- There has been renewed interest in having a student representative at non-grading Department meetings. Mike Heimlich asked the student liaison group to come up with a nomination process and a plan for how long the nomination should continue for before being called up for nominations again.

- Liaison representatives will come up with a process via email after the meeting.

- Ideas discussed in the meeting were
  - Should the nomination be for 1 meeting, 1 month, 1 semester, 1 year.
  - 2 people should be nominated (1 as primary, 1 as backup in case of schedule clashes).

- Action Items
  - Students to come up with plan for nomination process / people.
  - Students to determine period of candidature for the nominated position.
  - Students to send proposal back to Mike Heimlich.
  - Mike Heimlich to come back to the students with the next department meeting date.

4.1.3 Student Representation at Liaison Meetings

- Aim is to have representation from multiple year groups, specialisations, subjects, male / female students, local and international students.

- Question raised about formal process for recruiting / announcing liaison meetings.

4.1.4 Call for ideas and recruitment for robotics outreach

- Update: Some training days were held to train up students interested and able to participate. The numbers were good. This will go a long way to expanding the LEAP Robotics Initiative.

4.1.5 Engineering Computing Room Issues

- Student still having trouble accessing Physics/Maths/Engineering computer lab in room E7B-209. Some students are not able to log in to the lab computers there even though they should be able to.

- Action Items
  - Mike Heimlich to follow that up with the relevant people to ensure that access has been granted and if there is a wider issue with the first year cohort and access to the labs.
4.2 New Items

4.2.1 Lab Access requests for 4th year engineering students

- Question raised about 4th year students getting lab access for project / thesis work.
- Mike Heimlich stated that the students requiring access should request it from their academic supervisor. This would usually be afforded to students on request for reasonable grounds, but access is not automatically given to all final year students.

4.2.2 Staff Representation at Liaison Meetings

- Question raised about having other staff members at the Liaison meetings.
  - Comment: Staff numbers in the engineering department are relatively small.
  - Comment: When there are more staff there will be a consideration of expanding the representation at liaison meetings.
  - Comment: Student representation at Department meetings is being sought to enable the communication channels to broaden.

4.2.3 Engineering Liaison Website

- Issue raised about the knowledge of the student liaison website. None of the students knew the address and could not find the website as there was no link to it on the department homepage

- Action Items
  - Carl Svensson is currently maintaining the website but does not have access to add links to the department level website. The site for the liaison minutes is: [www.engineering.mq.edu.au/students/liaison](http://www.engineering.mq.edu.au/students/liaison)
  - Carl Svensson and Mike Heimlich to follow up issue faculty website managers to provide links.
    - Update: Link has now been published at [www.engineering.mq.edu.au/students](http://www.engineering.mq.edu.au/students) under the student resources section.
  - Carl Svensson to email website to current liaison representatives.

4.2.4 ENGG100

- Question raised about the possibility of the return of ENGG100.

- Background: The course was run for 2 years (2008 and 2009) and was taken in the first semester of first year by engineering students which covered topics like ethics, project management, some basic circuit theory, soldering, exposure to a small project where student had to build a predefined system but had to optimise the design to their specified criteria (eg least cost, low power, fastest, most efficient, or some other combination), and the involvement of the EWB challenge. The course was discontinued with the new versions of Engineering specialisations that were brought in for the 2010 cohort.
• Comment: Some of the content (e.g. project management, ethics, ...) were pushed to other units like ENGG200 where by that time students would have had more exposure to content and having a greater understanding of these in order to have a greater appreciation when the topics of project management, ethics, and others like it are brought up.

• Comment: The EWB Challenge was not continued post ENGG100.

• Comment: With the new Mechanical Engineering specialisation on the way, there is still the view that the first year of Engineering should be consistent across all the different specialisations. This may or may not include a first year Engineering unit, but there are no formal plans at this stage for an ENGG100 type course.