

**MINUTES OF ACADEMIC STAFF MEETING
MONDAY 08 AUGUST 2005
1.00 PM ROOM 320A APPLIED SCIENCE**

Present: S Adesina J Arcot
 J Bao L Barner C Barner-K
 M Brungs R Burford G Bushell
 V Chen P Crisp
 T Davis F Deghani R Driscoll
 A Lee G Leslie F Lucien
 J Paterson T Pham
 M Skyllas-K M Stenzel J Starling J Stubington
 S Twomey

Apologies: R Amal K Buckle E Emmerson
 G Fleet V Moore A Smith
 D Wiley

Absent: G Bickert V Brennan (Secondment)
 J Cox (SSP) A Fane N Foster
 J Paton T Tran (SSP)

1. **Minutes from previous meeting**

Accepted.

2. **HOS Report**

School budget

MPB advised that spending control still needs to be in place, with potential staff retirements for 2005/2006, the current deficit of \$400K can be reduced to approx \$250K. Budget should be back in-line by 2007.

University budget for 2006

MPB recently attended a Budget Forum. UNSW is cautiously optimistic that it will be in a better financial position in 2006. There is no prospect of the Government providing funding to meet salary increments and consequently the school can expect salary costs to increase by about 5% per annum with no additional funding (apart from increased revenue from increasing student numbers). Space charging is here to stay. The good news is UNSW acknowledges that "Centres", for example, CAMD / MEMB / PCAT will be classified as "UNSW space" which will be funded centrally and not charged to the school. As a consequence the school will be within its space allocation and will not incur additional space charges. For 2006 the faculty will charge schools with excess space 30% of the university levy of \$218 per square metre

Space and proposed moves

MPB stated that the proposed demolition of B8a has taken longer than previously advised due to careful removal of asbestos. To-date the current demolition date is 10 October 2005. Facilities are also pushing for us to vacate B8c and C8a by mid 2006. Through discussions with Facilities and BABS, agreement has been reached with BABS for us to use their micro labs during 2006. These labs should be upgraded to PC2 level by Session 1 in 2007. Facilities are searching for new architects who can supply what we need for a budget of \$1.6M. By week end FST to provide an instrument requirement list and where they need it. MPB stressed that design of the refurbished laboratories will be an iterative process, commencing with the "ideal" and then seeing where money can be saved in order to come close to budget.

School Name

MPB requested 1 volunteer from each area, CEIC / IC / FST to consult together and with other members of the school to find a suitable new school name which incorporates all aspects of the school. CAFÉ and FACE still appear to be the most popular. Martina, Frank and Janet Paterson volunteered. GL stated the name should follow the 3 criteria involved. MSK stressed "engineering" should be included also. Once a new name is chosen, we can apply to have the building name changed accordingly. ST to provide committee with current suggestion list.

Action: ST

Career Development

MPB once again advised all on the importance of undertaking a staff development interview. To-date he has not received many submissions.

School Committees

MPB stated he did not feel much activity was been undertaken in the committees recently set up. C-B-K advised that the T&L Committee have been working individually on proposals, but have not been meeting regularly.

Courses & Careers Day

TP advised that the CEIC stand usually has a good response. TP is still looking for volunteers to man the stands on the day and will produce a timetable for the day. MPB advised the undergraduate society student ball is being held the evening before with discounted tickets available from Vanessa.

3. Administration

3.1 Assets - Laptops

JS advised that 1,500 items have been written off to-date. This is a slow and arduous task. The current Asset Register is 20 pages and needs to be reduced to a workable document of about 5 pages. JS stressed the importance of recording Laptops as assets. MSK enquired about writing off electrical equipment. JS asked MSK to see him about this. JS advised that Geoff Vaughan will eventually take over this role in the future.

3.2 Consultancy account invoices

The school will no longer send invoices for consulting done by school staff. UNSW auditors insist this work is classed as a "commercial activity" and needs to have the appropriate documentation. In future all consulting work is to be directed through Unisearch. Note that all consulting work is to include a 12.5% "donation" to school.

3.3 Holidays

A number of staff have more than 20 days excess leave owing. Current un-used leave amounts to \$250K. MPB asked all to ensure they reduce any excessive leave owing as soon as convenient and reminded everyone to now use the electronic leave application system available through MyUNSW.

3.4 Travel - ALL

VM will send an email to all academics asking to ensure all travel has been approved prior to any booking being made. Technical Officers should not book travel until it is approved. VM will not approve PO's unless it is completed.

Complaints were received from students in Session 1 that suitable arrangements for cover of classes did not occur or they were notified of cancelled classes by notes on doors. MPB stressed this can't continue as the School looks unprofessional in its approach to teaching. VC also requested to be notified of all planned absences to ensure the smooth running of all classes. She would like to know who is taking over the class so if something goes wrong we can chase-up the person. Not all students read their emails, information should also be readily available to students through the school office at all times.

3.4.1 Exams Office

VC stated the Exams Office advised her there were many mistakes in papers during the last exam period. VC stated some papers were probably drafted hastily with spelling mistakes and typing errors and were not checked thoroughly before submission. How can students answer a question which is incorrect to start with? VC also stated this was noted UNSW wide.

3.5 Photocopier

MPB advised that FST PhD's can be allocated a pin number to use the Xerox copier on level 3 (see Ann Moore). Supervisors are charged from their PhD contribution account or research account, whichever they prefer.

3.6 Notice Board Photos

MPB advised all that Ann Moore will be contacting each group to arrange suitable times for taking photos of PhD's and other members whose photos are not already on the board. This process is time consuming. Difficulties have arisen also as the NSS and Security software are not compatible for us to access. MPB hopes Faculty may fund this in the future.

4. **Teaching and Learning**

JArcot asked all that care needs to be taken where there is parallel teaching with undergraduate courses as there must be a clear differentiation between assessment tasks etc. and between postgrads and undergrads. This can be different exams, different projects, individual vs group assignments etc.

New Programs

VC handed out documents detailing the new program outlines which will be our recommended entries for the handbook. VC explained that the 1st year electives may be confusing but are part of the flexible entry strategy. The school has recommended electives, but the student can still enter at 2nd year if they don't follow this path initially.

If they take "recommended" electives then the students have more options in regards to professional electives. With respect to thesis, it will offer greater thesis options - variations on offer (6 UOC+6 UOC or a 12 UOC thesis or an advanced thesis 6 UOC + 12 UOC option). The new Chemistry and Materials course combined with a Chemistry course specifically designed for chemical engineers will hopefully remove the need to teach remedial chemistry in 2nd year.

VC stressed that a great deal of care must be taken when advising potential students at the upcoming open day because the new program has not been officially approved. VC said all volunteers on the day will be given a "one liner" which they shouldn't stray from. Very specific wording for multi criteria courses must be used also. DW to supply legislative wording asap. TP asked VC about students who do not have the assumed knowledge. VC indicated that the students can take makeup courses but this does not count in their 192 UOC required. Currently we allow them to make up Physics by substituting it for CEIC1030 - which is not the Faculty policy. If they don't have the assumed knowledge - they can do it as part of Uni course and will still need to make up 6UOC at some time. MPB stated the Faculty is pushing us this way, which would not be the school's preferred option.

MPB asked all to be mindful that cases of "incorrect information" on open day could lead to court action. MSK asked if there would be a summer semester on offer? Yes many 1st year subjects will be offered 2 out of the 3 sessions for students to make up for any missed subjects. Our own electives are to be offered once a year however. MSK asked how can they change their electives and still progress to 2nd year and complete in 4 years? VC stated students must take at least one elective that is required for our program otherwise they will not finish in 4 years without doing summer courses etc.

JPaterson requested that although the FST stand will be separate from CEIC could she be provided with the correct/safe wording regarding CEIC courses.

RD asked the significance of the proposed changes to 2nd/3rd year courses for ChemEng UNSW Asia in 2007. Obviously the UNSW Asia courses will have to dovetail with those offered in Australia. CBK asked about electives? VC stated we'll have to review the 4th year electives - blanket exemption for 12UOC free electives is still uncertain - our electives are quite flexible. MSK asked where lab

classes will be run? MPB replied that the CE students will do a reduced laboratory component in IA This will be initially done in the Level 6 laboratory but on completion of the Analytical Centre it will move there to the new cross faculty analytical teaching laboratory. Alice lee will develop a new IA course that will suit the needs of both Food and IC students. The physical chemistry experiments will move to the chemical engineering laboratory.

Questions were raised about transferring between engineering schools - what arrangements can we make? To be discussed further in 2006.

Faculty based "common" first year

There are 5 core courses (computing, physics, two maths, and design course). Students will have 3 nominal elective choices but must choose at least one required course in their program from the elective list; otherwise, we cannot guarantee that they graduate in 4 years. We need to use our CEIC electives to sell our program to undecided students.

New Course descriptions

Copies were passed out to staff. Changes can still be made later for 2nd year onward subjects as they will be rolled out sequentially. Staff asked to double check prerequisites and hours.

All Theses to be on CD

PC is investigating getting thesis copied to CD.

Exams

VC reported the timelines for meeting deadlines regarding marking and getting everything ready this time was only 10 days which is not long enough. If you are going overseas you can either adjust your travel or contact exams to change the timetables (they can do this with sufficient notice). Rahul Bajoria can assist with these requests. The important thing is, that before going overseas, your exams are marked and the results together with all other assessments for the course are given to Rahul together with a "deferred" paper in case there needs to be further assessment for some students.

Plagiarism

VC stated that reports indicate more evidence of plagiarism has been found with an increase in complaints from fellow students. PC stated that clarification must be made since some students originate from countries where plagiarism is an accepted practice.

VC advised it's the school's responsibility to advise students of University plagiarism policies/issues and to direct students to relevant documentation. Academics must make clear to students extent of "co-operation" allowed in a given course. MSK asked would academics be expected to check websites to see if a case of plagiarism has taken place? VC advised some schools have "checkers" who specifically undertake this task.

MPB stated we must be careful to ensure students are aware of the policy. Once plagiarism is detected, there is a formal process of investigation that must take place. The process can become time consuming.

MSK stated there are sections in the document which are unclear. Each academic must use their expertise to make the decision with any case. VC stated a database is available that will record repeat offenders. Vicki is currently the Ethics Officer and will be seeking volunteers in the future.

JStubington asked if a standard cover sheet could be set up for assignments. All agreed that a new cover sheet system would be implemented. DW submitted to VC a summary document which can be viewed in full on-line. http://www.lc.unsw.edu.au/plagiarism/Plagiarism_INSERT.pdf

JPaterson asked if we need to put this statement out for each class taught. VC advised a school policy on the web which is referred to in the course outline could be set-up.

5. Research

There were over 250 Taste of Research submissions Faculty wide with only 20 to 30 students gaining a place, CEIC may get 1 or 2 students only. RB suggested that a more focused short list be submitted, but other colleagues believed that a wide choice should be offered. LB advised other schools are funding projects themselves. MPB advised the school is not currently in a position to do this.

FRG's due later in the year which will be posted on Faculty website. The 2004 grants deadline for reports has passed. RB stressed the importance of submitting reports in order to get continued support from the Research Office. CBK asked if the Faculty studies research outcomes?

There are 16 places available for a Linkage grants seminar being held at a venue and time to be circulated electronically by Research Services. Intending applicants as well as those who missed out on the previous round are encouraged to attend.

6. Safety Electrical Testing/Plant

The aim is to have the whole school complete by year end. Currently working on level 5.

FST Audit

A few things need to be taken care of:

- i. When completing Risk Assessments, the writer must have knowledge of other experiments people are working on in the same labs. A cover sheet will be included within the RA template for this purpose.
- ii. There have been complaints that, in some instances, including all the MSDS information to the RA produces a lot of paperwork. A cover sheet

will be included within the RA template where the supervisor will sight, check and then sign-off that the MSDS information is correct.

- iii The audit discovered that many students did not have their RA and other information with them while working in labs. JS to develop and trial a "white folder" system in the PCat centre where all students / persons working in labs must have the folder with them at all times. The folder will contain the current working document for the RA, old versions of the RA (if applicable), current lab induction forms and other important information.

Plant

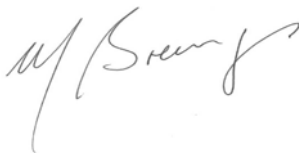
RA's to be written for all major machinery.

Other Issues

JS explained to all that Michelle Price was employed by CEIC on a contract basis for 1 year only and the school was unable to renew her contract due to budget constraints. Michelle has remained within UNSW transferring to the School of Medicine. Michelle's position has been re-structured between John Starling / Eileen Emmerson / Camillo Tarraborelli, Zbigniew Sukinski and Andrew Chau with administrative support continuing from Sandra Twomey. Additional administrative support will be sought from Christine Locke and Sharon Debreczeni in the future.

- 7. **AOB**
None.

Meeting closed at 2.20 p.m.



Signature:

Mike Brungs - Chairperson

Date:

09 September 2005