Student Staff Consultative Committee Meeting

The 2/2014 Student Staff Consultative Committee Meeting was held on Tuesday, 19th August 2014 in room 203/Building 72 at 12.00.

Minutes

Staff:  
A/Professor Lindsay Kleeman (Chair, Department Director of Teaching)  
Professor Jamie Evans (Head of Department)  
Ros Rimington (Academic Programs Manager)

Students Representatives:  
Alex Sibree level 3 BE(ECSE)/LLB  
Boon Shen Loh level 4 BE/BCom  
Oindrila Das level 2 BE/BCom  
James Salamy level 2 BMechatronicsEng/BSc  
Sujenthan Sivasothy level 2 BComm/BE (apology)  
Rafiuddin Muneer level 2 BE (apology)

The following were topics were discussed:

1. Late extended lab hours till 10 pm was raised. Due to anticipated demand, the labs 103, 110/35 will be open from week 6 to 12 of semester. Access to mechanical construction as part of ECE3091 was discussed, for example for simple drilling, cutting and bending, and this will be explored with the unit coordinator.

2. Student lab preparation work was highlighted as time consuming. This time can fall under the private study time expectation per unit of 6 or 7 hours per week, particularly when no assignments or test deadlines are approaching. Some students were also not aware that consultation help was available from the Help Desk during lunchtimes. More publicity will be organised for the Help Desk.

3. Lab demonstrators were sometimes too “sticky” - that is they do not answer questions quickly enough before moving onto the next question. The demonstrator training does cover this topic but some demonstrators obviously need to be reminded to be less “sticky”.

4. There was some discussion about windows screwed shut in the labs on the 2nd floor of building 35. The labs have been reported to be too hot even in Winter and a bit of fresh air would help.

5. Exam worked solutions being available was discussed and it was noted that this is a matter for each unit coordinator. Some coordinators believe that solutions are not ideal since it means that students are less likely to think
about the problems before consulting an answer. This was discussed at
length.

6. Open Day was discussed briefly and student panel members were thanked
for participating in Open Day. The Monash Open day in Engineering was
compared favourably with university’s Engineering exhibit.

The meeting closed at 1 pm.

Next scheduled meeting: Week 12 Semester 2 2014