The 1/2013 Student Staff Consultative Committee Meeting was held on Tuesday, 9\textsuperscript{th} of April 2013 in room 203/Building 72 at 1.00 pm.

Minutes

**Staff:**
- A/Professor L. Kleeman (Chair)
- A/Professor R A Russell
- Ros Rimington
- Professor J Evans (HoD) (apology)

**Students Representatives:**
- Muhammad Fareed (3\textsuperscript{rd} year BE)
- Ben Ebsworth (4\textsuperscript{th} yr BSc/BE)
- Brendan Wreford
- James Salamy (apology)

Minutes

LK introduced the purpose of the committee as a forum for discussion of course matters and a mechanism for student feedback to improve the student experience and quality of education. Student representatives’ email addresses will be published, with their permission, on the Departmental webpages accessible to enrolled students. The representatives were asked to canvass the views of the student body and to bring issues to this committee that may improve the ECSE courses.

In terms of student satisfaction with the teaching of the ECE units across the Department, LK tabled the following results from the student unit evaluation surveys from 2005 and discussed them. The mean of all units’ median scores taught by ECSE is included.
The chair discussed the Engineers Australia accreditation review and thanked those students that were interviewed as part of that process in March this year.

Lab demonstrator numbers were discussed since students found that there was sometimes insufficient access to the demonstrators in some labs. The chair elaborated the policy of one demonstrator per 16 students except for power labs where the ratio is 8:1. This was driven by resourcing constraints. Methods for better access to existing demonstrators were discussed and the demonstrator induction process was mentioned. This encourages demonstrators to move around the lab providing frequent and short discussions with students to help with suggestions to enable student to solve problems themselves or form small groups with other students.

SETU surveys were discussed and LK asked the student reps to encourage higher student participation in completing surveys due to their importance in improving units. Brendan suggested that each lecturer could at the start of each unit summarise the outcomes of the previous surveys and provide a list of responses that are implemented this year to respond to the survey comments. Doing this would highlight the importance of SETU. This will be raised at the next Dept meeting. LK also informed the committee that offensive comments will be removed by the faculty from the feedback comments before lecturers see them. These comments can be tracked back to individuals even though comments were still anonymously presented to staff. Students making such comments could face disciplinary proceedings.

Some comments were made regarding including more advanced electronics and use of CAD tools such as Altium for PCB layout being included in a future course as part of the revision process that is underway following on from the first year BE review that has begun. The pros and cons of the common first year of the BE were discussed at length.

Some students who passed units commented that they had not been successful in making appointments to review their exam papers. The current policy allows these students access to their papers. This policy will be brought up with staff at the next Dept meeting to ensure that the policy is adhered to in all cases.

The meeting closed at 2 pm.

Next scheduled meeting: Week 10 Semester 1 2013