

**SCHOOL OF CHEMISTRY
STAFF/STUDENT LIAISON COMMITTEE**

**Meeting No. 3/2008
1 pm, Tuesday 19 August 2008
Conference Room, School of Chemistry**

MINUTES

Present: A/Prof. Muthupandian Ashokkumar (*Chair*), Dr. Brendan Abrahams, Dr Colette Boskovic, Christine Callahan (*Minutes*), Penny Commons, Melissa Germano (610-101-B. *Opt – 10 am*), Melina Glasson (610-311), Sarah Harvey (*Hons*), Audrey Irish (610-101 – 10 am), Charlie Ma (610-340), Chloe Miller (610-310), Jonathan Tay (610-101-B. *Opt – 2.15 pm*), Ryan Wilson (*Hons*)

1. Apologies

- Meeting commenced at 1.00pm.
- The Chair, A/Prof Ashokkumar, welcomed the staff and students.
- Apologies: Nil

2. Matters Arising from Last Minutes

- Honours: NMR & Mass Spec to be made as 2 separate lectures.
⇒ Action: Ashok brought the matter up with Prof Richard O'Hair.
- 3rd Year: - Request for longer prac times.
- Clash with inorganic prac and Spencer Williams' Lectures.
⇒ Action: 305 Melb Model (in 2010) will take this into account.
⇒ Action: Clash will be taken into consideration next year.

2nd Year: Nil

- The minutes of meeting 2/2008 were agreed as being an accurate record of the proceedings that took place.

3. Chemistry 3rd Year Dinner and Industry Visit

Report:

- Chemistry 3rd Year Dinner will be held Friday 22 August this year. 18 academics and 27 students have bought tickets. The Committee thanked the 3rd year students for their efforts for selling the Dinner tickets.

- The Industry visit at Kenos has been cancelled due to the lack of response from students.

Points to note for the future:

- To initiate industry visit for Chemistry students at an earlier stage, eg: end of 1st Year / 2nd year.
- Opportunities for vacation work can be emailed to Vicki Burley to send out to all students.

A representative from Kenos has expressed interest in coming to Chemistry to meet with 3rd Year students and talk about vacation work/studentships that are available.

Action:

- Ashok will organise with Kenos representative to speak at our 3rd Year lectures about work experience.

4. Matters Relating to Honours, Third, Second, and First Year teaching program

Honours Report:

- Honours representative sent out email requesting for feedback – no feedback.
- Information on the web regarding PhD application datelines etc has not been updated. Honours students have requested an update.

Action:

- Christine will speak to Vicki about reviewing the PhD application datelines on the web.

3rd Year Report:

- A couple of lecturers did not turn for lectures - Students are concerned about material that was meant to be taught at lectures may be examinable, even though the lecturers did not turn up at class.
- Students have information on Summer 399.
- Students have given positive feedback on all 3rd Year lectures.
- Analytical & Environmental Chemistry pracs are not substantial. Students feel that making solutions and A.S could be run over the same prac.
 - Issue: Students have to rotate so that everyone has a chance to use the machine.

Action:

- Ashok will speak to lecturers about missing their lectures as well as material examinable.
- Colette will speak to Vicki about Summer 399.

2nd Year Report

- Nil

Action:

- Ashok will send a meeting reminder to 2nd Year representatives. He will also speak to A/Prof Michelle Gee to announce that students should give their feedback to 2nd Year representatives.

1st Year Report

- No complains. ChemCAL and 1st Year tutors have been extremely helpful to students.
- Students wanted to know if pracs were on every week. Their preference was to have pracs run every 2nd week. ⇒ Brendan advised students to check their timetable. We are unable to run pracs every 2nd week due to faculty limitations.
- School website is not updated and students would like to find out subject availability for 2nd year.

Action:

- Ashok will speak to Prof. Richard O'Hair about changing the 2nd year Chemistry website.

5. Any Other Business

- Nil

Meeting ended at 2.00pm.

Next (final meeting for 2008) meeting has been scheduled on Tuesday 14th October, 1-2 pm (Week 10).