

**Department of Geomatics
The University of Melbourne**

Staff/Postgraduate Student Meeting 2/2004

Minutes

Tuesday, 7th September, 2004

Present: Ian Bishop, (Chair) Gary Hunter, Joe Leach, Michele Velik, Deborah Thomas (Minutes), Postgraduates (12)

1. **Apologies:** Sue Hope, Joyce Maphanyane

2. **Matters arising from the last meeting.**
There were no matters arising from the last meeting.

3. **Postgrad Coordinators Report** (Ian Bishop)

An Alumni Database has been created with 146 records. We're in the process of trying to find as many email addresses as possible.

Action: Deb to send the list of alumni to Postgrads to see if anyone can help with missing email addresses.

Ian thanked Kate Dalrymple for emailing her review of the UpSkills course she attended. It would be helpful if Postgrads could email a brief review of any courses they attended.

Action: Postgrads to email reviews. Deb will keep a record of reviews that can be emailed to interested students upon request.

Ian suggested the idea of keeping student/supervisor diaries. The diary would be helpful with the communication process and in dispute situations. Nathan reported that the GPS had discussed the issue and were in favour of keeping a diary.

Action: Postgrads will email their Supervisor after each meeting, outlining what was discussed and what is to be done. Supervisors will ensure that a safe copy of the document is made. Deb will organize for a dummy email address to be created. Postgrads will cc. this dummy address with their report to avoid any emails being lost in the future and to provide a reference collection for rare use in cases of dispute.

Ian outlined the Skill Enhancement recommendation from the World Class Graduate Program White Paper. Postgrads will be expected to attend 80 hours of skill enhancement in each of their first two years. This will be a

necessary part of their annual reporting. Hours can be gained by: attending the department seminar series, taking formal courses with supervisor support, attending SGS or UMPA workshops, conferences, courses or seminars. A discussion about whether giving lectures could also be included took place. It was decided that lectures could be included, if necessary, and that this would be reviewed in twelve months. It was also suggested that feedback forms be made available to attendees at the Departmental Seminars.

Action: Deb to organize feedback forms for Departmental Seminars.

4. **Report by GPS.**

Nathan Daw Quadros reported that he was filling in on behalf of Sue Hope. Nathan outlined the members of the GPS Committee as follows:

Sue Hope – President
Yongji Ma (Spring) – Secretary
Simon Fuller – Treasurer
Nathan Daw Quadros – General
Noor Raziq – General
Supawan Wongprayoon - General

Simon reported that a GPS web page had been developed but it couldn't be accessed at the moment due to the server crash last week. In the near future the web page will feature a Postgrad of the month profile.

Action: Simon will organize for the GPS web page to be linked to the Geomatics home page.

Nathan asked if departmental funding would be available to help support the GPS. Gary advised the GPS to make a formal request in writing if funding was required for a particular activity. The department was happy to help if it could, particularly if the event involved industry partners.

A discussion took place about how new student's expectations about the resources that the department would provide were often different from what the department could actually provide. Gary reported that SGS were in the process of implementing a new system at the application stage that would help with this problem. It was recommended that prospective students receive offers outlining what resources will be available to them so they can make a well informed decision about whether they can complete their project.

Action: The GPS to provide an outline of what base information on available resources should be provided to a new student.

5. **Any other business**

Ian requested that a Course Work Student's item be added to the next and subsequent agenda items.

There being no further business the meeting closed at 3.10