

# DEPARTMENT OF OPTOMETRY AND VISIONS SCIENCES

## STAFF-STUDENT LIAISON MEETING (RHD/HONS)

### MINUTES

1:00pm, Thursday, 31 May 2007

Prac Lab

#### **Present:**

Staff: Dr Larry Abel (Chair), Ms Jacquie Burnheim, Ms Pianca Lun

Students: Ms Carla Abott, Mr Phillip Bedggood, Ms Bahar Erikoz (RHD representative), Ms Lauren Ayton (RHD representative), Ms Elizabeth Bowman, Mr Kwang Meng Cham, Ms Monica Jong, Mr Sammy Lee, Ms Josephine Li, Ms Yvonne Lin, Mr Ryan Maloney, Ms Huong Nguyen, Ms Kumiko Percival, Mr Narayanan Rajeev, Ms Sujata Roy, Mr Coimatore Sivaramakrishnan, Ms Richa Verma, Ms Ran Wan, Ms Vickie Wong, Mr Baskar Arumugam, Ms Deborah-Anne Hackett, Mr Edward Liu, Ms Srujana Sahebjada, Mr Sheng Tong Lin, Mr Ehren Terenyi, Mr Kenny Cheong,

**Absent:** Ms Christine Nguyen, Mr Daniel Adler, Mr Zheng He, Ms Renee Karas, Mr Tony Nguyen

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**1. Apologies:**  
Prof Neville McBrien, Ms Laura Downie

**2. Minutes of the last Meeting**

The minutes of the last meeting were approved, distributed and placed on the Department's website.

Housekeeping - it is reported that the damaged chairs in the Postgraduate Room have been replaced.

Spaces - the new Prac Lab in Redmond Barry Building is being used. A request for more spaces in the Optometry Building have been submitted to the Faculty of Science and also raised in the Accreditation Committee Meeting.

Journal Club – The response to the Journal Club's new format has been very positive.

### **3. New Matter Arising**

#### Staff Student Liaison Meeting

Students suggested that Dr Andrew Anderson, the Journal Club Coordinator, should be invited to attend the Staff Student Liaison Meeting in the coming future.

Some RHD students also suggested to invite their supervisors to attend the Staff Student Liaison Meeting.

#### Stationery supplies

Students mentioned that they did not know how to access stationery supplies, they suggested that the procedure of stationary order should be added in the Postgraduate Manual. Jacquie reported that the department office can order specific stationeries for students upon request. Paper is still supplied by the VCO, therefore, Jacquie advised students to contact Barbara for paper supplies.

#### IT support

Students mentioned that they did not know who they should address the computer problems. Jacquie clarified that Mal White is responsible for MAC problems and network problem. Guido is responsible for PC problems. Students also suggested that the IT support services should be added in the PG manual.

In additions, Jacquie reported that some computers also be provided in the new Prac Lab in the Redmond Barry Building.

#### RAGS funding for research

Jacquie explained that RAGS allowance is given to each supervisor who makes the decision to allocate fund to students e.g. mail, travel to study away, conferences and equipment purchase. The department will not report to students in term of funding, the policy is clear that supervisors have a responsibility to monitor the funding. For international funding, the department allocated to students equally, however, if some labs got more money, they can provide more support to their students.

It is reported that most of the students bought their own computers. Students asked if the department can provide them a computer or a laptop each. Jacquie will bring forward to the next Department Meeting for discussion.

#### Clinical research facilities

Students requested more spaces for the clinical research, they reported that Neville preferred them to use CVRA than pre-clinic because of the teaching priority for undergraduate students. Jacquie will investigate.

#### Equipment for research projects

Some students reported that they waited for a year for the equipment, so it delayed their completion of candidature and could not complete the course within 3.5 years. Students

also mentioned that some supervisors had to wait for the grants in order to purchase equipment to the labs.

Students reported that they assumed all have been set up before they started the course, they did not know what equipment or facilities they will be provided or needed. This issue will be brought forward to the next Department meeting for discussion.

#### Funding for Conference for Honours students

Honours students asked if they can apply travel grant for attending conference, Jacquie explained that the department do not have travel fund grants offered to Honours students. She advised the Honours students to speak to their supervisors, and supervisors can address this issue to Neville/Jacquie. Jacquie also mentioned that supervisors can consider using RAGS funds for students to attend conferences.

#### Housekeeping issue

Larry suggested that students can address the housekeeping issues to him, Jacquie or Pianca at any time rather than waited to discuss in the Staff Student Liaison Meeting as problems can be solved earlier.

#### Writing Minor thesis for Honours/Masters

The Writing Minor Thesis for Honours/Masters organized by LLSU will be on Aug 23, Aug 29, Sept 6 and Sept 13. Larry encouraged students to attend.

#### Department Confirmation Process (PhD & Masters)

Some RHD students stated that the departmental requirements for confirmation for PhD and Masters from the Department were not included in the PG manual. Pianca will follow it up.

Honours students also suggested that a check list of the enrolment in coursework subjects, exam arrangement and access to LMS should be included in the Honours Manual. Pianca will follow it up.

#### Co-supervisors

Students are advised that they can have co-supervisors from the department or outside department if necessary. They may also get additional facilities and equipment from the other department, which may also reduce time pressure during the course of study. If they have problems, they can speak to their supervisors or the PG Coordinator.

#### **4. Other Business**

Jacquie thanked for students to do the demonstration. Also, she suggested students to form a social committee and organise regular social activities.

**5. Next meeting** – Tuesday, 9<sup>th</sup> October 2007 , 1:00pm, Prac Lab.  
Meeting closed at 2:45pm