

# DEPARTMENT OF OPTOMETRY AND VISIONS SCIENCES

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

### MINUTES

1:00pm, Tuesday 9<sup>th</sup> October, 2007  
Prac Lab

**Present:**

**Staff members:**

Dr Larry Abel (Chair), Prof Neville McBrien, Dr Andrew Anderson, Ms Jacquie Burnheim,  
Ms Pianca Lun

**RHD students:**

Ms Carla Abott, Mr Phillip Bedggood, Ms Laura Downie, 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 Kumiko Percival, Mr Narayanan Rajeev, Ms Sujata Roy, , Ms Ran Wan, Ms Vickie Wong, Mr Daniel Adler, Mr Baskar Arumugam, Ms Deborah-Anne Hackett, Mr Zheng He, Mr Edward Liu, Ms Srujana Sahebjada

**Honours students:**

Mr Ehren Terenyi, Mr Kenny Cheong

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#### **1. Apologies:**

Mr Coimatore Sivaramakrishnan, Ms Huong Nguyen, Ms Richa Verma, Ms Renee Karas,  
Mr Sheng Tong Lin

#### **2. Minutes of the last Meeting**

The minutes of the last meeting was approved and distributed.

The information about stationary supply, IT and Network support, RhD Confirmation requirement has been placed on the web.

Larry reported that no postgraduate students came to discuss with him about housekeeping issues such as chairs, desks and bookshelves etc.

### **3. Matters Arising**

#### **Desk Allocation**

Deborah-Anne asked how students will be informed about desk spaces as she has been located in her lab since she started her MSc. She would like to be allocated a desk soon. Pianca reported that she checked the desk spaces regularly for postgraduate students. Students who are on the waiting list will be advised to move in when spaces become available.

#### **Journal Club's Paper**

One of the Hons students commented that some presenters selected very long journal paper (more than 12 pages) and he spent too much time to write summaries and to read. He suggested that presenters should pick a shorter paper to present in the Journal Club in order to keep everyone interested.

Few RhD students also commented that some paper were just so long, sometimes they would not read it. Some of them suggested to have less than 5 pages. They also believed that those paper should be selected from journals such as Nature or Science.

Andrew Anderson (Journal Club Coordinator) explained that few presenters had selected articles from Current Biology, Nature or Science, or they chose longer papers from which they only selected the sub-component to discuss. He would consider to add on a SUGGESTION on the web that presenters might need to consider to select a shorter paper, but he would not put on a page limit on the choice of article.

#### **Computer Resources**

Carla asked if the department has made a decision in providing laptops for future students.

Pianca reported that she did a survey asking all science departments if they provided a laptop to each RhD student. The majority responded that they did provide laptops, however those laptops were funded by Labs, not by the Department. Jacquie said that the department is still investigating and has not made a decision yet. She would bring up this issue on the next Department Executive meeting. Jacquie also reported that there is a possibility the department is going to a process of moving staff across to PC desktop, which meant that Mac computers would become available to others. Those computers are still very serviceable, the difference is that they are not laptops.

Larry commented that expenditure for students includes computers and conferences; the question is to make sure that they get most benefit out of the money the department may have. This issue is still under discussion.

Some students said they buy their own computers, however, they cannot put software on it e.g. SPSS/MATLAB because of license issue, also installing MATLAB could cost \$150 for a student licence. However, some other students said that it could cost \$1,500 to get a basic MATLAB program, and it would cost more if students want extra toolboxes, e.g. data acquisition toolbox.

Pianca will investigate about the licence issue for software to students, and then will advise students via e-mail and the information will also be added on the webpage.

### **Travel Grant/RAGS Funding**

Carla asked whether the travel grant for students attending conferences, is still \$300 with no rollover each year, and if there is a total amount granted for a candidature. Jacquie reported that in the last Executive Meeting, the original plan was to form a Research Committee to discuss through those issues, however, it has not been formed or decided yet. This issue will be further discussed in the next Executive Meeting.

### **Casual Pay**

Jacquie commented that some casual staff had been put on a trial run on payments through THEMIS.

It has been planned to roll it out to rest of the casual staff in the group from next semester onwards. It would mean that the casual staff would be organizing their own pay, and the pay would be by means of electronic fund transfer to their nominated account. If the pay requests are not entering in time, the casual staff would be the one responsible for not getting the pay on time. In addition, Jacquie commented that by using this system, staff can get lots of information such as group certificates and payslips online. It would benefit the staff in a long run.

### **E-mail System**

Jacquie said that the e-mail system has been a dual-email (VCO and university) system. She would like to make sure that every student is using their postgrad student's e-mail address. If students have another email accounts, it is fine to forward emails to it. Students can manage the forwarding arrangements themselves via web portal.

She also suggested that students should start using University's e-mail server to receive e-mails rather than the @optometry address. At the current stage, e-mails from the @optometry address can still be forwarded to the user's other e-mail accounts. Jacquie suggested that students should ask Mal White for assistance with forwarding VCO's optometry address to other addresses. However, the @optometry address would eventually be shut down. She also said that if the e-mails are not coming from the University, the e-mails have to go through various virus check before it reached to a receiver. Therefore, e-mails from other e-mail accounts might slow down the sending process.

Students asked if they still have the @vco.org.au account. Jacquie said students may have that address in a capacity of relationship with VCO, but not as a PG student.

**4) Other business**

No other business

**5) Next meeting - to be advised**

Meeting closed at 1:45pm