Minutes of Staff Student Liaison Committee Meeting
1.00 pm, 13 March 1998 in G22

Present: Siobhan North (Chairman), Colin Smythe, Gordon Manson, Tony Chilton, George Wilson, Mark Greenwood, 1st Year Software Engineering Rep., Phil McMinn Computer Science 2nd Year Rep., Martin Overton, 3rd Software Engineering Rep., John Ottwell, 3rd Year Computer Science Rep., Mark Pybus 3rd Year Computer Science Rep., Dan Khan, MEng Software Engineering Rep., Fiona Pugh, MSc Information Studies Rep., Timothy D Longson, MSc SST & SS&PP Rep.
Apologies: Mark Dundon

1. Minutes of Last Meeting
   SSLCOM accepted the minutes as an accurate account.
2. Matters Arising from Minutes
   1. Public Phone
      The public phone has now been installed in G25.
   2. State of Labs
      Tony informed the committee that no students had been reported to him regarding untidiness in the lab.
   3. Past exam papers
      The decision has been made to make past exam papers available on the Web.
   4. Non-CS students using departmental facilities
      George Wilson has reported only one non-CS student who has been using department facilities. If students who have been warned are seen a second time, a letter will go to their HOD.
   5. Assignment handout
      A comment was made that smaller assignments are working well.
   6. Any Other Business
      Dan Khan asked if the minutes could be put on the SSLCOM Web pages. This is now done.

3. Student Representative for Teachcom's Assignment Workload Group
   Siobhan asked for volunteers to sit on this committee. The following volunteered: Phil McMinn, Mark Greenwood, Martin Overton, Timothy D Longson and Dan Khan. Siobhan will contact the above when a meeting is to take place.
4. Report and Suggestions about Intro Week (Mark Dundon)
   This will be discussed at the next SSLCOM as the people who wrote the report were not at the meeting.
5. Matters Arising from the Examinations

Siobhan North apologised on behalf of the Department for the number of errors and ambiguity in some of the exam papers. As a result, the checking process will be changed for the summer examinations. Comments made on various papers were as follows:

1. COM201 confusion arose regarding the reading time allowed - not clear from paper.
2. COM321 Dan Khan asked for feedback on this paper. Colin emphasised that each paper should be treated as unique.
3. COM342 After looking at passed papers where the questions were multiple choice, Martin Overton was in favour of future papers being like this.

6. Late Return of Practical Marks
   Tony Cowling's COM201 and COM451 assignments are very slow in being returned.
7. The New CD Rom
   The general consensus of opinion was positive. The majority are pleased with it, although would prefer it if ALL the notes could be put on the CD.
8. Overcrowding in Lecture Theatres
   Emma Burnley has changed one of the venues for a lecture where overcrowding was a real problem. Siobhan North encouraged students to use all spare seats. Colin said he would remind Lecturers that if there were not enough seats, they should cancel the Lecture, as the Department did not want to be responsible for breaking the fire regulations.Colin Smythe asked for opinions on extending the Lecture times to early morning or until 6 pm at night. It was thought that early morning lectures would not go down well with students, but lectures until 6 pm in the week (but not Friday) would be quite feasible.

       ACTION CS

9. Attendance at Lectures
   It has been noticed by Lecturers that attendance at lectures is worse now than any other year, this coincides with the issue of the CD ROM. Gordon Manson stated that there is a direct correlation between poor attendance and poor exam marks. SSLCOM were in favour of finding ways to encourage attendance and the reps were asked to canvas student opinion about taking a register during the lectures. Siobhan North will clarify rules on attendance to find out whether attendance is compulsory.

       ACTION ALL REPS and SDN

10. Any Other Business
    1. Report from 4th Year Rep
       Report on Modules Feedback was positive on most on the modules. Dan Khan reported on behalf of those taking COM334, appreciation of Yorick Wilk's enthusiasm in teaching this module. As regards COM342 - he thought there was too much material for this course.
    2. Publication of Exam Marks

Dan Khan asked if it was possible to display the third year exam marks, so that it was not such a nerve wracking wait to see Colin Smythe for marks. Colin said that this is not possible, because he wants to be able to discuss the exam marks with every third year.

3. Dan Khan asked who the 4th Year Tutor was.
   It is Mike Holcombe. Siobhan North will check if this will be the case next year, since there will be a lot more people on the course next year.

   ACTION SDN

4. Software Engineering Course
   There was a complaint that the Software Engineering Course did not have enough modules to choose from. Colin said he recognised this problem, and informed the committee that they were appointing two new lecturers in the next year who could teach this subject. A new syllabus is now being designed for this course but was unlikely to be available until 1999/2000.

5. State of Men's Toilets
   Colin Smythe informed SSLCOM that the men's toilets on the ground floor had been left in a disgusting mess. He warned that if this happened again the toilets would be closed.

6. Departmental Board
   The Departmental Board Meeting is now on the 25th March

7. £1,000
   Colin Smythe emphasised that the £1,000 fee would not be allocated to the University, so students should not expect an extra 30% of revenue. Overall, the system is still having money drained from it.

11. Date of Next MeetingWednesday
    13 May, over lunch - venue to be announced.