The University of Sheffield
Department of Computer Science

Minutes for the Staff Student Liaison Committee Meeting
1.00 pm, 13 May 1998 in G22

Present: Siobhan North (Chairman), Gordon Manson, Mark Hepple, Mike Holcombe, Tony Chilton, George Wilson, Mark Greenwood, 1st Year Software Engineering Rep., Phil McMinn 2nd Year Computer Science Rep., Sam Chapman, 2nd Year Computer Science Rep., Martin Overton, 3rd Year Software Engineering Rep., Dan Khan, 4th Year MEng Software Engineering Rep., Devrim Unal, Telematics MSc Rep.

Apologies: Matt Fairtlough, Fiona Pugh, Mark Pybus

Minutes: Vanessa Allsop

1. Minutes of Last Meeting
   The minutes of the last meeting were approved with an amendment to item 5: COM342
   Change from original paragraph to say "Martin Overton was in favour of future papers being multiple choice".
2. Matters Arising from Minutes
   1. Item 9 The general feeling seemed to be that attendence lists were ok provided they did not contribute to assessment.
      Soibhan North had checked the regulations and general regulation 38 says:
      "Every student is required to attend punctually and regularly lectures and classes"
   2. Item 10ii Mike Holcombe is 4th year Tutor.
   3. Item 3 The student workload group will meet on Wednesday 20 May at 10 am.

3. Report and Suggestions About Intro Week (Mark Greenwood)
   A report from Mark Greenwood on Intro week was circulated to the Committee. The main concern regarding Intro week was the arrangement of modules outside the Department. Many representatives of the Departments were not in the Octagon and finding modules that did not clash was almost impossible.
   A suggestion to avoid this would be to produce a list of all modules and the times they are running. This could then be displayed at the registration venues. Siobhan North will talk to Emma regarding this suggestion.

        Action SDN

4. Frequency of Meetings (Timothy Longston)

The Committee agreed to have three meetings a semester rather than two and organise a time when the current first year reps can talk to the new first years to encourage them to join the Committee. The new reps. will be elected in November, so the current reps will remain until then. This will allow a meeting early in the semester (in October) to sort out any teething troubles.

5. Chairmanship of SSLCOM

   Siobhan North circulated to the Committee an extract from Senate Teaching Committee paper for 31 October 1997: "In the Faculty of Social Sciences' report for the 1994-95 session, the Management School's practice for having a Staff Student Committee with a student in the Chair was highlighted as good practice". This idea was rejected by the Committee as it was thought that a student would not have the same authority or respect as an academic member of staff.

6. Tidying Up After the Poster Session

   There were several complaints to SSLCOM regarding the closure of the Lab in the morning after the poster session. There was also confusion over which machines were allocated for students and where to set up posters. To rectify this, Support will issue clearer instructions on the Web regarding the procedures for the poster session and will also produce a do it yourself map on the door of the lab so that the students can indicate where they are. There will be a timetable where the poster session will end at 4.00 pm, allowing more time to clear up afterwards. Support will notify people in advance if the Lab will have to be closed.

   Action SUPPORT

   There was concern about the lack of space for next years poster session, with more students being in the current second year. This led to further discussion on the unavailability of computers. George Wilson said that the CICS Department were not very sympathetic to this complaint. Siobhan North encouraged Martin Overton to complain to CICS regarding this, giving full details. George Wilson will find out who to address the complaint to. George Wilson will also put bookable CICS computer rooms on the Web, so that Computer Science students are aware of other computer rooms.

   Action GAW

7. Any Other Business
   1. Poster Session

      Some complaints were sent to SSLCOM regarding equipment not being available for the poster session. George Wilson requested that in future, complaints should be more specific, giving details of the incident, then the problem can be looked into and if possible resolved.
   2. Thanks

      Dan Khan expressed his thanks to the Department.
      Siobhan North thanked Vanessa Allsop for writing up the minutes
   3. Installing Computer Packages

George Wilson informed the Committee that students could, with the permission of Support, (who would require them to sign a form) install their own computer software on one of the Department's computers.

8. 8. Date of Next Meeting
   To be arranged.

Vanessa Allsop