

## Minutes for the Staff Student Liaison Committee Meeting

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**1.00 pm, 3 March 1999 in G22**

**Present:** Steve Maddock (Chairman), Guy Brown, Tony Chilton, Matt Fairtlough, George Wilson,

Alex Collins (1st year Computer Science Rep), Nick Farrell (1st year Software Engineering Rep), Steve Eaton (2nd year Computer Science Rep), Mark Greenwood (2nd year Software Engineering Rep), David Whittaker (2nd Year Maths & Computer Science Rep), Jim Lyall (3rd year Computer Systems Engineering Rep), Peter Edwards (3rd year Computer Science Rep), Dimitrios Kourkoulis (MSc Data Communications Rep), Graziella Li-Ship (MSc Information Systems rep), Tim Eavery (MSc Software Systems Technology Rep).

**Minutes:** Vanessa Allsop

**1. Minutes of last meeting** **Action**

The minutes of the last meeting were approved with comments made under matters arising from minutes.

**2. Matters arising from minutes**

**2.5 Usage of the Department Network**

Steve Maddock asked support if a glossary could be provided to find information on the web more efficiently. Support said this would not help and a suggestion was made to have a session on search engines during intro week. Steve Maddock asked Support to look into this. **Support**

**2.6 Printing Facilities**

George Wilson had not sorted out the problem of printing ghostview. Steve Maddock asked him to do this as soon as he could. **GW**

**2.7 Lecture Notes/CD-Rom**

Support suggested making everything lower case when transferring HTML files from the PC to the Unix system to avoid problems when printing.

**2.11 Assignment Marking/Feedback**

The concerns regarding inconsistency in marking and the checking of course material (item 8) have been forwarded to Teachcom. They will look into this at the next meeting. **Teach  
com**

**5.5.W 5. Web Site for Undergraduates**

Julian Briggs has set this up. Further details of the student web site are in agenda item 5 of the minutes.

#### **6. PC in Student Workroom**

The PC is now ready to go into G12c. Tony Chilton will install it in the next couple of days.

#### **3. Chairman's statement**

No statement.

#### **4. Computer in Meeting Rooms**

Steve Maddock asked the Committee if they thought it would be helpful to have a computer in the Tutorial meeting room. They agreed there was no real need for this.

#### **5. Student Web Resource Site**

Julian Briggs has set up the student web site and Steve Maddock has informed the reps of this. Nick Farrel provided examples of information which could go on this web site which included easy access to module details.

A suggestion was made to have information on the site which would be fairly unchanging to decrease the need for maintenance; and to include an advertising section so that there would be less abuse of email aliases such as allst.

There were mixed views on whether the student site was a good idea, but the committee agreed that they would run the site as a trial.

#### **6. Exams and Revision**

After receiving several complaints on email regarding exam hints from certain Lecturers, Steve Maddock emphasised to the Committee that members of staff are under no obligation to give hints for exams. He also said that complaints that were completely unfounded should be vetted by the reps before they are passed on to the lecturer concerned.

#### **7. Any Other Business**

##### **Return of Assignments**

One of the MSc reps enquired whether assignments could be returned via Reception for those who do not have Tutors ie students perhaps only doing one module in the Department. Guy Brown said that he would be the central point for marked assignments for MSc students with no Tutor. He would email the students to let them know the times they would be able to collect them.

Undergraduate students with no Tutor can collect their marked assignments from Reception.

## **Assignment Feedback**

Some work was being returned to students with only a mark on it and no comments. The committee felt that the staff concerned should give more constructive feedback.

The issues of assignment marking and feedback will be discussed at this year's Staff Teaching Retreat.

## **Assignment Hand in Times**

There are some discrepancies in the assignment hand in schedule. There was concern that 4 assignments are to be handed in for week 5.

Guy Brown admits there was an oversight concerning his course as one of the hand in dates was only for an interim piece of work. The Committee decided that year Tutors should ensure staff keep to the assignment schedule.

A suggestion was made to put a disclaimer on the assignment hand-in schedule saying that the timetable is as accurate as possible but students should check to see if there are any changes.

**Year  
Tutors**

## **8. Date of Next Meeting**

Wednesday 21st April, 1-3 pm, G22