

## Minutes for the Staff Student Liaison Committee Meeting

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1.00 pm, 21 April 1999 in G22

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**Present:** Steve Maddock (Chairman), Tony Chilton, Matt Fairtlough, Gordon Manson, George Wilson, Nick Farrell (1st year Software Engineering 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), Edgar Rivera (MSc Telematics 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

#### 2.6 Printing Facilities

George Wilson had not sorted out the problem of printing ghostview. Steve Maddock asked him to do this ready for the next meeting.

**GW**

#### 2.11 Assignment Marking/Feedback

The above subject has been proposed for the agenda at the next Departmental Teaching Retreat.

### 3. Chairman's statement

Steve Maddock requested that there be a standing item on the SSLCOM agenda for discussing issues regarding the Faculty of Engineering SSLCOM.

### 4. Faculty of Engineering Staff-Student Committee

The Faculty of Engineering SSLCOM have £200 to spend as a result of a Royal Academy of Engineering Prize. Steve Maddock asked for suggestions of how the money could be spent to benefit students. One suggestion was to put a room plan in the entrance of the Mappin Building another was for a drinking fountain. Steve Maddock will put these forward at the Faculty of Engineering Committee.

**SM**

## 5. Next academic year's Intro Week

Steve Maddock distributed the guidelines for academic Departments regarding Intro Week. Emma Burnley said that most of the suggested items we already did, except a tour of the Department, which the Committee felt was not necessary. It was suggested that a talk on study skills could be included as part of the Departmental Tutorial System.

The Committee agreed to make a suggestion at the Departmental Board meeting that there be more demonstrators on hand to help during the Intro week computer training sessions and also if possible someone available during the first few weeks of term to be able to assist with problems and queries that students may have.

**Dept  
Board**

Steve Maddock asked Support to display on notice boards the computer training information, so people could have some reference for guidance if they were not able to use the web.

**Support**

## 6. Evaluation of Semester 1 Modules

The Results of the Teaching evaluation for Semester 1 were distributed. Steve Maddock asked for comments from students on what action is needed to improve any modules. These comments will be sent to the relevant lecturer. The following modules were commented on:

COM129 The style of delivery for this course was poor. The amount of material was too much and the assignment work too difficult.

COM325 Too much work. A lot of new material.

COM307 Not impressed with Matt Fairtlough's delivery style. He made mistakes.

COM101 Very good course work

COM305 Slides good and accessibility of notes good.

COM321 Excellent notes

COM647 Good Notes

## 7. Any Other Business

### i Student Web Site

At the moment there has been no input onto the student web site. The students concerned said there would be something soon. Steve Maddock suggested reviews of modules to help students make their module choices for the next academic year. This must be done as soon as possible as the students would be choosing soon.

**Nick  
Farrell**

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**Opening times of the Lewin Lab**

Students were concerned that they are being asked to leave half an hour before the lab is due to close. Tony Chilton will talk to the **iii** Porters about this.

### **Assignment hand in times**

COM 342, Advanced Networks and Internetworking, assignment hand in time was extended until after Easter. This has caused greater stress for students with back to back handing in of assignments. The committee emphasised again that staff should stick to the assignment hand in schedule.

### **Missing Course Work**

An enquiry was made as to whether there could be a record of assignments handed in as sometimes they can go missing. One suggestion was to hand in an electronic version as well as a paper copy. Apparently Jim McGregor has this system and Steve Maddock will ask him to talk at Teachcom regarding this. Steve Maddock also asked if support could set up an automated response to confirm that electronic copies had been received. George Wilson however, did have reservations about the feasibility of receiving so many assignments electronically, so Steve Maddock asked if he could look into it.

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

Next academic year - date to be arranged.