

Minutes for the Staff Student Liaison Committee Meeting

2.00 pm, 3 November 1999 in G22

Present: Steve Maddock (Chairman), George Wilson, Tony Chilton, George Wilson, Guy Brown, Steve Renals, Tony Simons, Matt Fairtlough, Ben Abramson, (Genesys Representative), Phil McMinn (4th Year MEng/MComp/Genesys Rep), Robin Warren (3rd Year Computer Systems Engineering Rep), Kasper Hunt (1st Year Software Engineering Rep), Edward Smith (1st Year Computer Science Rep), Mark Tice (1st Year Artificial Intelligence Rep), David Whittaker (3rd Year Computer Science & Maths Rep), Ken Josling (3rd Year Computer Science Rep), Nyree Musgrave (MSc Information Systems Rep), Sandip Mehat (MSc Data Comms Rep), A Collins (2nd Year Computer Science Rep)

Apologies: Akshat Sharma (Computer Systems Engineering Rep)

Minutes: Vanessa Allsop

1. Minutes of last meeting

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 was asked to sort out problem on ghostview. George did not know what the problem was (not surprising as this problem has been a standing item on the Agenda since last December!). Since the reps raised no complaints, this item is dropped.

4. Faculty of Engineering Staff-Student Committee

There was an action on Steve Maddock to forward ideas to the Faculty of Engineering Staff Student Committee on how to spend the Royal Academy Engineering prize of £200. There is still no decision on how to spend the money. Steve Maddock asked the Committee to let him know if they had any ideas. **ACTION ALL REPS**

5. Next academic year's Intro Week

There were no problems raised by the Committee regarding this year's intro week.

Support informed the Committee that there was computer training information on the notice boards.

7. Student web site

This web site began with enthusiasm but Nick Farrell no longer wishes to oversee it due to course work commitments and there were no volunteers to take his place.

Opening Times of the Lewin Lab

Tony Chilton spoke to the porters. They denied closing the lab half an hour early. Students were still concerned that they were being asked to pack up twenty minutes before closing time. Steve Maddock asked Tony Chilton to speak to the porters again and put a notice up outside the lab informing students the latest they could work to in the lab. **ACTION AJC**

Missing Course Work

George Wilson, as requested, has been checking the feasibility of receiving assignments electronically. He and Gordon Manson are testing different mechanisms. Receiving them by email proved problematic. However a better idea was to collect the assignments from a file store. Steve Maddock asked reps to canvas student opinion regarding this method (which George will email to the students) and report back at the next meeting. **ACTION ALL REPS**

3. Chairman's statement

Steve Maddock emphasised if a problem occurs with a particular module, the relevant rep(s) should try to resolve it with the particular module lecturer first, before considering sending the issue to SSLCOM. The ssl

(only student use) and the sslcom email aliases should be used for discussion throughout the year.

4. Representatives on Dept Board

The following volunteered to be representatives on the Departmental board meetings:

Edward Smith (Undergraduate rep.)
Sandip Mehat (Postgraduate rep.)

5. Representatives on Faculty of Engineering

The following volunteered to be representatives on the Faculty of Engineering SSLCOM:

Stephen Eaton (Undergraduate rep)
Kasper Hunt (Undergraduate rep)
Nyree Musgrave (MSc rep)

6. Faculty of Engineering Issues

Faculty of Engineering Ball

Nobody volunteered to be Computer Science rep in the organisation of this. Steve Maddock asked the Committee to let him know if they were interested.

Fire Alarm

There appeared to be some confusion about where the assembly points and escape routes are to be found when the fire alarm is sounded. Tony Chilton has been asked to email all staff and students reminding them to read the notices displayed around both Regent Court and the Mappin Building. **ACTION AJC**

Computer Science Society

The following volunteered to form a Computer Science Society:

Edward Smith (Chairman)
Sandip Mehat

Kasper Hunt

Edward Smith will convene the first meeting.

Faculty of Engineering SSLCOM

Steve Maddock asked the Committee to email SSLCOM if anything needs to be raised at the Faculty of Engineering SSLCOM.

7. G12c/G12d for Genesys

Ben Abramson and Phil McMinn presented a case to use G12c as well as G12d for the Genesys project (run by Professor Mike Holcombe and Ms Helen Parker). They emphasised that there was not enough room to accommodate 21 students, conduct business meetings and present a professional and efficient image to clients in G12d alone. The Committee had no objections to this and decided to recommend that both G12c and G12d should be used for the Genesys project.

8 Access to Computer Science PCs

Stephen Eaton asked the Committee whether it was possible to run exceed on the computers in CICS labs to benefit from 24 hour opening. George Wilson said that there was a problem with the 'new' machines. However, it is possible on the 'older' machines. Instructions how to do this are in the Departmental network guide. Sandip Mehat will email the Committee with details of how he has ftped files between CICS and the Department. **ACTIONS Mehat**

9. COM321/6410 Computer & Data Networks (Srba Cvetkovic)

A point was raised that the material given out for this module may not correspond to previous year's exams.

Steve Maddock spoke to Srba Cvetkovic about this and he said that the exam will be based on the notes given, that there will be a mock exam and that he wants students to read up on the references given. Sandip Mehat said he had spoken to Srba about this problem and would email all third years regarding this. Steve Maddock also asked Tony Simons to talk to Srba Cvetkovic about the notes for this course. **ACTION S. Mehat & AJHS**

Steve Eaton also raised the point that the students had many complaints about the

teaching style and the way in which the assignment work had been described and prepared

in tutorials. Steve Maddock asked Stephen to assemble a proper list of constructive comments

and complaints. **ACTION S Mehat, and Steve Eaton**

There was concern about the length of time needed to do the assignment, which for some students appeared to be taking over 20 hours. Steve Maddock asked Sandip Mehat to find out how long it took students to do the assignment. **ACTION S Mehat**

COM606 Introduction to Data & Computer Networks (Srba Cvetkovic)

Nyree Musgrave said that this module was over assessed compared to other subjects, taking students over 20 hours to do the work required. Steve Maddock asked Nyree to survey how long it took other students to do the assignment. **ACTION NM**

Steve Maddock actioned all reps to find out about length of time assignments are taking to see which ones are taking more than 20 hours. **ACTION ALL REPS**

10 Undergraduate Dissertations

Stephen Eaton requested that there be more guidance in writing up the final year project to be able to understand what is expected.

Steve Maddock argued that there were guidelines, in the original project handout, plus two interim reports, the supervisor and a Tutorial (part of the second year tutorial system) all geared to give assistance in writing the project. It was felt that a lecture would not be helpful as it would not be able to deal with the individual nature of a dissertation project.

One suggestion was to stipulate in the list of dissertations available from the Departmental Library which ones had been awarded a first class mark. Steve Maddock asked Emma Burnley to action this. **ACTION ECB**

Steve Maddock also said that he would talk to Rob Gaizauskas about the quality of feedback given from the interim reports. **ACTION SM**

11 Any Other Business

COM201 Data Structures & Algorithms (Tony Cowling)

A Committee rep raised the point that those who were familiar with LISP were at a distinct advantage with this module. Tony Simons disagreed and stressed that the module did not depend on knowing LISP.

COM 305/405/6690 Advanced Object Oriented Design (Tony Simons)

Phil McMinn wanted to thank Emma Burnley and Tony Simons for arranging this module to be taught to 4th years this year.

A few people are having trouble with the sessions on Friday since there is no-one free to demonstrate. Tony Simons will email requesting another couple of hours per week for demonstrators to mark the exercise sheets so they can spend the lab-class time helping the student with their work. **ACTION AJHS**

12 Date of Next Meeting

To be arranged