

Minutes for the Staff Student Liaison Committee Meeting

1:30 1 May 2002

Present: Steve Maddock, George Wilson, Tony Chilton, Julian Briggs, Stuart McNulty (2nd Year Computer Science), Mark Tice (3rd Year AI), Sel-Vin Kuik (1st Year Computer Science), Graham Haynes (1st/2nd/3rd Year Duals), Vaiva Kalnikaite (1st Year Software Engineering), Michael Steele (MSc Software Systems Technology), William Beedham (all years Aerospace).

Apologies: Guy Brown
Ed Smith

Minutes: Monika Kus

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

The issue of previous exam papers being made available to students is still with TeachCom. Students were encouraged to email individual lecturers asking if some sample exam papers/questions would be made available this year.

Professor Niranjana should be asked to announce his position as Head of Department to all students.

Action Steve

A replacement for Simon Payne as the fourth year rep has not been found for this academic year.

3. Chairman's statement

Steve explained that students should email their complaints to SSLCOM not directly to the Head of Department. They should make their comments and suggestions clear and specific. The reps should remind students of their role at least twice a year. It was suggested that reps' photos be displayed on a notice board in the Lewin lab. Following the publication of minutes on the web, SSLCOM secretary should email all students and draw their attention to them.

Action Steve

4. Report from Computer Science Society

Stuart reported that a number of speakers from industry were interested in coming to deliver presentations for the Society and that students had expressed interest in visiting the Magna Centre in Rotherham.

5. Report from Union Rep

Graham briefed the committee on the activities of the Union, current issues being the election and

standards in the halls of residence if privatisation goes ahead.

Graham reported that he had emailed Emma suggesting that the Union Rep's role should be explained in the Departmental handbook. He was advised to email Tony Simons as well.

Action Graham

6. Semesterisation

Graham reported in his capacity as Union Rep that the Students' Union wants feedback on the structure of the academic year. Three options were being considered: two semesters with two assessment points, two semesters with one assessment point, three terms with one assessment point.

The reps suggested that two semesters and two assessment points was probably the best option but the most important element was the reading weeks. At the moment the reading weeks are not always totally free and not uniform throughout the University.

Steve suggested having one revision week (week 12) in semester 2 with no assignments and only minimum work in week 11. He will present this suggestion to TeachCom.

Action Steve

7. Communication with Aerospace students

Aerospace students do not appear to be receiving the DCS emails. Julian offered to arrange email forwarding to their CICS accounts and this option was accepted by the Aerospace rep.

Action Julian

Julian also agreed to publish a list of aliases for Dept email groups on the web.

8. COM162: System Analysis and Design

William reported that COM162 students complain about the way this module is being taught, the lack of lab sessions, demonstrators and feedback not providing enough explanation. Steve and William decided to continue their discussion off line. Steve would present the outcome of this to TeachCom.

Action Steve

9. Feedback on secure remote web access

Julian asked the reps for feedback. Stuart reported some problems logging on and accessing campus only pages.

10. Any other business

In response to a question about whether or not students can be failed for not attending tutorials, Steve explained that they can be reported to Faculty. Further transgression and inadequate reasons could lead to suspension.

Steve also explained that students should present concrete evidence if they think tutorials are not worth attending.

Suggestion Box

The following suggestions were read and commented upon:

- i. Flickering light at the back of the lab: It has been attended to.
- ii. Health and Safety requirements for students should be brought in line with those for staff: There are no rules for students in this field and the matter should be taken by Graham to the Union.

Action Graham

- iii. Drinking water fountain to be placed outside the Lewin lab: This is not possible and drinking is not allowed inside the lab. Tony will take the matter to the next Estates Liaison meeting and perhaps suggest a squirting water fountain in the toilet.

Action Tony

- iv. Seven Zip drives in G12A do not work: These will be replaced with RW-CD drives as most students use them rather than Zip drives.

Action George

- v. Termcap entry for terminal type "Linux" to be added to Hazel: Julian to explore this suggestion.

Action Julian

- vi. Students locking PCs: This is difficult to prevent but George will email students to remind them of the policy. Students should also report locked PCs to support and use designated machines for long testing tasks. George and Tony will produce an up-to-date policy on using the PCs and lab booking.

Action George/Tony

- vii. Secure browser (Opera or Mozilla) to be installed: George will look into it.

Action George