Minutes for the Staff Student Liaison Committee Meeting

2:00 pm 12 December 2001

Present: Steve Maddock, Amanda Sharkey, Tony Simons, Guy Brown, George Wilson, Ed Smith (3rd Year Computer Science), Stuart McNulty (2nd Year Computer Science), Simon Payne (4th Year Software Engineering), 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), Ian Roberts (MSc Advanced Software Engineering/Advanced Computer Science), Michael Steele (MSc Software Systems Technology), William Beedham (all Aerospace Egineering).

Apologies: Emma Burnley

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. Matter arising from minutes

- Tony Simons reported that the matter of MComp restricted modules is in hand.
- Emma will report on the alterations to the "time taken to complete the assignment" slip at the next meeting.
- Tony Simons will email all 4th year students regarding COM321 Network exams.
- In some cases Aerospace students do not receive DCS emails meant for them. j.bradbury@sheffield.ac.uk, secretary for the aerospace course, should be emailed any information which should reach aerospace students.
- The mail archive issue is still being investigated.
- Feedback on the support performance during the intro week is positive although not many students have responded.

3. Chairman's statement

No statement.

4. Representatives on Faculty of Engineering

We need to appoint a representative at the next meeting as Simon Payne will be in Switzerland for semester 2..

5.   Feedback report from Academic Board - Stuart McNulty

Stuart reported that the Academic Board does not object to students accessing lecture notes from outside the campus via secure servers. The Board however agreed that not all lecturers will be prepared to publish lecture notes on the web.

The Board agreed that the change to a 30/70 coursework ratio should have been been explained to students. Steve noted that we still need to find a way to address the issue of students spending very long hours on assignments with only a marginal increase in their marks.

6.   Feedback mechanisms - Stuart McNulty

The students feel that feedback sheets filled in at the end of the year are insufficient. It was suggested that a feedback/suggestion box be placed in the Lewin Lab, where students can post their comments anonymously. George suggested an electronic suggestion box but the reps were not convinced that anonymity would be maintained. Amanda suggested that if students have constructive suggestions, they do not need to hide their identities. Steve will bring the matter to the Academic Board.

Action Steve

7.   Past paper solutions - Stuart McNulty

Students would like access to past paper solutions. Discussion centred on the educational benefits of providing solutions and practice in other University Departments, eg all other Engineering Departments provide solutions to past papers.

Steve will bring the matter to the Academic Board.

Action Steve

8.   Student Access to Exam Scripts under DPA 1998 - Ed Smith

Ed brought to the committee's attention the fact that the Union is pushing the issue of student access to comments made on exam scripts by markers. This matter needs to be kept under review by the Department.

9.   Report from Computer Science Society - Stuart McNulty

As Stuart had to leave, this item will be taken at the next meeting.

10.   Report from Union Rep - Ed Smith

We are still looking for a student to take Ed's place.

11.   Faculty of Engineering Issues

None.

12.   Dept CD-Rom for Aerospace Students - William Beedham

Aerospace students should have been given a departmental CD-Rom. Due to an error not enough CDs were ordered this year and George will make sure we include Aerospace students in the next year's order. Students can obtain a CD from George this year, as he still has a few spare ones.

Action George

13.   Any Other Business

- Simon Payne enquired how the ART module exam was to be conducted. Tony explained that all the information is on the web and students having problems choosing modules should email Tony or Emma. The discussion was to continue off-line between Tony and Simon.

Action Tony/Simon

- COM2100 students complained about their lecturer's performance. A number of issues - the availability of notes, lecturers accessibility and demonstrator availability were raised. COM3110 students also felt a better performance could have been given by the same lecturer, since she was late for some lectures and appeared to repeat certain material in a number of lectures. There was also some concern about the relationship between the syllabus and the exam. Steve and Stuart will continue discussion of COM2100 off line.

Action Steve/Stuart

- COM3110/6150 ART students are worried that they do not have enough time to test program code for their project. Ian is to speak to students and the lecturer concerned.

Action Ian

- Amanda advised that the best way to address any issue is to speak to the lecturer in the first place.

- We need a replacement for Simon Payne - 4th year Software Engineering student.

Action Steve

- To avoid interruptions during the meeting, we need a notice on the door of G22 during meetings..

Action Monika

14. Date of Next Meeting

Next meeting will take place in G22 on Wednesday 20 February 2002.