

# Minutes for the Staff Student Liaison Committee Meeting

2:00 pm 17 October 2001

**Present:** Steve Maddock, Guy Brown, Emma Burnley, Tony Chilton, George Wilson, Julian Briggs, Ed Smith (3<sup>rd</sup> Year Computer Science), Kasper Hunt (3<sup>rd</sup> Year Software Engineering), Stuart McNulty (2<sup>nd</sup> Year Computer Science), Simon Payne (4<sup>th</sup> Year Software Engineering), Mark Tice (3<sup>rd</sup> Year AI), Sel-Vin Kuik (1<sup>st</sup> Year Computer Science), Graham Haynes (1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> Year Duals), Vaiva Kalnikaite (1<sup>st</sup> Year Software Engineering), Ian Roberts (MSc Advanced Software Engineering/Advanced Computer Science), Michael Steele (MSc Software Systems Technology), Gang Lu (MSc Data Communications).

**Apologies:** Tony Simons  
Alan Watt  
Alex Collins

**Welcome:** Steve Maddock welcomed all present and explained the purpose of the committee to new members. Each participant introduced him/herself.

**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

- i. Item No 5 has not been dealt with and Tony Simons should address the issue as agreed.  
**Action AJHS**
- ii. Stuart clarified that his suggestion for COM1100 was that it should be based 100% on exam with optional unassessed work handed in.
- iii. Ed clarified that he thought that the Software Hut project should be investigated as well as Crossover Projects.
- iv. Emma will action item No 2 – "time taken to complete assignments" slip.

**Action ECB**

## 3. Chairman's Statement

Steve Maddock advised students to speak to the lecturer first to bring any problems to their attention before bringing the matter up at SSLCOM meetings. He also explained SSLCOM aliases to new reps. George will update the system.

#### **4. Representatives on Departmental Board**

Stuart McNulty (UG) and Ian Roberts (MSc) have volunteered as representatives.

#### **5. Representatives on Faculty of Engineering**

Kasper Hunt and Simon Payne (till Christmas) have agreed to act as UG representatives. No postgraduate representatives have been elected.

#### **6. Report from Computer Science Society – Ed Smith**

Ed explained the purpose of the Society and its activities. As a third year student, Ed wishes to hand on the responsibility to somebody else. Stuart McNulty will probably be the new chairman.

As part of support to Erasmus students, a new ERASMUS alias is to be set up by George.

#### **7. Report from Union Rep – Ed Smith**

Ed explained the services that the union offers its members. He also gave notice of his wish to step down from the role of a union rep in due course. This should be discussed at the next meeting.

**Action Monika**

#### **8. Access to Dept web pages – Stuart McNulty**

Students want to be able to access lecture notes etc from home as well as within the University. At the moment it is only possible with certain technical expertise. A password would make things easier. Julian will look into it and the Dept Board rep will bring the matter up at the next departmental board.

**Action Stuart**

It has become apparent that some lecturers fail to supply their notes to be put onto the departmental CD. Some assume that making notes available to students may encourage them to miss lectures. Some staff make notes available after the lecture, hoping this will encourage lecture attendance. However it was pointed out that this meant students could not print notes before lectures and annotate them during lectures. It was suggested that lecture notes should be made available in advance of lectures. Stuart will bring this matter to the attention of the Board.

**Action Stuart**

## **9. Reduction in the coursework component of modules – Ed Smith**

The coursework component of 40% has been reduced to 30% without an explanation to students.

Steve explained that the staff set out policies. Students should not expect a producer/client relationship.

However it was agreed that students should have been given the reason for the change, eg students' complaints about coursework workload which was a possible detriment on their exam performance. Tony Simons should email the students with the reasons behind the change.

**Action AJHS**

Stuart is to ask at the next board meeting how many hours students should spend on assignments, now the weighting has been reduced to 30%.

**Action Stuart**

## **10. Faculty of Engineering issues**

The reps are to complain about students smoking outside the Mappin Building on the steps.

## **11. Any other business**

- Tony Simons should report back to the SSLCOM on the investigation into last years COM321 Network exam.

**Action AJHS**

- Vaiva enquired if there was a facility for first year students to approach second and third year students for help or advice.

Steve explained that all modules have a mailing list as a self-help device. Stuart suggested a threaded discussion forum/newsgroup. Julian and Stuart are to explore the possibility of a threaded mail archive and report back to the committee.

**Action Julian and Stuart**

- The issue of lecture notes was raised again and the possibility of students paying a flat fee for all lecture notes being printed and distributed was discussed. This would create a number of practical problems. It transpired that the majority of SSLCOM members are happy with the current system anyway.
- Simon enquired if the "peer assessment" of lecturers is still going on.

Steve explained that it is the Department policy is to have internal peer assessment and that this process is continued.

- Stuart enquired about the process of submitting complaints about lecturers.

If students feel they have a reason to complain they should email SSLCOM, bring it up to the departmental board or take it to the head of teaching. They should present good evidence to justify their complaint.

- Julian has asked for feedback on the performance of support documentation and introduction to the computers during the intro-week. The year 1 reps should survey the 1<sup>st</sup> year students and the MSc reps should survey the MSc students.

**Action 1<sup>st</sup> year and MSc reps**

## **12. Date of next meeting**

Next meeting will take place in G22 on Wednesday 12 December 2001 at 2:00 pm.