Minutes of the Staff Student Liaison Committee Meeting
1:15 7 May 2003

Present: Noel Sharkey, Steve Maddock, Tony Simons, Guy Brown, Matt Fairtlough, Tony Chilton, Philip Cole (2nd Year Computer Science), Antranik Kasparian (2nd Year Software Engineering), Graham Haynes (2nd Year Duals), Stuart McNulty (3rd Year Software Engineering), Atit Desai (MSc Advance Computer Science), Joanna Davison (Advanced Software Engineering), Mark Harrison (1st Year Mobile Communications).

Minutes: Monika Kus

Apologies: Ian Craney

1.   Minutes of the last meeting

The minutes of the last meeting were approved with comments made under matters arising from minutes.

2.   Matters arising from minutes

Tony will make sure that the SSLCOM notice board displaying reps' photos has been installed.

Action Tony C

TeachCom will decide on naming conventions of home directories and the new information will be written into electronic hand-in procedures. Email will be generated to inform students their work has been collected.

Action Tony S

HoD decided that, with four exceptions, modules will be either 100% assessment or exam. Students will be informed as soon as possible to enable them to decide on the choice of next year's modules. Monika will email students to let them know that Alison is working on the web updates.

Action Monika

Members of the committee would like the results of module feedback forms to be discussed by SSLCOM. The committee would like to see a summary of the statistics and a sample of free comments. Noel will take the matter to Departmental Board.

Action Noel

3.   Complaints from the cleaners

The reps were asked to appeal to students to keep G12c and G12d tidy or they will lose the facilities eg. the drinks machine.

4.   Report from Computer Science Society

Stuart reported a quiet semester and a lack of funds. It was suggested that it might be possible to charge company speakers and treat events as graduate recruitment opportunities.

John Allan will be taking over from Stuart next year.

5.   Report from Union Rep

Atit reported that union reps are in the process of filling in questionnaires regarding their experiences as learners, accuracy of information, academic performance of departments etc.

6.   Faculty of Engineering issues

Antranik attended the Faculty of Engineering meeting and reported that the issues raised at the last SSLCOM meeting had been noted at the Faculty meeting.

7.   Lewin lab suggestion box

The box was found to be empty.

8.   Any other business

Stuart enquired about the possibility of setting up an SSLCOM newsletter giving a summary of meetings which would be sent to students via email.

Stuart suggested that students would need access to example pieces of coursework for coursework only modules in the same way as they have access to past exam papers. This should give guidance how to write certain pieces of work without being too prescriptive. Noel will take the matter to Departmental Board.

Action Noel

9.   Date of next meeting

TBA