Minutes of the Staff Student Liaison Committee Meeting
1:00 11 December 2002

Present: Steve Maddock, Tony Simons, Steve Renals, George Wilson, Tony Chilton, Mark Harrison (1st Year Mobile Comms), Philip Cole (2nd Year Computer Science), Antranik Kasparian (2nd Year Software Engineering), Graham Haynes (2nd Year Duals), Ian Craney (3rd Year Computer Science), Stuart McNulty (3rd Year Software Engineering), Andrew Jacklin (Dual Degrees), Joss Wright (4th Year Computer Science), Ian Havard (1st/2nd/3rd/4th Year Aerospace Engineering), Atit Desai (MSc Advance Computer Science), Wendy O'Flynn (MSc Information Systems).

Apologies: Jo Davison
                          Guy Brown

Minutes: Monika Kus

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

Most of the actioned items have been dealt with apart from the SSLCOM notice board displaying reps' photos (Tony) and the labelling of Zip and CD-RW machines (George). In Kasper's absence, survey results regarding the use of Zip drives were not available.

3.   Chairman's statement

Steve reminded the students that if a problem occurs with a particular module, the relevant rep(s) should try to resolve it with the module lecturer first, before considering setting the issue before SSLCOM.

4.   Report from Computer Science Society

Stuart reported good attendance at various events organised by the Society. He is confident the Society will offer an interesting programme next year and is in the process of updating the CSS web pages. George suggested the Society organise a charity event.

5.   Report from Union rep

Graham outlined current Union's campaigns including: education funding and anti-racism. He informed the committee that he is carrying out research into dual degrees and reported that communication is the main problem. He also wishes to stand down as the Union Rep at the end of this year.

6.   Faculty of Engineering issues

Smoking on the steps outside the Mappin Building remains a nuisance. An issue for the next Faculty meeting is the blackout system in Mappin LT3 - the curtains do not close properly.

7.   Vending Machine in the Common Room

Antranik suggested a vending machine be installed in G25. Steve explained that this issue had been raised many times before and always seemed to come up against problems eg. getting a large machine through the doorway. Antranik will investigate the possibility of getting a smaller machine which would fit through the G25 door.

Action Antranik

8.   Handing Assignments back to Students

Antranik stated that although according to the Student Handbook all assignments should be handed back to students within a "reasonable time", lecturers take a long time over returning work to students and some assignments do not get returned at all. The examples quoted were COM2100 and last year's COM1060 and COM1020. Steve will take this matter to the Departmental Board.

Action Steve

Another issue raised at this point was the potential inconsistency of marking when multiple markers are used, understaffing of the lab sessions and very high requirements for only 2% of the grade for COM3110. Steve will discuss the matter with Rob Gaizauskas.

Action Steve

9.   Lewin Lab suggestion box

- NT machine locking remains a problem and George is looking for a solution.
- Students would like to see the Computer Games Technology Module reinstated, since it was suspended this year due to staff absence.
- Drinking water tap does not have enough pressure - Tony Chilton will look into it.
  Action Tony C
- There are not enough Zip drives in the lab - George will email suggesting alternatives students can use eg ftp
  access.   **Action George**
- Air conditioning in the Lewin Lab is not working properly - It has been reported to Estates Services but Tony Chilton will chase up and Union and Faculty reps should also report it.

10.   Any Other Business

Stuart would like lecturers to be available during the revision period for an hour consultation session. Steve explained that this is probably not possible but lecturers should be encouraged to respond to emails or direct questions. Antranik will take this suggestion to the Departmental Board.

Action Antranik

Joss suggested that home directories should be standardised and split into sections for the purpose of electronic handin for some modules. He would also like to know when the students are allowed to

delete such electronically handed in work. Another problem Joss mentioned was that students are sometimes unable to open electronic notes (eg. PowerPoint format) and suggested staff use the pdf or ps formats for all their online documents.

Action TeachCom

Wendy enquired about the availability of Visio. George explained there were licence problems but the software will be available soon.

11. Date of next meeting.

To be advised.