

Minutes of the Staff Student Liaison Committee Meeting

1:30 23 October 2002

Present: Steve Maddock, Tony Simons, Matt Fairtlough, Guy Brown, George Wilson, Tony Chilton, Neeraj Raj (1st Year Computer Science), Philip Cole (2nd Year Computer Science), Antranik Kasparian (2nd Year Software Engineering), Graham Haynes (2nd Year Duals), Andrew Jacklin (Dual Degrees), Kasper Hunt (4th Software Engineering), Joss Wright (4th Year Computer Science), Martin Denton (BSc Tech Informatics), Atit Desai (MSc Advance Computer Science), Jo Davison (MSc Advanced Software Engineering).

Apologies: Amanda Sharkey
Stuart McNulty

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

Steve confirmed that Professor Niranjan had announced his position as Head of Department. He also passed on to support the request for a notice board containing student representatives' photos.

Action Tony Chilton

Week 12 was confirmed as assignment free as approved by TeachCom.

The Union Rep's role has not been explained in the Student Handbook. Graham was advised to send his proposed wording to TeachCom.

Action Graham

George will investigate if the Aerospace students receive DCS emails. He will also check if the list of aliases for dept email groups has been published by Julian.

Action George

Steve assured the reps that the use of demonstrators for COM162 would be closely monitored this academic year.

Suggestion box proposals were reviewed including:

- Health and Safety rules for students: The Lewin Lab meets the rules.
- Drinking water fountain: The drinking water tap in the toilet should be sufficient.
- The Zip drives in G12A are being replaced as they break down.
- Termcap entry issue remains unresolved.

- Locking PCs remains a problem and George will keep reminding students, via email and notices, not to lock their machines for more than 5 minutes.

3. Chairman's statement

If a problem occurs with a particular module, the relevant rep(s) should try to resolve it with the particular module lecturer first, before considering setting the issue before SSLCOM. The ssl (students only) and sslcom (staff and students) email aliases should be used for discussion throughout the year.

4. Representatives on Dept Board

Antranik Kasparian (UG) and Atit Desai (PG) volunteered to attend departmental boards.

5. Representatives on Faculty of Engineering.

Kasper Hunt and Andrew Jacklin volunteered as Faculty representatives.

6. Report from Computer Science Society

No report in the absence of Stuart.

7. Report from Union rep

Graham explained the role of the Union rep and outlined current Union's campaigns including: safer housing, education funding and anti-racism. A new alias was devised for Graham and George will set up unionrep@dcs as his official email.

Action George

8. Faculty of Engineering issues

Smoking on the steps outside the Mappin Building remains a nuisance. Strange audio signals in LT14 were mentioned and they should be taken up with AV although turning off the master switch usually cures the problem.

9. Lewin Lab suggestion box

Unable to gain access to the box.

10. Any Other Business

- George confirmed that an email alias for Erasmus students had been set up.
- Reps expressed concern that if all Zip drives were replaced by CD-RW drives, students would be unable to access their work already saved on Zip. Kasper will carry out a short survey among students to see how many still use Zip.

Action Kasper

- George will label Zip and CD-RW machines accordingly.

Action George

- Andrew reported receiving emails regarding problems with Maths department modules. Steve will investigate the possibility of linking DCS and Maths SSL websites.

Action Steve

- Opening hours of the Lewin Lab should be amended in the next Student Handbook.

Action Tony Simons

- George will activate student UCARDs for access to the building outside office hours.

Action George

- Access by students to their previous written exam papers is legally not possible.
- Reps reported library book shortages. If this occurs, the lecturer responsible for the module should contact Matt (the departmental library rep) who will then ask for more copies.

11. Date of next meeting.

The next meeting will take place in G22 on Wednesday 11 December 2002 between 1:00 and 2:00.