

The University of Sheffield
Department of Computer Science

Staff Student Liaison Committee Meeting
Wednesday 18 May 2005 1.00pm G22

MINUTES

Present:

Prof Mike Holcombe (Chair)	
Dr Mark Hepple (Dir. of Teaching)	Ms Suman Aswani (Secretary – Minutes)
Dr Guy Brown (MSc Director)	Emeka Nwegbu (Level 4, SE)
Dr Mike Stannett (Level 1 Tutor)	Neil Daniels (Level 4, CS)
Dr Steve Maddock (Level 2 Tutor)	Ricky Barefield (Level 2, CS)
Mr Tony Chilton (Chief Technician)	David Jarzebowski (Level 3, CS)
Mr George Wilson (Senior Programmer)	Ravish Bhagdev (MSc, ACS)

1. Welcome & Apologies

The Chair welcomed those present. Apologies were received from Alhadi Klaib and Simon Lever.

2. Matters arising from the Minutes of the last meeting

There is change in item 3(a). The action is on MPS and not MRH. Otherwise the minutes of the last meeting were accepted as true record of events.

- a) 01-12-04 Item 2 (c) and 09-03-05 Item 2 (c) **ACTION:** MRH-Teachcom to identify and share good practice on how tutorials should be structured. – This has now to be discussed at Teaching Retreat.
- b) 01-12-04 Item 3 (a) and 09-03-05 Item 2 (d) **ACTION:** MRH-Teachcom to investigate whether it would be possible for staff to set assignment deadlines in the exam period. –It was agreed at Teachcom that staff should be able to set assignment deadlines in the first week of the exams period. This must be made clear in the module delivery plan so the year tutor can approve it
- c) 09-03-05 Item 3 (b) and 09-03-05 Agenda Item 3 (c) - **ACTION:** Zoe to check University guidelines and give feedback to MRH and WMLH about re-marking of exam papers. –This has now been checked with. There does not exist any definite system and depends on the departmental discretion. It is not desirable to advertise definite system and individual cases should be considered upon request, as currently done.
- d) 09-03-05 Item 3 (c) (ii) Discussed with DMR. Next year HCI and Software Hut modules would be separate. Although the lectures would be same, assignments would be different.

- e) 09-03-05 Item 3 (c) (iii) Teachcom does not approve of awarding marks for attendance.
- f) 09-03-05 Item 3 (c) (v) Mice have been changed to the optical ones in Lewin Lab and all are in working condition.
- g) 09-03-05 Item 3 (d) The staff has been informed at Departmental Board about using Level 2 tutors as well as the dissertation supervisor at Level 4.

3. Issues relating to learning and teaching in DCS

- a) 09-03-05 Agenda Item 3 (a) Email by Andrew Hughes. Webpage for SSLCOM has been updated. George Wilson confirmed that during re-imaging of machines, the process is done in parts to ensure there are free machines available. Also it takes 40 minutes. George also confirmed that maintenance work which lasted three days was required when the machines were shifted to Wiki.
- b) 09-03-05 Agenda Item 3 (b) Report for Student Evaluation Questionnaire submitted to WLMH.
- c) 09-03-05 Agenda Item 3 (c). Email by Adnan Osmani.
 - i) The committee accepted that there are less number of Career events. In the Industrial Liaison Committee meeting, plans for Industrial fair and IT fair were discussed. But the response was poor. **ACTION:** WMLH to speak to DMR, Careers Officer, to organise more Career events.
 - ii) There is already system of student exchange programme, in form of Erasmus students. There are lot of difficulties in negotiating course contents with US and Canadian Universities. But we would attempt to support the schemes arranged by students. Sandwich degree can be proposed in that case.
 - iii) Opening times of Lewin Lab to be discussed at Departmental Board as Estates needs to be contacted by HOD. **ACTION:** WLMH to discuss at next Departmental board.
 - iv) About course content and delivery of Pattern Processing module. It was agreed that lectures are related to practical implementation, so their content is appropriate. **ACTION:** WLMH to talk to TH to give more examples for correlation and also mention to students at the start of the year that notes would not be available later.
- d) Email by Ravish Bhagdev and Mohammed Ullah (Attachment 1 and 2, attached at the end of minutes). It was noticed that all the clashes occurred with optional modules only. This meant some of them have clashes and some of them don't. Also the number of exams is less than in the first semester. This should be kept in mind next year while drafted the deadlines.
- e) Tony Chilton informed that chairs from server room can be used in the Lewin lab in case of requirement.

- f) Matter about allowing Psychology department module to be taken at Level 3 was discussed. This can be allowed provided the prerequisite modules are taken from Level 1.
- g) Feedback on Student Evaluation questionnaire discussed. Various ways to improve the response from students discussed. E.g.: Award a prize, set aside time in lectures to complete them or arrange a special session for this, email reminders frequently, etc. They can be considered next year.
- h) Pros and cons of replacing Java with C Sharp were discussed, but no decision was made.

4. Report From Computer Science Society

No report available.

5. Union Matters

None.

6. Any other Business

None.

7. Date Of Next Meeting

October, 2005.

Attachment 1: Email from Ravish Bhagdev

From: "Ravish Bhagdev" <acp04rb@sheffield.ac.uk>
To: <sslcom@holly.dcs.shef.ac.uk>
Subject: Deadlines.....
Date sent: Wed, 18 May 2005 11:56:41 +0100
Organization: University of Sheffield

Hi,

I would like to raise issue of too many deadlines in short period in today's meeting. I have been requested by many MSc ACS students to raise this issue in SSLCOM. We had six deadlines and a quiz in about 6 days over last week, many on same day.

09/05/05, Darwin Report Submission
09/05/05, Concurrent Systems Quiz
11/05/05, Darwin Poster Session
13/05/05, Java Ecommerce Report Submission
16/05/05, Java Ecommerce Testing Deadline
16/05/05, Interim Report Handin
16/05/05 Concurrent Systems Handin

Because of this situation many students were not able to submit assignments in time. We request that these students not be penalised for late submission.

Regards,

Ravish Bhagdev
(MSc. ACS Rep.)

Attachment 1: Email from Mohammed Ullah

Date sent: Wed, 18 May 2005 12:21:11 +0100
From: Mohammed I Ullah <aca02miu@sheffield.ac.uk>
To: Ravish Bhagdev <acp04rb@sheffield.ac.uk>
Copies to: sslcom@holly.dcs.shef.ac.uk
Subject: Re: Deadlines.....
Organization: University of Sheffield

Hiya,

Re: Deadlines

I am an undergraduate but I fully sympathise your predicament even though I havent had too many deadlines myself thankfully.

I shall be supporting your request, the departmental needs to SIT down and look at its coursework deadlines, and formulate something which is more reasonable for its students. At the moment, its a formula to drive students to nuts, something they least deserve.

Best Regards,

M I Ullah

BSc Computer Science & Mathematics

Committee Member of CiCs User Group
The University of Sheffield

Staff Student Liason & Faculty Board Rep.
The Department of Computer Science

Third Year Undergraduate Student Representative.
The Department of Computer Science.

Quoting Ravish Bhagdev <acp04rb@sheffield.ac.uk>:

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