

**The University of Sheffield
Department of Computer Science**

**Staff Student Liaison Committee Meeting
Wednesday 1 December 2004 1.10pm G22**

MINUTES

Present:

Prof Mike Holcombe (Chair)
Dr Mike Stannett (Level 1 Tutor)
Dr Mark Hepple (Dir. of Teaching)
Mr George Wilson (Tech. Support)
Ms Zoe Fletcher (Dept. Admin.)
Emeka Nwegbu (Level 4, SE)
Neil Daniels (Level 4, CS)

Richard Shaw (Level 1, AI/CS)
Chris Stott (Level 3, CS/Maths)
Adnan Osmani (Level 2, SE)
Ricky Barefield (Level 2, CS)
Ravish Bhagdev (MSc, ACS)
Simon Lever (Level 3, CS)
David Jarzebowski (Level 3, CS)
Alhadi Klaib (MSc, SST)

1. Welcome & Apologies

The Chair welcomed those present.

Apologies were received from Julian Briggs, Chris Dodman & Steve Maddock.

2. Matters arising from the Minutes of the last meeting

The minutes of the last meeting were accepted with an amended attendance list (Ravish Bhagdev to be added).

- a) Microsoft Imagine Cup. Dr Mark Stevenson is co-ordinating the teams and will be issuing an email about their membership.
- b) Natural Systems Module. The Chair reported that he had discussed the high biology content of this module with the lecturer and while not much can be done now for this year, the module will be kept under review and developed to include more computational modelling. It was suggested that the module be made optional during level 3.
- c) Timetable clashes. Students need to check their Semester 2 timetables and feedback any clashes to the departmental administrator as soon as possible. **ACTION:** Mike Stannett to email students with a link to the Semester 2 timetables.
- d) Undergraduate Ambassadors Team. **ACTION:** Mike Holcombe to obtain an update from Daniella Romano as Schools Liaison Officer.

- e) Tutorial Questions. The structure of tutorials was discussed. Some tutorials are poorly structured. It is not always made clear that work should be carried out prior to the tutorial. **ACTION:** Teachcom to identify and share good practice on how tutorials should be structured.

3. Issues relating to learning and teaching in DCS

- a) Assignment Deadlines. Five assignment deadlines were reported to have been set during Weeks 11 and 12 for Level 2 students. This is because of the relatively small number of exams they will sit in January. **ACTION:** Teachcom to investigate whether it would be possible for staff to set assignment deadlines in the exam period.
- b) WebCT. The students were asked their views on WebCT. A mixed response was received.
- c) Retention of Coursework. The students provided feedback on the possible methods the department could use for retaining assessed coursework.
- d) A report was heard of several emails complaining about a specific lecturer's style of delivery. The material was presented more mathematically than in other lectures. **ACTION:** Mike Holcombe and Mark Hepple agreed to speak to the lecturer concerned.
- e) A call to revoke the rule for compulsory attendance at lectures was heard. It was explained that as this is a University regulation, the department cannot contravene it. Possible ways to improve attendance at lectures were discussed.
- f) Complaints about the Network Architectures module were heard. The subject appears to be irrelevant to SST students, although it is an accreditation requirement from the British Computer Society. **ACTION:** Mike Holcombe agreed to raise the issue with Guy Brown.

4. Report from Computer Science Society

Adnan Osmani is now president of the Computer Science Society. There are currently 40 members. A Content Management System has been installed for a website to be set up. Presentations from industrial contacts are being arranged.

5. Union matters

None.

6. Any other business

The printing system was reported to be very slow, particularly over the past two weeks. George Wilson reported that there seems to be a generic problem with Novell's connection to DCS. **ACTION:** George Wilson to investigate and contact CICS.

7. Date of next meeting

Wednesday 2nd March 2005, 1.10pm is the **provisional** date for the next meeting.