

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

**Staff Student Liaison Committee Meeting  
Wednesday 9 March 2005 1.10pm G22**

**MINUTES**

Present:

Prof Mike Holcombe (Chair)  
Dr Mike Stannett (Level 1 Tutor)  
Dr Mark Hepple (Dir. of Teaching)  
Mr Tony Chilton (Chief Technician)

Ms Zoe Fletcher (Dept. Admin.)  
Emeka Nwegbu (Level 4, SE)  
Neil Daniels (Level 4, CS)  
Richard Shaw (Level 1, AI/CS)  
James Hall (Level 4, AI/CS)

**1. Welcome & Apologies**

The Chair welcomed those present. Apologies were received from Dr. Guy Brown, Ricky Barefield, Ravish Bhagdev, Alhadi Klaib, David Jarzebowski, Simon Lever, Dr. Steve Maddock, Mathew Nicholas, Chris Stott, Mohammed Ullah and George Wilson

**2. Matters arising from the Minutes of the last meeting**

The minutes of the last meeting were accepted.

- a) 01-12-04 Item 2 (c) Email regarding Link for Semester 2 Timetable was not required to be sent to students.
- b) 01-12-04 Item 2 (d) Mike Holcombe has been in contact with Daniela Romano for Undergraduate Ambassadors Team
- c) 01-12-04 Item 2 (e) Outstanding Action **ACTION:** MRH-Teachcom to identify and share good practice on how tutorials should be structured.
- d) 01-12-04 Item 3 (a) Outstanding Action **ACTION:** MRH-Teachcom to investigate whether it would be possible for staff to set assignment deadlines in the exam period.
- e) Mike Holcombe has talked to the lecturer concerned about delivery style not appreciated by students. He has agreed to develop a more practical approach and make changes accordingly.
- f) Mike Holcombe has discussed with Guy Brown about Network Architectures Module. It was confirmed that it is compulsory subject for accreditation from British Computer Society. Hence cannot be removed from SST course.

### **3. Issues relating to learning and teaching in DCS**

- a) See Agenda Item 3 (a) Email from Mathew Nicolas-Student Representative reported that Level 1 students have come across contents in a question paper which were conveyed in the class room to be for Master Students only. **ACTION:** MPS to speak to lecturer concerned.
- b) See Agenda Item 3 (c) Email regarding re-marking of exam papers. **ACTION:** Zoe to check University guidelines and give feedback to MRH and WMLH.
- c) See Agenda Item 3 (b) Email by Ricky Barefield with different issues.
  - i) The committee discussed having breaks in double lectures. **ACTION:** WMLH to remind staff that Double lectures should not be more than 1 hour and 40 minutes of teaching in total and suggested that lecturers engage students in the decision on how this should be delivered.
  - ii) Issue regarding the HCI module. The committee confirmed that this module should not have the same workload as the Software Hut module. It was suggested that this might have occurred because the decision to link the two modules was made at a very late stage. **ACTION:** WMLH to speak to DMR about the amount of work required for the HCI module and to ensure the two modules are linked well.
  - iii) The issue of students receiving marks for attendance of the HCI module was discussed. It was not clear whether this should be happening. **ACTION:** MRH to speak to DMR about if and how marks are being awarded for attendance.
  - iv) Level 2 Java. The committee agreed that more continuity of Java teaching was needed in Level 2, and that some element of Java programming should be included in semester 1. **ACTION:** MRH to ask Teachcom to examine this issue.
  - v) Optical Mice in the Lewin Lab. Tony Chilton reported that the cost to replace all the mice would be between £800 and £1000. All would need changing at once, to ensure compatibility with the Linux system. **ACTION:** Tony Chilton to speak to Dave Abbott about the technical implications.
- d) Level 4 students reported confusion about personal tutors. The committee explained that at Level 4, the personal tutor from Year 2 is used in addition to the dissertation supervisor. **ACTION:** WMLH to remind staff at next Departmental Board meeting.
- e) Some students are not sure about the level of research involved in Darwin project. MRH suggested they speak to NDJ and RHS.
- f) It was reported that the UG student handbook no longer contains the list of modules. This is because it is better to have one source of this information. Therefore the URL for the central list of unit choices should be included rather than the units themselves.

- g) It was suggested that students should be encouraged to find summer work placements and that these should be better promoted in the department. It was agreed that Personal tutors should point students towards the Careers Office who would be able to offer advice.

**4. Report From Computer Science Society**

No report available.

**5. Union Matters**

None.

**6. Any other Business**

None.

**7. Date Of Next Meeting**

Wednesday 4<sup>th</sup> May 2005, 2:00 pm is the **provisional** date of the next meeting.