

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

**Staff Student Liaison Committee Meeting**  
**Wednesday 26 October 2005, 3:00pm, G22**

**Minutes**

Present:

Prof Mike Holcombe (chair)	Anna Carter (Secretary – Minutes)
Dr Mark Hepple (Dir. Of Teaching)	Adnan Osmani (Level 3, SE)
Dr Mike Stannett (Level 1 Tutor)	Richard Shaw (Level 2, AI/CS)
Dr Steve Maddock (Level 2 Tutor)	Xiaoying Ma (Level 1, AI/CS)
Zoe Fletcher (Departmental Administrator)	Raymond Chan (MSc, HLT)
Tony Chilton (Chief Technician)	James Gregory (Level 1, SE)
George Wilson (Senior Programmer)	Ajay Lakhani(MSc, Soft Sys)
Thomas Bickley (Level 1, CS)	Trupti Mulajkar (MSc Adv CS)

**1. Introduction and Apologies**

The Chair welcomed those present

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

- a) From 01-12-04. Item 2c and from 09-03-05 item 2c.  
Nothing to report from Teaching Retreat about identifying and sharing good practice on how tutorials should be structured but Teachcom is aware of the issue and is striving to improve things.
- b) From 18-05-05 Item 3c i). Careers events.  
It was reported that Reuters recently held an open evening which was attended by some students. Adnan is liaising with Mark Stevenson about future careers events.

**3. Issues relating to Learning and Teaching in DCS**

- a) Shortage of space for students to work or to meet other students and do group work was discussed. The students have G25 (Common room) to meet and study, there is space in The Mappin Building and soon there will be additional space there that three departments will share. The possibility of using room 154 and G22 for students to meet was mentioned. However it was decided that the meeting rooms would become over run with students so these should remain bookable by staff only.

Space in DCS for students to have lockers to store books in was discussed. It was pointed out that lack of space and money means providing lockers for students is not possible.

- b) Mike Stannett reported on the introduction of “COMFY” which is a WebCT tutorial system consisting of compulsory quizzes for first years. Any feedback from first years would be welcomed. Not all students have completed the quiz. **ACTION:** Mike Stannett to email first year students and tutors to remind them that the quiz is compulsory.

#### **4. Report from Computer Science Society**

The Computer Science Society has plenty of members but is having a problem finding someone to keep everything up to date.

#### **5. Union Matters**

A volunteer is required to deal with Union Matters. Manish Kumar is this person as he is The Union Rep. **ACTION:** Anna Carter to ask Manish to attend SSLCOM meetings.

#### **6. Departmental/Lab opening times (email from Adnan)**

- a) To increase opening times of the Lewin Lab the idea of paying PhD students to supervise the lab when term gets busy (e.g weeks 10 & 11 and when group project work is due) was one option. Health and Safety law requires that someone has to be there to supervise.
- b) Is everyone aware that Hazel is available at home through FTP Explorer? A notice will be displayed in the Lewin Lab telling students this.

#### **7. Auto email reminders (email from Adnan)**

The possibility of having an automatic email reminder for assignment deadlines was discussed. Assignment deadlines are stated on the web and so it was decided that students need to take responsibility for their own deadlines and to manage their own time.

#### **8. Student Survey (email from Adnan)**

- a) There are still problems with encouraging students to fill out their Student Evaluation Questionnaire. This point is to be discussed at Teachcom on the 16 November with a view to issuing the questionnaire in week 10.
- b) It was also noted that in the National Student Survey this department performed extremely well.

#### **9. Inaccessibility to the website (email from Adnan)**

Both students and staff are finding it difficult to navigate their way around the new DCS website. One way put forward of making it easier would be to add more options to the A-Z index page giving more links under each letter.

**ACTION:** Mike Holcombe to report this to Departmental Board.

**10. Peer Review System (email from Adnan)**

Adnan has been in contact with the Education Officer in regard to a new learning scheme "Peer Review System". This involves giving students the option of comparing their marked assignments with each other in class. The idea being that they will learn from each other. The University is researching into this. **ACTION:** Mike Holcombe will inform Departmental Board and request feedback to pass to Adnan.

**11. Volunteers for activities (email from Adnan)**

Adnan would like active members of The Computer Science Society to help with organising events and social gatherings. Richard Shaw agreed to help with the website. He requested that student reps inform him of any volunteers. It was mentioned that in one month there will be an X Box in G25.

**12. Representative for BCS visit (email from Tony Cowling)**

Our degrees are credited by the British Computer Society. Every few years they come to DCS to look at the degrees we offer. Tony Cowling has asked for volunteers from SSLCOM to meet the representatives on Thursday 10 November at 9:00am. The following students volunteered:

Trupti Malajkar – MSc, ACS

Adnan Osmani – Level 3, Meng in SE

Thomas Bickley – Level 1, BSc in CS

James Gregory – Level 1, Meng in SE

Xiaoying Ma – Level 1, AI/CS also volunteered but Tony does not need a level 1 AI/CS student.

**13. Any other business**

Members were reminded to use the email alias to resolve and issues between meetings. **ACTION:** Anna to update web pages with new course reps.

**14. Date of next meeting**

Wednesday 14 December, 3:00pm, G22. Mark Hepple will chair this meeting as Mike Holcombe is away.