

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

**Staff Student Liaison Committee Meeting
Wednesday 26 April 2006, 2:00pm, G22**

Minutes

Present:

Thomas Bickley (Level 1, CS), Julian Briggs (Director of IT), Zoë Fletcher (Dept Admin), James Gregory (Level 1, SE), Mark Hepple (Director of Teaching), Mike Holcombe (chair), Monika Kus (minutes), Ajay Lakhani(MSc, Soft Sys), Neil Lawrence (Director of MSc Programmes), Steve Maddock (Level 2 Tutor), Richard Shaw (Level 2, AI/CS), George Wilson (Senior Programmer).

Apologies: Tony Chilton

1. Introduction and Apologies

The Chair welcomed those present.

2. Matters arising from the last meeting

It appears that students find our website confusing and difficult to navigate. George explained that improving the site is an ongoing process and students should let webcontent know if there is a problem. Also the old home page www.dcs.shef.ac.uk should be automatically redirected to www.shef.ac.uk/dcs.

Action George

3. Matters Arising from Student Evaluation Forms (email sent to all students with link and asking for feedback on the results)

A number of incentives to encourage students to fill in feedback questionnaires were discussed, including extensions to deadlines, printing credits, prizes or cash.

It was announced that WebCT will be used as the tool for obtaining student feedback this semester and three prizes of £50 each will be offered to the participating students. The exercise will start on 1 May and will run until 19 May. The chances of winning the prizes are related to the number of module feedback questionnaires a student fills in.

This year the questionnaires will consist of 25 questions, which many found too long, but next year the number could be reduced. It was also promised that students will get responses to their comments.

Action Zoë

4. CICS new charging Policy for PCMS. (see attached email)

It was explained that current students who take 60 or more credits in DCS receive printing credits via their UCARDs.

5. Provision for a large enough study room

The current student room – G05A is thought to be too small. It is expected that room G007 will also be made available to students in the near future.

Action Julian

6. Provision for a prayer room

It was explained that a prayer room is provided by the Faculty in St George's complex.

7. Availability of Computer Journals (Magazines)

It was reported that students would like access to computer magazines eg Computer Weekly which are not available in the library. It was suggested that staff donate their copies and Computer Science Society organise the distribution.

8. Issues Relating to Learning and Teaching in DCS

It was reported that students are asking for access to their exam papers. There is no mechanism to handle such requests and the University policy does not support them.

A single log-in name and password (as currently offered to 1st years) is appealing to most students. Julian will look into renaming the rest of the accounts to facilitate this option.

Action Julian

9. Any Other Business

Three students agreed to take part in the departmental photo session on 10 May during the poster session.

10. Date of Next Meeting

It was provisionally agreed for 24 May 2006, 2:10 pm in G22.