

The University of Sheffield  
Department Of Computer Science

**Staff Student Liaison Committee Meeting**  
**Wednesday 14<sup>th</sup> March 2007 2.15pm**  
**John Carr Library Meeting Room**

## **MINUTES**

**Present:** Mike Holcombe(Chair), Guy Brown (1<sup>ST</sup> Year Tutor) Dave Abbott (Technical Support Manager), Zoe Fletcher (Dept Administrator), Thomas Moulton (Sheffield Volunteers Rep), James Shaw (Union Rep & 4<sup>th</sup> Year Rep), Jenny Edwards (3<sup>rd</sup> Year AI&cs rep) Scott Bentham (1<sup>st</sup> Year Comp Science Rep), Sara North (secretary)

**Apologies** –Steve Maddock ( 2<sup>nd</sup> Year Rep), Christina Hofer ( 1<sup>st</sup> Year MComp Rep), George Wilson (Senior Programmer, Software & Network)

### **Sheffield Volunteering Talk.**

TM introduced himself and explained the concept of Sheffield Volunteering. He confirmed that Sheffield Volunteering have a grant to help the community, students are being invited to put forward proposals for the grant, TM confirmed that it is open to all departments within the University, and has similarities to Sheffield Graduate Awards.

WMLH asked what sort of proposals would be considered and asked students to input any ideas from students. JE idea was to provide basic computer and internet skills to the elderly. TM confirmed that this would get support. SB mentioned learning people how to use on-line shopping; TM confirms that they already help autistic children with a computer club. DA mentioned learning basic web page design to voluntary groups, general ideas discussed, TM explains that low staff organisations such as volunteer groups work and rely on stats to get funding, useful for them to have a package to help with this. WMLH asked how we would get the information to students so they are aware of Sheffield Volunteering, agreed TM would send an email to SXN to send to students.

**SXN to ACTION**

### **Matter Arising from Last Meeting**

We went through last meeting minuets outstanding item being;

'JJN commented that there were too many deadlines at the same time. JPB agreed that some deadlines could be moved to the start of the second semester.

**'JPB TO ACTION'**

## **Teaching Related Issues**

### **Student comments;**

1. Comp Bio ART semester 1. Prefer 2 assignments (essays) rather than 1 big one.- JE
2. COM4211 Speech processing - there is too much material although course is interesting - JS
3. 3rd year dissertation - students would like copies of the mark forms for the interim reports - common practice elsewhere - JS & JE
4. COM1020 - random tests not popular - would prefer to know when the tests are in order to prepare. Weekly tests as in previous years were popular - some students can't get to every lecture because of work commitments.- SB
5. On feedback generally - it is usually good in year 1 but steadily deteriorates.  
**WMLH to Feedback to TEACHCOM**
6. Module Description COM3240 Adaptive Intelligence on web says it is 100% Exam instead of 100% Assignment.

**SXN to ACTION**

### **Personal Timetables for Students**

ZCF confirms that CICS is in the process of getting a system in place so students can obtain personal timetables. ZCF to chase up.

**ZCF to ACTION**

### **AOB**

None.

### **Date of Next Meeting**

25/4/2007 in Room G22