

The University of Sheffield  
Department Of Computer Science

**Staff Student Liaison Committee Meeting  
Wednesday 13<sup>th</sup> December 2006 2pm G22**

## **MINUTES**

**Present:** Mike Holcombe(Chair), Guy Brown (1<sup>ST</sup> Year Tutor), Jon Barker ( MSc Director ), George Wilson ( Snr Programmer, Software & Network), Tony Chilton (Chief Technician ), Dave Abbott (acting Director of IT), Zoe Fletcher (Dept Administrator), Wrishi Basu (MSc ASC Rep), James Shaw (Union Rep & 4<sup>th</sup> Year Rep), Joesph Joesph Ninan ( MSc ACS Rep), Samuel Fernando ( MSc HLT Rep), Richard Ellis (1<sup>st</sup> Year MComp), Jenny Edwards (3<sup>rd</sup> Year AI&cs rep) Steve Nelson (MSc ASE Rep), Mesude Bigak ( MSc ASE Rep), Sara North (secretary)

**1. Apologies** –Steve Maddock ( 2<sup>nd</sup> Year Rep), Richard Clayton ( Director of Teaching) Ricky Barefield (4<sup>th</sup> Year Mcomp CS Rep) , Sam Flower (BSc CS Rep), Christina Hoefner (1<sup>st</sup> Year Mcomp Rep),

### **2. Matters Arising from Last Meeting**

JPB commented on having module descriptions available at the start of intro week and said it was a good idea and it was something they would note for the next year.

No one from Computer Society attended the meeting however, MB attended a computer society event and said that the event was badly organised, mainly because they organised to meet in a crowded, noisy, busy pub and unless you actually knew what the computer society members look like then you wouldn't know who they were. WMLH reiterated that if the Computer Society want help from the department to organise social to ask.

Reps required for Engineering Teaching Affair Committee – Nominated Steve Nelson and require reps for Engineering Teaching Quality Committee – Nominated Mesude Bigak. TPO need to be updated.

**SXN to ACTION**

GAW confirmed that he has dealt with anyone that has had a problem with their keyboard format and asked if anyone is still having a problem then contact him.

Items referred to Teachcom

The lack of Computer Science in the Foundation year was referred to Teachcom. GJB commented that it is strongly agreed that more computer science needs to be incorporated in the foundation year. It is a question of resources and needs to be referred to Faculty.

Confusion regarding Art Modules and students believing they are research modules not taught modules about research topics, GJB & JPB confirm this is a misunderstanding by students and they will try and make clearer next year.

Tutorials taking place on Wednesday afternoons, it has been agreed that Wednesday afternoons will be avoided if possible when timetabling, however, ZCF did explain that this could mean there would be more lecturers at 9am.

WMLH apologised for the delay in the Student Evaluation forms results being dealt with.

**Report from Computer Society – No one from Computer Society present.**

### **Teaching Related Issues**

JPB explained the issues related to providing the students with printed Lecturer notes/ Lecturer slides for all the lecturers delivered, and that often a lot of wasted paper and huge cost attached to producing the notes. Various suggests were given by students example include putting lecture notes in student pigeon holes before lecturers or provide a folder at the start of the module containing all the lecturer notes the students require (PDG does this for his module)

WMLH was unsure how to put this item forward as it is dependant on the lecturers teaching the module, needs to be referred to departmental board.

**WMLH TO ACTION**

Possibility of arranging talks on the topics of the available dissertation projects by the Supervisors OR his/her research assistants and that there is no enough time to choose projects.

JPB & GJB confirmed project choices should and could be available before Xmas, WMLH suggested for this year for students to email supervisors. Need to be referred to Teachcom.

**WMLH TO ACTION**

JS commented that the RAVE is very temperamental and crashes frequently.

**WMLH & GAW TO ACTION**

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**

Steve N mentioned the possibility of mentoring the 1<sup>st</sup> Years as part of the new Sheffield Graduate Award., (similar to the Duke of Edinburgh Award) providing either a drop in centre or allocating a mentor to X amount of 1<sup>st</sup> year students RE said he thought it was fantastic idea. WMLH to discuss further with 4<sup>th</sup> years and develop process.

### **Any Other Business**

Reps confirm they do not use St Georges Library so the noise levels issue isn't relevant.

Issues raised by Ricky Barefield regarding RAVE and on line booking were noted but no action as they were referred to previously by JS.

### **Date of Next Meeting –**

14<sup>th</sup> March 2007 location to be confirmed.