Staff Student Liaison Committee Meeting
Wednesday 31st October 2007
G22 -2.15pm

MINUTES

Present: Mike Holcombe (Chair), Guy Brown (Year 1 Tutor) Rob Gauzauskas (Year 2 Tutor), Richard Clayton (Director of Teaching), Jon Barker (MSc Course Director), Scott Bentham (UG Year 2), James Almond (UG Year 3), Thomas Parkes (UG Year 4), Thomas Ashton (MSc HLT), Mesude Bicak (PhD), Andrew Hughes(PhD), Mahmood Javed (PhD), Sam Flower (Union Link), Kirsty Fisher (MSc Secretary).

1) Apologies: Sara North (SSLCOM Secretary), Zoe Fletcher (Departmental Administrator), Noel Sharkey (Year 3 Tutor), Alan Watt (Year 4 Tutor), Phil Green (Head of Dept), George Wilson (Senior Programmer, Software and Network), Tony Chilton (Chief Technician, Support – Hardware), Dave Abbot (Acting Technical Support Manager), Nick Rutherford (UG Year 2).

Introduced by Mike Holcombe: Chair of Staff and Student Liaison Committee.

2) Matters arising from last meeting –

Item 4.
MPC commented 12/03/2007 that students should turn up to classes to be prepared for exams/tests. WMLH confirmed that he did elaborate that some students do have to work and they need notice to schedule their working commitments and student life. WMLH confirmed that the Dean of Engineering was aware of the problem and is looking to change things. Sam Flower suggested 30/10/2007 that there should be an on-line facility for students to catch up in times of absence.

RHC TO MAKE JRW AWARE OF CONCERNS

Item 5
JJN asked if they could have Eclipse IDE installed onto the CICs machines, DA confirmed he would action this on GAW behalf on 12/03/2007.

DA TO ACTION AGAIN

3) Teaching Related Issues

Sam Flower requested the vending machine be filled up as it has been empty for some time.

KMF TO ACTION

The exams last year were clumped together around Christmas time which was inconvenient to students. This years exam timetable has not yet been published, Scott Bentham requested exams were more spread out this year. RJG confirmed that although the Department has no control over exam timetables, these concerns will be communicated. Sam Flower confirmed he would speak to the union about it.

Andrew Hughes raised the issue of updating GNU/Linux on the Lewin Lab machines.

GAW/DA TO ACTION

Sam Flower highlighted a difficulty with obtaining lecture notes and problem class solutions for COM3400 Pattern processing outside the timetabled lectures.

RHC TO LOOK INTO

During busy times the computers are extremely slow when students are trying to log on. It was commented that there may not be enough lab facilities.

Problems were raised about the COM2010 schedule, as there are 6 weeks of lectures then only 3 weeks to do assignments, during which there is no feedback. It was commented that more time in the lab is needed for feedback.

RHC TO MENTION TO PDG

4) Faculty of Engineering SSLCOM

Andrew Hughes summarised the main issue relevant to DCS at the Faculty of Engineering SSLCOM meeting, this being that there were complaints about how opening hours at the libraries and IT centre had been reduced following the opening hours of Information Commons. The main problem with Information Commons was that it was too busy, but now expected to serve the role of other buildings, such as St George's, that were previously open for longer.

5) Email List

Sam Flower commented that although SSLCOM membership is correct on the web, the SSLCOM email list needs to be updated. WMLH confirmed that GAW had been informed.

6) Date of next meeting – 5th December 2007