The University of Sheffield
Department Of Computer Science

Staff Student Liaison Committee Meeting
Wednesday 8 October 2008
G22 -2.15pm

MINUTES

Present:

Mike Holcombe (WMLH)	Chair
Dave Abbott (DJA)	Technical Support Manager
Moreblessing Bofu (MB)	UG Year 1
Richard Clayton (RHC)	Director of Teaching and Curriculum Development
Zoe C Fletcher (ZCF)	Departmental Administrator
James Jefferies (JJ)	UG Year 3
Steve Maddock (SCM)	Year 1 Tutor
Kathryn Roden (KMR)	Undergraduate Secretary (Minutes)
Adam Smith (AS)	UG Year 1
Henry Sternberg (HS)	UG Year1
George Wilson (GAW)	Senior Programmer

Apologies:

Daniela Romano (Year 2 Tutor), Louise Guthrie (Year 3&4 Tutor), Jon Barker (MSc Tutor), Phil Green (Head of Department), Sam Flower (UG Year 3), James Gregory (UG Year 4), Aslam Jamali (MSc student), Manoj Joesph Matthew (MSc student), Chao-Chen Chen (MSc student), Song Harbing (MSc student), Pavan Maddipatta (MSc student), Mudassar Pasha (MSc student), Yi Hu (MSc student), Balarangesh Janardhanam(MSc student).

1. Welcome and apologies

Noted: WMLH welcomed the committee and acknowledged the apologies.
Noted: WMLH gave a brief overview of the committee meetings: they are for students to raise any concerns and issues they may have. These issues are then taken forward and any progress is then reported in the next meeting.

2. Matters arising from the last meeting

Noted: JJ was asked if he re-took COM3400 and if so, was there more support available? JJ commented that he did retake the module and that there was more help with the material for revision.
WMLH commented that last year there was an issue with the module having a high fail rate, so action was taken to alter the way the module was assessed and taught to try and resolve the issue.

3. Teaching related issues

3.1. Unsuitable Lecture Theatre
Noted: JJ commented that LT17 can get very cold and wanted to know if the room could be changed?
Noted: ZCF commented that they had tried very hard to get another room as they are aware LT17 is unsuitable. ZCF explained that currently it is hard to find suitable lecture theatres. From Week 6 in Semester 1 COM3190/6890 will be taught in different rooms – students should be aware that it won't be in the same room each week.

3.2. Available software in labs
Noted: JJ asked if they could have Microsoft Visio back in the DCS lab. He commented that his cohorts seem to prefer to use this than Eclipse.
Noted: GAW agreed that it would be ok to re-install this onto the computers. However, it would be in the unsupported category – meaning that students would have to learn to use the software in their own time.

4. Any other business

4.1. Careers advice
Noted: WMLH let the student representatives know that his other role is Careers Advisor. He urged students to go to the Lewin Lab to check the notice board for relevant information such as careers fairs. He also commented that he hopes to organise a careers fair in the near future.

4.2. Computer Society
Noted: WMLH told the students about the Computer Society but mentioned that it isn't as strong a society as it used to be.
Noted: ZCF commented that Stewart Clift is the person in the Computer Society to talk to for more information.
Action: Student representatives to encourage their cohorts to become involved in the Computer Society.

4.3. Notice Boards
Noted: KMR asked, on behalf of the DCS receptionist (Emily Hardy), if there were any policies in place regarding putting up posters on the notice boards? Emily was under the impression that all posters were brought to reception and she would put them up in the appropriate place. Recently lots have posters have been going up and creating a bit of a mess of the notice board as old posters have not being taken down.
Action: KMR to ask Emily Hardy to monitor the situation this semester. If the problem of people putting up posters and not removing old ones is still happening then this will be discussed at the next meeting and further appropriate action decided.

4.4. Student Evaluation
Noted: ZCF commented that we are in the process of collating staff responses to the Student Evaluation Results from last semester.
Noted: WMLH explained that the Student Evaluation is a process where students can comment and rate modules that they have taken. The results are then

presented at Staff Student Liaison Committee so students can see any action that has been taken based on their comments.

Noted: WMLH urged student representatives to pass on the importance of completing the evaluation forms. There is often a very low response rate from students. ZCF confirmed that there is a chance to win £50 for anyone submitting their evaluation.

Noted: It was noted that paper-based questionnaires can produce a higher response rate but are very resource-intensive to collate and analyse. JJ suggested setting time aside in the final lab session of a module.

4.5. Methods of Contact

Noted: It was explained to the student representatives that there are two different email groups. SSLCom goes to all staff and student representatives. SSL only goes to student representatives, so this can be a useful tool for the students to discuss any issues they may have between themselves prior to a committee meeting.

4.6. Next Meting

Noted: The next meeting will be Wednesday 17 December 2008 at 14:15 in G22.