The University of Sheffield
Department Of Computer Science

Staff Student Liaison Committee Meeting
Wednesday 29 April 2009
G22 Regent Court
15:00

MINUTES

Present:

Mike Holcombe (WMLH)	Chair
Dave Abbott (DA)	Technical Support Manager
Jon Barker (JB)	MSc Director
Scott Bentham (SB)	UG Year 3
Mesude Bicak (MB)	PhD
Tony Chilton (TC)	Chief Technician
James Jeffries	UG Year 3
Steve Maddock (SM)	Year 1 Tutor
Manoj Joseph Matthew (MJH)	MSc
Mariam Kiran (MK)	PhD
Anne Muigai (AM)	Union Link
Siobhan North (SDN)	Director of Teaching
Kathryn Roden (KR)	Undergraduate Secretary (Minutes)
Daniela Romano (DMR)	Year 2 Tutor
Henry Sternberg (HS)	UG Year 1
George Wilson (GW)	Senior Programmer

Apologies:

1. **Welcome and apologies**
Noted: Apologies received from: Zoe C Fletcher (ZCF) Departmental Administrator; James Gregory (JG) UG Year 4; John Derrick (JD) Head of Department.

Noted: WMLH welcomed the committee and acknowledged the apologies.

2. **Matters arising from the last meeting**
   2.1. Library and IT (item 2 on previous minutes)
   Noted: In the previous meeting GW was asked to look at ways of spreading information, on what the technical support team are doing, to the students. GW commented that emails are sent out by the team whenever there is anything to report. The student members were happy with this response.

   2.2. Resources (item 2 on previous minutes)
   Noted: DA was asked in the previous meeting to investigate the cost of new data projectors or additional monitors for the Lewin Lab. DA commented that it would

be cheaper to buy new data projectors and much less complicated than furnishing each workstation with an additional monitor. SDN commented that DA could put in a bid when the funding round comes before the end of the year. Once the bid has been put in it can be discussed at Exec.

Action: WMLH to liaise with Zoe and investigate which rooms in Mappin are suitable and available to DCS staff.

2.3. New Curriculum Proposals (item 3 on previous minutes)
Amendment: The Genesys Experience is planned for the third year and not the second year as was noted in the previous minutes.

2.4. Any other business (item 6 on previous minutes)
Noted: In the previous minutes it was asked if the following item could be added to the next TeachCom agenda: Can specimen exam papers be released after the exam to students?
Action: KR to ask Departmental Support Officer to add to the TeachCom agenda.

2.5. VR assignment clarification
Noted: In a previous meeting some issued surrounding the VR assignment were raised. DMR responded to these comments. Every year the solutions on the web are in both C and Java – not just in C as stated by the student. The students have six weeks to prepare for the assignment. The time in the lab is split into two hour sessions for the students to make it fair and as it is only the software that needs testing there should be ample time for the students. SB commented that that it seemed like DMR was organising things in a fair way.

3. Teaching Related Issues

3.1. Level 3 Report
Noted: JJ reported that a few students have commented that the Concurrent Systems module was badly organised and that the lectures were not well prepared. There was also the issue of information about the class tests not being up-to-date on the web.
Action: WMLH to speak to the lecturer.

3.2. Level 1 Report
Noted: HS commented that for Crossover, example codes were not documented very well and that it was hard to understand what was going on. WMLH commented that Crossover is being revamped for next year.
Action: SDN to pass comments onto the new course lecturers.

4. Teaching Quality Report

Noted: SDN explained that the Teaching Quality Report provides information from the previous year and they are produced every January. SDN gave some examples of issues which had been raised by students and explained how they had been resolved. SDN then went on to explain that the next years Teaching Quality Report may once again report that we are not included in the National Student Survey, this is due to problems with the report which is submitted by CiCS. SDN explained that she is putting pressure on the Centre to try and resolve this issue as it is important to be represented in the National Student Survey.

5. **Any Other Business**

   Noted: MK mentioned the new six monthly reports that PhD students have to submit to the Graduate Research Office. Some students have been told that these could take up to a week to complete. If this is the case then they would like extra time in order to complete their PhD's. WMLH commented that he would like more details about the report.
   Action: WMLH to speak to Head of Research (Rob Gaizauskas) and ask to bring the issue up at ResCom.

   Noted: MB commented that it would be good to have more information about RTP modules. At the moment all the information is in leaflets, but a session from the Graduate Research Office would be helpful.
   Action: WMLH to ask Head of Research to bring this suggestion up at ResCom.

   Noted: WMLH thanked everyone for attending this year's SSLCOM meetings and wished all the students luck in their exams.