

The University of Sheffield
Department Of Computer Science

Staff Student Liaison Committee Meeting
Wednesday 07 October 2009

G22 Regent Court
14:15

MINUTES

Present:

Mike Holcombe (WMLH)	Chairman	Vaclav Hudec (VH)	Level 1 Student
Kathryn Roden (KMR)	Minutes Secretary	Kyle Milner (KM)	Level 1 Student
George Wilson (GW)	Senior Programmer	Henry Sternberg (HS)	Level 2 Student
Jonathan Chow Man Chun (JCMC)	Level 1 Student	Mike Thomas (MT)	Level 3 Students
Tom Crayford (TC)	Level 1 Student	Leon Derczynski (LD)	PhD Student
David Elston (DE)	Level 1 Student	Anne Mugai (AM)	Union Link

Apologies:

1. Welcome and apologies

Noted: WMLH welcomed the committee and acknowledged the apologies. WMLH also commented explained what the SSLCOM meeting were about, and that Noel Sharkey will be the next SSLCOM chair from January.

2. Matters arising from the last meeting

Noted: (Item 2.3 on previous minutes) WMLH commented that feedback and suggestions for the new curriculum proposals would be welcome and that any developments would be communicated through SSLCOM meetings.

Action: (Item 2.4 on previous minutes) Chair of next SSLCOM meeting to ask Director of Teaching (SDN) if it was decided at TeachCom if specimen exam papers can be released after the exam to students.

3. Examples of how committee deliberations have led to changes in teaching.

Noted: WMLH gave some examples of how issues raised by students during meetings have led to improvements. He explained how when there have been minor issues he has taken them directly to the lecturer involved, but in some instances where there have been major issues the whole module has been redeveloped as a result.

4. Teaching related issues

Level 1

4.1 Crossover Project

Noted: TC commented that some students found the first few lectures for the Crossover Project were very basic and they felt that the topics covered could be covered in a hand out.

Action: WMLH commented that the Crossover Project has been revamped for this year, but will try to find out more information about the course.

4.2 Language Difficulties

Noted: JCMC commented that some non-English speaking students struggle with understanding the lecturers as they can speak very quickly.

Action: WMLH to send an email out to all lecturing staff to ask to be clearer for the first few weeks.

4.3 Lack of Computers

Noted: DE commented that there were not enough computers during the COM1004 practical. GW responded that room bookings are made way in advance of the start of term before final student numbers are known. TC also commented that the class was supposed to be split and maybe students came to the wrong sessions which could have caused the overcrowding.

4.4 Lecture Notes

Noted: DE commented that it would be useful for all lecture notes to be accessible through MOLE, as at the moment some are on MOLE and some are on the lecturers' personal web spaces and it can get confusing.

Action: WMLH to ask staff to put links to teaching material on MOLE.

Level 2 and Level 3

4.5 Noted: There were no issues raised by Level 2 and Level 3 students.

5. Your role as a representative

Noted: WMLH made the committee members aware of the crib sheet in the agenda papers which gives advice to reps. He stressed the importance of speaking to all the other students in their year groups prior to the meetings.

6. Any other business

6.1 Faculty Representatives

Noted: AM asked if anyone was interested in becoming faculty representatives. Leon Derczynski volunteered to be the postgraduate representative. Davin Elston volunteered to be the undergraduate representative.

6.2 ILB Student Representative

Noted: Tom Crayford volunteered to be the student representative.

6.3 DeptBoard Representatives

Noted: Leon Derczynski and Henry Sternberg volunteered to be the student representative.

Action: KR to email SSLCOM to see if any level 1 students are interested in becoming a representative.

6.4 Computer Science Society

Noted: HS is trying to rally up interest for the Computer Science Society and is trying to get some events sorted for this year. WMLH commented that companies are often keen to come and give talks to students, but is not sure how much support the department would be able to offer.

6.5 Sharing of Knowledge and Email Lists

Action: GW to ensure all SSLCOM student members are able to email all1st, all2nd etc. WMLH commented that these email lists must only be used for SSLCOM business.

Noted: GW told the committee members that there is a post box in the Lewin Computer Room where students can post suggestions anonymously.

6.6 Transfer Report for PhD Students

Noted: LD asked what the ideal length of the transfer report is as 50-100 pages seems to be the guideline, but some staff think the report should be much shorter.

Action: WMLH to ask at the next ResCom

6.7 Installing software

Noted: GW commented that it isn't a problem to install software on to the computer science computers it is related to teaching. He asked that students make requests for software via their lecturer or supervisor rather than going directly to the Support Team.

7 Date of Next Meeting

Noted: The next meeting will be on Wednesday 18 November at 14:15 in G22