The University of Sheffield
Department Of Computer Science

Staff Student Liaison Committee Meeting
Wednesday 28 April 2010
G22 Regent Court

12:15

MINUTES

Present:

Noel Sharkey (NES)	Chairman	George Wilson (GW)	Senior Programmer
Kathryn Roden (KMR)	Minutes Secretary	Lex Rigby (LR)	Faculty Librarian
Zoe Fletcher (ZCF)	Departmental Administrator	Tom Crayford	Level 1 Student
Steve Maddock (SCM)	Year 1 Tutor	Vaclav Hudec	Level 1 Student
Siobhan North (SDN)	Director of Teaching	Henry Sternberg	Level 2 Student
Richard Clayton (RHC)	MSc Director	Leon Derczynski	PhD Student
Dave Abbott (DJA)	Technical Support Manager	Anne Mugai	Union Link

Apologies: John Derrick (Head of Department), Daniela Romano (Year 2 Tutor), Amanda Sharkey (Year 3 and 4 Tutor)

1. Welcome and apologies

Noted: NES welcomed the committee and acknowledged the apologies.

2. Matters arising from the last meeting

Noted: The minutes of the last meeting were agreed by all present.

Action Continued from previous meeting and to report at next meeting: SDN to check with Georg Struth (PhD director) to see if email regarding the lengths of the Transfer Report has been circulated to all PhD Students.

Action continued from previous meeting: KMR to email level 1 representative (Jonathan Chow Man Chun) to see if issue regarding printers has been resolved. **Actioned:** KMR contacted JCMC and he confirmed that this issue has now been resolved.

Noted: (Action 3.1 on previous minutes – COM1006). SCM reported that he had spoken to the lecturer of COM1006 regarding the issue where students have been told they are not able to use electronic devices in the lectures. SCM reported that the lecturer was adamant that they never made any comments about lap tops, only about mobile phones. VH commented that the lecturer does make students turn off their lap tops. NES requested that students come and report directly to him if this happens again.

Noted: (action 4.1 on previous minutes – COM2090). NES reported that he was in email contact with the course leader of COM2090, but would have been happier to have spoken to them face to face. NES reported that the lecturer said that the assignments were explained in the first lecture. AM and HS commented that they cannot remember this happening. It was suggested that the students make comments about this in the reviews at the end of the year. SDN added that this course will not be running next year.

Noted: (action 4.1 on previous minutes – COM2030) NES reported that he had spoken to the course leader of COM2030 who said that they will now give solutions at the end of the semester.

Action continued from previous meeting: (action 4.2 on previous minutes) GW to ask CiCS if a top up machine can be installed in the Lewin Computer Room.

Noted: (action 4.2 on previous minutes) LR reported that there are now 14 extra copies of the core text from COM2030 in the library in response to the request in the last meeting. LR commented that if there are more than 4 loan requests for a book then more will be ordered.
Action: LR to write some information on requesting library texts for the student hand book.

Noted: (action 4.4 on previous minutes) It was noted that the department are still working on hand in procedures and still working towards possible electronic hand-ins.

Noted: (action 5.1 on previous minutes) DA commented that more faculty money was being spent on upgrading the wifi connections. He stated that if the department don't get any new connections then he will see if there is any money left in the teaching budget at the end of the year. Each new unit only supports 16 users and they cost £1000 each. LR added that another unit has been installed in the SG library. TC asked if students could use Ethernet cables. DA responded that students could only use either the machines installed, or bring in their own laptops and use the wireless connections.

3. **Teaching Related Matters**
   3.1. **Noted:** HS reported that there were a few past exam papers missing from the 08/09 archive. ZCF responded that some exams are marked as not to be removed from exam hall, so these would not be made public on the web.

3.2. Noted: AM asked if example exam questions could be made available. SDN responded that this is possible. SCM confirmed that for COM1004 he is preparing some example exam questions as there are no past papers available and he feels this is the right thing to do.

3.3. Noted: HS reported that one of the Software Hut projects changes win week 8 and that the group never met the customer so there was a big miscommunication. The group had to start from scratch. SDN responded that this could reasonably be taken into consideration when marking. As this situation was outside of the students control they must not be disadvantaged. **Action:** NES to pass this information on to the Exams Officer (MPS) and to bring up with DMR so she can justify the marks which were given.

3.4. Noted: TC commented that there were some positive comments regarding the competitive elements of COM1003. Although a few students did not like it.

4. **Staff Responses to Student's Comments on Module Evaluation – Autumn 2009/10**

   Noted: NES asked if these comments would be available online to students. ZCF responded that students do have access to graphs and staff responses to student comments, but they can't always see the individual comments made by students.

   Noted: SDN reported that the Module Evaluation is going to be dealt with by the faculty in the future.

   Noted: NES commented that there had been a low response rate from students. TC stated that last year when he was a member of a different department all the students were really encouraged to complete the Module Evaluation. In this department, there was not so much encouragement. AM commented that the incentive was not very good for completing the evaluation. ZCF responded that due to a lack of resources it has not been easy to promote the Module Evaluation, there was a better response in previous years when the secretarial team were able to nag the students more.

   Action: SDN will pass onto the faculty that Amazon vouchers would be more of an incentive that Blackwells vouchers as a prize if she gets chance to.

5. **Any other Business**

   Noted: ZCF reminded students that when the faculty take over the module evaluation they can nominate any member of staff (doesn't have to be an academic) who has helped you.