

The University of Sheffield
Department Of Computer Science

**Staff Student Liaison Committee Meeting
Wednesday 27 October 2010**

G22 Regent Court
12:15

MINUTES

Present:

Tony Simons [AJHS]	Chair	Carl Clegg [CC]	Year 1 Computer Science
Kathryn Roden [KMR]	Minutes Secretary	Matthew Shaw [MS]	Year 1 Computer Science and Maths
Siobhan North [SDN]	Director of Teaching	Adam Petterson [AP]	Year 1 Computer Science and Artificial Intelligence
Steve Maddock [SCM]	Year 1 Tutor	Nick Ross [NR]	Year 1 Enterprise Computing
Amanda Sharkey [AJCS]	Year 3 and 4 Tutor	Tom Crayford [TC]	Year 2 Software Engineering
Richard Clayton [RHC]	MSc Director	Vaclav Hudec [VH]	Year 2 Software Engineering
George Wilson [GAW]	Senior Programmer	Henry Sternberg [HS]	Year 3 Enterprise Computing
Dave Abbott [DJA]	Technical Support Manager	Tony Mustow [TM]	Year 4 Computer Science
Helen Moore [HM]	Faculty Librarian	Mihai Glont [MG]	Year 4 Enterprise Computing
		Ruoran Lin [RL]	MSc Advanced Computer Science
		Arun Kumar Jayapal [AKJ]	MSc Speech and Language Processing
		Sheenam Bajaj [SB]	MSc Speech and Language Processing
		Li Li [LL]	MSc Advanced Software Engineering

Apologies:

1. Welcome and apologies

Noted: AJHS 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 with one amendment being made to item 5 which now reads:
ZCF reminded students that when the faculty take over the ~~module evaluation~~ *evaluation of the year* they can nominate any members of staff (doesn't have to be academic) who has helped you.

Noted: SDN confirmed that the email regarding Transfer Reports has been circulated to all PhD students.

Action: GAW to send another email to CiCS asking if a top up machine can be installed in the Lewin Computer Room.

Noted: HM confirmed that the Library Services have written some guidelines, for students, on how to request books. SDN commented that this information is now in the student handbook.

3. Teaching Related Matters

3.1. Level 1

3.1.1. Noted: MS commented that in COM1002 (Foundations of Computer Science) most of the maths content is repeated by the Maths Department which is an issue for students doing Computer Science with Maths. He asked if there was a way for dual students to do an alternative course, and then maybe do some tutorials for the work which isn't covered by both departments. SDN commented that she has already spoken to the lecturer of COM1002 (Georg Struth). However, the curriculum can't be changed mid-year but hopefully this issue will be resolved by the next academic year.

Action: KMR to add this item to the agenda for the first meeting after Christmas in response to the comment from SDN that a decision on how to resolve this issue should have been made by then.

3.1.2. Noted: KM commented that students doing Computer Science with Artificial Intelligence encountered problems when trying to register for the Psychology module (PSY101). The Psychology department filled the course before students from Computer Science were able to register. This meant that students had to register for the Philosophy module (PHI126) which many did not want to do.

Action: ZCF to speak to the Psychology Department to clarify what went wrong during registration this year and to make them aware of the situation so it doesn't happen again.

Action: SDN to find out if the course regulations can be amended to allow students in their second year to take PSY101. SDN commented that she should know if this can be done after January.

3.2. Level 2

3.2.1. Noted: Level 2 students wanted to know why if they are allowed to use the Lewin Computer Room until 9pm they cannot get into the quadrangle after 6pm. They wanted to know if they could get their swipe cards enabled so they can get in the building until the Lewin Computer Room shuts. GAW responded that on 26 October 2010 the data had been sent to the card people to allow students entry to the quadrangle and building after 6pm.

3.3. Level 3

3.3.1. Noted: HS commented that the lectures for COM3310 (Mainframe Computing) often over run and that there seems to be too much content in the lectures. He added that these lectures are taught by IBM.

Action: AJHS to speak to the academic responsible for COM3310 (Tony Cowling) to make them aware of the issue and to see if anything is going to be done to resolve it.

3.3.2. Noted: HS commented that the audio in St Georges Church lecture theatre can often cut out. HS asked who is responsible for this.

Action: AJHS to contact AV services to report this problem.

3.4. MSc

3.4.1. Noted: SB asked if lab classes could be scheduled for 1.5 or two hours. When they have one hour classes, once everyone has managed to log on to the machines it is nearly time to go. SB commented that it takes about 10 minutes to log onto the computers. DJA commented that it should not take this long to log onto the computers in the Lewin Computer Room.

Action: Support to investigate why it takes so long for students to log onto the machines when there are big groups in the Lewin Computer Room.

Noted: RHC commented that it can be a problem in lab classes where the compute room is booked immediately before and after with regards to time constraints. RHC asked if this could be looked into for when next year's time table is sorted.

Action: ZCF to take into consideration the above issue when sorting out the 2011/12 time table where possible.

4. Feedback from survey of library lending service

Noted: HM introduced herself as the faculty librarian and told everyone that that she is based at St Georges Library. HM thanked all the students who completed the library lending service survey.

Noted: A summary of the survey results can be found by going to this link:
<http://www.shef.ac.uk/library/services/survey2010.html>

Noted: HM explained that St. George's library is open for an extra hour on Fridays. The opening times are 9am to 9pm Monday to Friday and 2pm to 6pm Saturday and Sunday (Friday opening times used to be 10am-9pm). These hours are semester only - vacation opening hours can be found at
<http://www.sheffield.ac.uk/library/libsites/sglopen.html>

5. Election of DeptBoard, Industrial Liaison Board and Faculty Board representatives

Departmental Board Representatives:

Undergraduate: Henry Sternberg
Postgraduate Taught: Sheenam Bajaj
Postgraduate Research: TBC

Action: AJHS to find out when the full Departmental Board meets.

Industrial Liaison Board Representative:

Tom Crayford
Mihai Glont

Faculty Board Representatives:

Undergraduate: Nick Ross
Postgraduate Taught: Arun Jayapal
Postgraduate Research: TBC

Councillor for the Students Union: Matthew McMahon (KMR notified by email after the meeting).

International Representative: Madhusudhana Rao Kavilikatta

Action: KMR/AJHS to chase up finding PhD representatives.

6. Any other business

Noted: It was requested that the meetings be held an hour later, at 13:15, to allow students to attend lectures which clash with the meeting.

Action: KMR to rearrange meetings.

7. Date of next meeting

Noted: The next meeting is on Wednesday 1 December 2010.