

CS Actions from SSLC meeting 9.11.12 – UPDATE 10.12.2012

Department matters

- Change in Lecture start times. LJ reported a few lecturers are using the old system of lectures starting 10 past the hour. **Action: LJ will send a reminder email to staff.**
 - Rachel Nee will email all staff in MVSE to remind them about new lecture start times.
- Print credit - this issue is still under discussion. **Action: LJ will feedback to students when discussions have been finalised.**
 - 1st years should all have received £5 of print credits, plus 50p from the Faculty. If not, please contact Lesley Jones.

Year 2

- CM reported Yr 2 cohort are very happy with the new TV downstairs, however would like to request whiteboards be put up for group work. **Action: LJ to feed back to Hayley Frapwell.**
 - Fed back and there are plans to expand these kinds of facilities for students.
- CM reported the vending machine downstairs is not working. **Action: DEB will report this.**
 - Machines now in working order.

Year 4

- Yr 4 projects: Yr 3 has been told to hand in a project specification by a certain date. Current Yr 4 students were told they did not have to hand in a project specification at a late date, however, if they did have to, this would have been too short notice. **Action: LJ to ask Bogdan to brief students in sufficient time, at end of Year 3.**
 - LJ has passed this feedback onto Bogdan who is planning to make the processes of the Yr 3 & Yr 4 projects more uniform next year.
- We will need to recruit another Yr 4 rep to join SSLC. **Action: LJ to arrange this.**
 - The new Year 4 CS rep is Mark Wonnacott.

MSc

- SY bought up the issue of disruption in lectures taking place in the Physics Building. The Software Engineering lecture has been affected by room booking problems. For example, last week the lecture had moved, but students were not informed until they got to the lecture hall, to be presented with a sign on the door saying the lecture had moved. **Action: LJ to look into this.**
 - Can't find evidence of this particular issue, however if students are still having problems with lectures in the Physics building, please let LJ know.
- The issue of having a personal tutor or mentor PhD student was raised. **Action: AC to speak to the school about this.**
 - At this stage we are not able to offer individual tutors for MSc students. However we have now appointed Walterio Mayol-Cuevas as Course Director for MS50 and so the MSc cohort now has two tutors. Both tutors will make efforts to meet regularly with students to provide more personal engagement.
The idea of using PhD mentors is interesting and AC is going to investigate this further.

- Students are having issues accessing the back door of QB, to attend lectures. **Action: LJ to investigate this.**
 - This was raised at all department SSLCs.
Undergraduate Engineering students should be able to enter and exit through the back door of Queen's between 8am and 6pm, Monday to Friday (excluding bank holidays) during term time.
Postgraduate Engineering students should have 24/7 access via this door.
If you are still having problems, please see Donna Exon-Bartlett in 2.19MVB

- MSc students would like to have the use of a local common room facility, to microwave food etc. **Action: LJ will feed this back to the School Manager.**
 - This has been fed back and will be raised at Faculty level.

- Computer Architecture unit is not well organised. Assignments seem to be set every week, and deadlines keep changing. **Action: AC will look into this straight away.**
 - AC is investigating ways in which we can compensate for the heavy coursework load on this unit.

AOB

- Students asked when exam week is likely to be, and if exact dates are known yet? It was mentioned, either weeks 11/12 or 12/13. **Action: LJ will look into this, and inform students accordingly.**
 - Draft exam timetable shows CS exams will run from 14th to 24th Jan
The final timetable has now been sent to students.