

Department of Computer Science
Student Staff Liaison Committee
Feb 14 Summary of Actions

Present

Year 1 Grzegorz Pawelczak (GP) (CS) Kanupriya Tibrewal (KT) (Maths & CS)
Year 2 Ben Elgar (BE) (CS) Adam Lyth (AL) (Maths & CS) Selina Johnson (SJ) (CSE)
Year 3 James Pedlingham (JP) (CS)
Year 4 Ved Uttamchandani (VU) (CS) Amir Chohan (ACh) (Maths & CS)

MSc:

Dafni Antotsiou (DA) (Adv Comp: Creative Technology)
 Abhishek Mitra (AM) (Adv Comp: Internet Technologies)
 Andreas Yiannakou (AY) (Computer Science Conversion)
 Milad Abdullah (MA) (Adv Comp: Machine Learning, Data Mining and High Performance Computing)
 Alisdair Venn (AV) (Advanced Computing)
 Kamran Ghazi Azami (KGA) (Adv Microelectronic Systems Engineering)
 Zoe Lawrence (ZL) Chair & SSLC Co-ordinator
 Andrew Calway (AC) HoD
 Peter Flach (PF) Senior Tutor
 Syed Rahman (SR) IT rep
 Sal Allman Minutes

Action	Who	Outcome
Faculty SSLCs		
Reps volunteered to attend the next two dates of SSLCs	VU, MA, ACh	Thu 03 Mar 1-2pm and Thu 1 May 1-2pm
Ongoing actions		
Linux labs software is out of date & browsers not installed	BE/AL/SJ	ongoing
AC proposed that the department could form an IT committee with IT student reps. SSLC reps to investigate demand for this and feedback to ZL	All reps	proposal in progress with good response so far
Students would appreciate some sort of solution sheet / guidance to work sheets to be on-line. Reps to send examples of good and bad practise.	All reps	ongoing
filming lectures	ZL	Investigated and feeds back to SSLC that there are university-level discussions. This will be trialled on three units in each faculty next year and if successful will be rolled out university-wide.
request staff to make at least skeleton lecture notes available online prior to lectures	ZL	done
Anonymous marking – reps to send ZL example of case	ACh	Example received by ZL. Referred to programme director for follow-up both to individual UO and to send general communication to all staff to remind of policy. Response from Colin Dalton

		[paraphrased] "By coincidence anonymity was the 'special' topic of discussion at FUGSC last week - there is Faculty wide discussion on how we control it, and where and when true anonymity is appropriate. I am planning to start writing a handbook for our staff and this will be one of the topics included. The issue is that the moment we provide any feedback in person - then anonymity is broken. Increasingly individual vivas are being used as assessment methods and we are encouraging all staff to talk to students in person rather than short blind text comments in SAFE or automatic marking feedback derived from spreadsheets."
lockers		in progress – looking at possible locations, e.g. outside the side entrance to 1.11 or is it 1.11a. Because of space we can provide only about 30-40 and they will be allocated on first come first served basis. There are lockers in QB - see faculty office for keys and also lockers outside the workshops in QB available to use.
Cloud computing lecture absence & timetabling problems to be communicated to Grad School in order to eradicate problems next year	ZL	done
Department Matters to Report/Discuss		
no actions		
MSc		
MSc students' concern over introductory week. Send summary of suggested improvements to GET	ZL / EB	done
AC confirmed students have been given an extension to 21 Feb for submission of synopsis. AC will further extend deadline	AC	resolved
PG students social life in Department – GET to invite CSS rep to PG talk	GET	noted for future
GET to consider organising networking / careers events etc	GET	Discussed at the GET team meeting. The conclusion was that the Graduate Education Team did not feel it was their responsibility to organise events and activities for the students. However, we will very happily support and facilitate any events or activities that the postgrad students do wish to hold or organise themselves
Absence of guidance for assessments – AC believes Department's approach to this type of assessment at this level is satisfactory. He invited further feedback to be sent to ZL and will re-visit as necessary once received	MSc reps	no further feedback received. Matter considered to be resolved
Post meeting notes – ZL & AM		
Negative sentiment among some students regarding Crypto A exam and unit. AM to raise with GET	AM	concerns raised to GET (Graduate Education Team) and to be considered at June exam boards

Multiple deadlines clashing this semester: two assignments pending 7 March and one on 9 March. Could deadlines be adjusted? AM to raise with Programme Director	AM	resolved
Complaint that some staff give demoralising feedback comments e.g. "it's a shame". Pass message on to Faculty to refrain from using such a tone	ZL	referred to Head of School
Year 1		
<i>Programming and Algorithms</i> : Feedback on the viva was not useful. It took the form of "excellent, poor" etc. assessors were not note taking during the session. AC will report these observations to Unit Lead for addressing in 2014/15	AC	done
Year 2		
MVB closing times seem to change at short or no notice – raise with School Manager	ZL	done – if it happens again please let us know specific instances
Year 3		
concerns over competing deadlines. JP to gather feedback from cohort and another meeting to be held to discuss further	JP / AC	ongoing meeting took place in which it was discussed whether it is more beneficial to move coursework or project deadlines. No resolution as yet.
ZL requested feedback on new term structure	all reps	Received small amount of feedback – this was used in Faculty document & discussed at Undergrad Committee meeting. Students will also receive feedback request from SU.
Year 4		
Students queried how the feedback from unit questionnaires is used. Also, students curious to know what measures/actions are taken when a lecturer receives weak /negative feedback. ZL to consult with SAM on availability of feedback to students and on formal procedure on follow-up of actions.	ZL	ZL raised this with SAM. Feedback is used to inform APR (annual programme review) and future planning e.g. programme changes /staffing etc. SAM also intends to address how this is communicated to students in review over the summer. Possibly e.g. "you said, we did"
AOB		
ZL to address the fact that CS SSLC meetings are too large / long	ZL	Schedule separate PGT and UG meetings but ensure that one UG and one PGT rep attends respective meeting to ensure communication and cross-over. This is trial measure and will be reviewed following Apr SSLCs