1. Welcome and Apologies

Apologies: Rebecca Mear, Tilo Burghardt, Neill Campbell.

2. Additional Role Allocations

*CEH explained that in addition to the Departmental SLC there were also meetings to discuss Faculty wide issues (FSSLC) and School level issues (SCEEM Education Committee). A student representative from each department should attend these meetings.*

- FSSLC rep: Tuana Celik
- SCEEM Educational Committee rep: Charlie Harding.

As SSLCs should be a student focused meeting, CEH asked if anyone would like to co-chair the meeting? It was agreed that any interested students should speak to Bradley (who did this role last year).

3. Key Performance Indicators:

*These are issues which are included on the agenda for discussion at every SSLC. They are normally the main issues of concern to students – in the past these have been drawn from the NSS, but this year the data was not available.*

There was a discussion around various issues relating to workload, deadlines and unit choices:

**Workload**

The idea that 10 credit points = 100 hours of work may need to be re-evaluated. As CS is a very coursework heavy discipline this means that term time is very time stressed.

Should students be expected to work over the weekend?
Coursework should act as a learning or revision aid.

**Deadlines**
It is useful to have soft deadlines for a unit where students can receive feedback on their progress. Staff are discouraged from setting deadlines on a Monday to try and stop students working all weekend, but it is unclear the effect this is having in practise. There is no ideal deadline time – some prefer early deadlines, others find this adds to their stress.

**Unit choices**
Some units are very coursework heavy, and it would be better if students were advised to pick a mixture of assessment types. SB is considering multiple assessment types with units, but this would mean a very high workload for staff.

4. **Feedback of Student Enrolment Ceremonies**

**ACTION:** 1st year reps to ask their cohorts for feedback.

5. **Cohort Reports**

**1st year Maths & CS:**
LBK: Students taking maths units must hand in homework each week, so they have a higher workload and more commitments, but they have the same deadlines as CS students.

SB: we need to consider student workload, but more information is needed to make detailed plans. CJH: The Maths & CS 1st years have 70 credits in TB1, and there are more new concepts for them to learn, so it is a difficult course, especially at the start.

**2nd year Maths & CS:**
LP: There are not enough Maths units to choose from in TB 1 so many students have a very unbalanced workload.

The marks for the COMS10004 test sheets (10% of the total mark for the unit) have not been entered on SAFE – they are showing as 0Z. The students claim that this means their average for the unit was calculated incorrectly. CJH explained that the marks were not entered due to a problem with SAFE, but that the averages should be correct.

**ACTION:** CJH to check the marks.

**2nd year CS:**
CH/SA: SAFE’s lack of availability during exam results was frustrating – marks were available in evening, then gone again in the morning. Some students struggled to find their results. Would it be possible to email results to students?

CEH explained that there are issues with SAFE – it crashes when lots of people try to access the system at the same time. As the marks are released in waves, each year gets a window of time to see their results, and then it is closed so the administration team can work on other years’ marks. SAFE is a legacy system, so the university isn’t investing in it at the moment – this makes it difficult to make any changes. **ACTION:** CEH to feedback to the SAFE team, and to see if it would be possible to email students their results.

COMS10003 would be better if the exam was split between January and June, as this would reduce the workload and the stress. **ACTION:** SB to pass this to the unit organiser.
3rd year Maths & CS:

MV: it is very difficult to select Maths units because the lack of prerequisites limits choice – it would be good if there could be more flexibility on this. YT explained that there is some flexibility, but students need to be prepared. It should be made clear from the beginning of the second year that choices made then will limit options in future years. There are 2 themes (pure mathematics and probability), but choices outside of this can be very difficult to accommodate.

HS – there is a Mathematics pre-requisites flow chart which is very useful, but should be given to students making their second-year choices. CJH noted that we should also make it clear to incoming students that their choices may be limited in later years.

Maths & CS students don’t have access to devices & project lab. RG explained that this is to stop the lab becoming too full. He will monitor usage and access could extended at a later date.

MV requested more exceptions to be made for students wanting to take CS units instead of maths units and vice versa. SB agreed this should be possible. ACTION: SB to raise with the Maths & CS programme director.

3rd year CS:

BM/ SW: it would be good to run demonstrations of interesting solutions to coursework problems, for example to the PANDA 1 competition. SB agreed that this would be good, but it would have to be careful to get the right tone, or it could be disheartening to some less able students.

4th year CS

GP: the new unit COMSM0018 is very good, and resolves many of the issues that were raised in past years about 4th year units.

TC: there are some issues that need to be resolved around the study abroad programme.
- Some universities have a very different policy on resits – in some cases, it is possible to resit exams until you pass, and in these cases the exams are very difficult.
- The conversion rate for the marks is set before students start the course, but if the student is the first to go to that university, this may not accurately reflect their results.
- Sometimes Bristol deadlines are incompatible with international university deadlines on issues such as unit choice.

The meeting was closed at this point due to lack of time.

ACTION: CEH to email reps about outstanding issues.

ACTION: HS to email report to CM for inclusion in the minutes.