1. Welcome and Apologies
Apologies received from Rebecca Mear and Raphaël Clifford.

2. Reminder
CS SSLC meetings will now run for 90 minutes.

3. Review of minutes from the last SSLC
Issues with room bookings have not reoccurred.
The role of the School SSLC rep has been clarified.
Joint Honours Degree issues have been passed to Amy Baker to be reviewed.
Red stickers for broken furniture etc is being looked into. CH suggested that they should have dates on.
SB has discussed the proposed curriculum changes with the CSS, but would also like to discuss this with the student reps.
COMS30007 Machine Learning needs to be looked at for future years, as there were no TAs who knew the content this year. ACTION: The 3rd year reps to write a brief report of the issues with this unit for the UO.
4. Cohort Reports

b) Year Two Reps:

**COMS21103 Data Structures and Algorithms exam:**

The issues identified were:

i) No past papers or sample papers were available before the exam. BR did provide some tips, but these weren’t useful.

ii) The exam format was not appropriate for the content, and was different from the mock.

iii) There were mistakes in the exam and some students didn’t receive the correction,

iv) The marks were blended (so several questions had to be answered correctly to get the marks, and if a mistake was made in one component, then no marks were awarded) and no marks were given for methods.

v) Some questions were on edge cases.

SB agreed that this technique won’t be used again and reassured students that this will be discussed in the exam board. There should always be a specimen paper provided.

CH: staff should be more responsive to student concerns, as these were raised well before the exam.

BM: the same method was used for Machine Learning and Image Processing, but these were fine – so the approach of lecturers is also crucial. TB noted that CW was also part of the unit assessment for these units.

How should this unit be assessed?

- Exam should be a mix of long and short answers
- A CW component is good – a 20 cp unit with 100% exam is very stressful
- Multiple choice is great, but not OMR and only for a few questions
- No bundled marks in the OMR.

Use of multiple choice exams:

There is some concern about the use of multiple choice exams – this seems to be driven by resource needs rather than academic judgement.

SB agreed that this shouldn’t be the case and said that new staff should make marking easier.

a) Year One Reps:

**COMS10006 Functional Programming** would be better if it had a CW component, as this would help understanding and give practical experience. Worksheets are often not completed because they are 0 weighted, and they are not efficiently marked by the TAs. The unit needs to have a more practical focus, as the emphasis is currently on passing the exam.

**COMS10008 Imperative Programming** took a disproportionate amount of time considering it is a 10cp unit. NC explained that this is the building block for many future assessments, so the work will be worth it in the long run.

GP: the course structure is now out of sync – students need C skills for COMS12200 that they haven’t learned yet. SB agreed that the units need to be coordinated better.

LK: The units are polarised in terms of assessment – it would be better if both could be a mixture of CW and exam. SB agreed. ACTION: ask Nicolas Wu to attend the next SSLC for this issue to be raised again.
LK explained that there was not enough time in some of the maths exams, especially Probability 1. YT explained how this is managed in the School of Maths: students should write to the director of Studies expressing their concerns, and these are raised at a special meeting. ACTION: All Maths & CS students to be made aware of this mechanism ACTION: LK to email YT with her concerns so he can see if they have been raised.

c) Year Three Reps: Units which are also taught to MSc students often repeat topics taught to UG students earlier in their degree. ACTION: students to feedback to OUs so they can flag which sessions are catch-up sessions.

Units with CW which is reliant on lab machines need to ensure students have enough time to complete the work. E.g COMS31700 Design Verification had limited lab time and used old software which sometimes didn’t work. ACTION: SB to raise with KIE.

COMS31000 Character and Set Design is a great unit, but students are shown examples of the best CW from last year which can cause unrealistic expectations and may cause students to spend too much time on the unit. This can be mitigated by:

- Giving examples of a range of CWs
- Providing clear marking guidelines
- Being clear about which components need to be focussed on to get good marks.
- CW aims and objectives should be outlined at the beginning of the TB.

2.11 MVB is too hot! The room also smells bad, and some of the keyboards are sticky. Students are leaving labs because the atmosphere is so bad. The air conditioning in QB is set to 29 degrees over the weekend, and it was far too hot! ACTION: Bex to raise this with Estates.

d) 4th Year Reps Workload Students have contacted SB about this – too much is expected of students, and staff lack awareness of how long a piece of CW will take. Some CW is set very late in the TB, so the time available is compressed.

COMSM0010 Cloud Computing feedback is not on SAFE – students may not be aware that they need to speak to Dan about this. The unit also needs a marking scheme, and the feedback should be more detailed to show the reason for the marks.

Unit Feedback
This should be kept open until after the exam period, so feedback can be offered on the exams. GP also asked about the system that will replace SAFE – SB reassured students that SAFE will be kept until it can be replaced in its entirety. The CSS is now accessing past papers and unit feedback.

COMSM0121 & COMSM0011 Business Plan and Research Proposal Students don’t understand the purpose of the units, and some didn’t receive the email about how they should choose.
ACTION: SB to discuss units with reps at the curriculum meeting.
ACTION Bex to raise email problems with IT Services.

**COMSM4111 Robotics**
There was some very negative feedback for this unit which needs to be looked at carefully. GP said that it may not be an appropriate unit for CS students, as it didn’t have much CS content – Mech students seemed to enjoy it more.
ACTION: SB to raise this with Walterio.

**COMS30901 Applied Security**
This unit is difficult for EMAT students as they don’t have the right background in C programming. CH explained that EMAT programming is improving, but they may still need a better knowledge of C.

**COMSM0018 Applied Deep Learning**
The CW was set very late in the term, and some students had problems accessing Blue Crystal as it was being heavily used by Biology at the same time. TB said that affected students were given extensions, and more time for the CW would be allowed in future.