STUDENT STAFF COMMITTEE (SSC)
SCHOOL OF COMPUTING

Minutes of Meeting held on 08th November 2017
in Room 4.005, Urban Sciences Building

**Present:**
- Ms L Heels, Transition Officer / Staff Facilitator of Committee
- Mrs AM Barfield, Secretary
- Ms LB Talbot, Secretary
- Charlotte Brown, MSc Bioinformatics programmes representative (Bio)
- Joao Martins Nunes, MSc Bioinformatics programmes representative (Bio)
- Dale Whinham, MSc Computer Game Engineering representative (Games)
- Julia Elbe, MSc Computer Security and Resilience representative (CSR)
- Eduardo Hernandez Coronado, MSc Cloud Computing representative (Cloud)
- Jack Lloyd, MComp Stage 4 representative (MComp)
- Alex Bowyer, PGR representative
- Emma Wilson, Stage 3 representative
- Joseph Honour, Stage 3 representative
- Vic Godsell, Stage 2 representative and Student Chair
- Farhath Al-Masrur, Stage 1 representative
- Kacper Florianski, Stage 1 representative
- Peter Golawski, Stage 1 representative
- Josh Spindler, UG School Rep and Deputy Student Chair
- Callum Simpson, UG Equality & Diversity rep
- Dr NA Speirs, Undergraduate Degree Programme Director
- Prof C Phillips
- Mr C Ritson, NUIT
- Ms Jenny Campbell, Library Liaison (Computing)
- Timur Osadchiy, PGR representative

**Apologies:**
- Michael Biech, MSc Bioinformatics programmes representative
- Matthew Bellis, Stage 2 Undergraduate representative
- Alice Thornton White, Stage 2 Undergraduate representative
- Chris McQueen, Stage 3 representative
- Michael Westerby, MSc Computing Science representative
- Elyse Merriman, MSc Computing Science representative
1. **Introduction**
   Ms Heels welcomed everyone to the committee meeting

2. **Issues raised by Stage 1 representatives**
   a) Students confused about printer credits.
   
   *ACTION: Email to be sent out to all students and a sign to be put next to printers to let students know that printing in the USB is free.*
   b) Online brief about student representatives. Josh Spindler has sent out a link called ‘Contact Your Reps’
   c) Photoshoot for Reps will be taking place on 22/11/2017. This is optional for reps. It will be displayed as a poster and online.
   d) Meet Your Rep Area to meet up with your cohort. Please let Laura know what would be a good time.
   
   *ACTION: Ms Heels to find a room/or space where this would be good.*

3. **Issues raised by Stage 3 representatives**
   a) Concerns raised about 24/7 timeline. Dave Goodwin has sent risk assessment to faculty. Some Saturday 9-6pm has been approved.
   b) Visual Studio- log with central NUIT.
   c) Software Installing has been locked down.
   
   *ACTION: Students should let staff know about what software needs to be added for dissertations. Dissertation supervisor should then email School NUIT.*
   d) NUIT outage
   
   *ACTION: Pass to Jonathan Carey.*
   e) Employability Week- suggestion to change topics. Problem with this is the employers come voluntarily.

4. **Issues raised by MSc Neuroinformatics programmes representatives**
   a) Can a list of rooms with recap be published? All lectures (which can be) should always be recapped. Reminder email to be sent to students. Let Alex Barfield know if there are any room changes otherwise the lecture may not be recapped.
   b) Rep training. Could a certificate of attendance be given to all reps?
   c) NCL+Award. The deadline for this is 15/12/2017.
   
   *ACTION: Ms Heels to go through the application process during next SSC.*
   d) Library Search Engine. There will be workshops/sessions run to help students with this. MSc Bioinformatics would like them mid-November.
   
   *ACTION: Ms Campbell to talk with Alex about getting these booked.*

5. **Issues raised by MSc Synthetic Biology programmes representatives**
   a) Tool to track- GitLab could be used to send out issues and actions for the SSC
   
   *ACTION: Ms Heels to set SSC as a module then test this out.*
   b) Storage areas under desks. This has been reported but no official answer yet.
c) Virtual Machines/Admin Access. Details were given at lectures. If you don’t have them then see the module leader.
d) Clarification between students, DPDs and module leaders about admin access

6. Issues raised by Staff Facilitator
a) In future SSC meetings only items reported in the agenda will be discussed in the meeting. Any urgent last minute items can be added to the agenda before the start if the meeting.

7. New Items

Joseph Honour: Blackboard was down between 19-22 October for planned maintenance. Looking at how best to do communications in future about planned maintenance. School was not aware about the outage. Ms Heels spoke to stage coordinator and decision was made for students to go through PEC process if they feel they were affected by this. Prof Phillips is reluctant to give blanket extensions. He noted that if you could show that is was an issue then it should go through PEC (for example if you had other prioritis outside the time then it could be used as evidence for PEC)

Dale Whinham: Problem with email. Ticket has been raised by Mrs Barfield.

Will Peckham: Clocks in the building are all telling different times.

Eduardo Hernandez Coronado: Can MSc Cloud have a whiteboard. Ms Heels to report.

Timur Osadchiy: Confusion about length of PhD programme and thesis outline submission. Needs to be made clear to students. It applies to students who were offered 4 years of funding, so some think that the length of the programme is not 3 but 4 years.

Julia Elbe: Students reported problem of consecutive lectures

Jenny Campbell: The library are hoping to improve their NSS scores. They are looking at ways to better support Computing now we are away from main campus. Ideas so far are Drop-In sessions, promotion of resources, workshops. Students also asked if it is possible to get some Computing specific software on computers in the library.

Peter Golawski: Flickering Screens. Mr Ritson says that they are gradually being altered as soon as possible. There are helpers in this week doing this.

Josh Spindler: Board of Studies. Feedback for students- how can it be improved and what do students want.
Topic for next meeting: All reps to go to cohort and ask about Campus v USB (library, student union, wellbeing, careers and any other services). Next meeting 22/11/2017