STUDENT STAFF COMMITTEE (SSC)  
SCHOOL OF COMPUTING  

Minutes of Meeting held on 22nd 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  
Julia Elbe    MSc Computer Security and Resilience representative (CSR)  
Eduardo Hernandez Coronado    MSc Cloud Computing representative (Cloud)  
Chris McQueen    Stage 3 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  
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)  
Mrs Jenny Conn    Operations Manager  
Mr John Snowden    NUIT Manager (Computing)  
Dr Neil Speirs    UG DPD  
Mr Joe Barton    Representation & Research Coordinator at NUSU  
Ariela Bawol    Stage 3 representative  
Kerry Lewis    Stage 3 representative  
Timur Osadchiy    PGR representative  

Apologies:  
Michael Biech    MSc Bioinformatics programmes representative  
Mark Newton    Stage 2 Undergraduate Rep  
Alice Thornton White    Stage 2 Undergraduate Rep  
Josh Spindler    UG School Rep and Deputy Student Chair  
Jack Lloyd    MComp Stage 4 representative (MComp)  
Charlotte Brown    MSc Bioinformatics programmes representative (Bio)  
Dale Whinham    MSc Computer Game Engineering representative (Games)  
Joao Martins Nunes    MSc Bioinformatics programmes representative (Bio)  

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1. **Introduction**
   Ms Heels welcomed everyone to the committee meeting and went through the procedure for NCL+

2. **Update on 24/7 access.**
   School has created a risk assessment which went to the university safety office. It is now with faculty. It will then go to estates and the university safety office. Final stage is university level check which will be approved or denied.
   Last week 60 UG and MSc students accessed the building out of hours. Some people let others in.
   How can we stop this happening?
   - Let students know that CS portable apps are available in 24 hour clusters across campus
   - Set up a dedicated cluster across campus- this is quite difficult to do as other students could feel disadvantaged
   - Students to sign in/sign out and complete an agreement
   - Let students know we are working towards a date so they know if/when 24hr access may happen

**Open Issues**

3. **24 hour access** - Agreed to write an open letter. Email Vic Godsell with information.
   SU Education Officer Rowan South is also able to help with this
   **ACTION:** Vic Godsell will bring this forward to university.

4. **Issues raised by Stage 3 representatives**
   - **Multiple bike thefts.** As there is no CCTV next to the bike racks, Dave Goodwin’s advice is to park as close to the building as possible as this area is covered by the building porch cameras. The square cannot be covered by CCTV as it is jointly managed with the council so an agreement would be needed to do this. In the meantime the suggestions are:
     - Education about how to lock your bike- put this on big screens around the building
     - Put up We Are Watching You signs
     - Could students use bike storage? This suggestion is with the school manager.
     - Jenny is getting someone from security to come and talk about bike safety and bring some D locks.
   - **Lockers:** Could UG students have access to lockers. This was mentioned as a ‘selling point’ at admissions days.

5. **Issues raised by School representative**
   Josh Spindler has asked if the reps could gather information from your cohort about what students want included in feedback.
ACTION: Reps to read the marking criteria and then feedback responses to Laura Heels.
ACTION: Laura Heels to send out an updated version of the marking criteria to the SSC reps

6. Issues raised by MSc Computer Security representative
   • Problems with demonstrator understanding aspects of the System Validation module.
   • Problem with students who are not on the course but are using USB.4.022. Students should speak with module leader about this.

7. Issues raised by MSc Games Engineering representative
   • Need for admin access on machines. There has been a response from NUIT. Staff are in discussions to find resolution. In the meantime you do have access to a Windows VM.
   • 3-4 deadlines on same day. This should be changed by Dr Neil Wipat

ACTION: Ms Heels to set email Dr Wipat.
   • Library Workshops. The library is running a MSc course for Bio students. This has been moved to USB. It is at 10:30. Also the library is running a Scopus workshop at the Marjorie Robinson. There are spaces available.

8. Issues raised by MSc Cloud Computing representative
   • SSC meeting are coinciding with deadlines. Unfortunately we just don’t know when these deadlines are.

9. Issues raised by UG Stage 2 representative
   • Problem with front of house doors-after hours. Dave Goodwin says they are going to move the green button
   • Staff are not clear about using sharing software: All staff have been trained.
   • Clarification about food/drinks in practical’s: There is to be no food. The only drinks to be consumed is water in sealed container.

ACTION: Signs to be updated in rooms

10. Issues raised by PGR 2 representative
   • Quiet spaces that are intended to be used for short periods of time as a private area, for example, for praying, are being misused by students. There were case when they used them for long meetings, eating or watching movies. Students should be better informed on the intended use of those rooms.

10. Issues raised by Chair
   • Industry Talks: NUCATS have good links with industry and so if you have a particular company you would like to come to give a talk then please contact Matt Bellis.

Next meeting 14/02/2018