STUDENT STAFF COMMITTEE, SCHOOL OF COMPUTING SCIENCE

Minutes of Meeting held on 26th April 2017 in Room 701
Claremont Tower

Present:
Ms L Heels          Transition Officer / Staff Facilitator of Committee
Mrs AM Barfield     Secretary
Mrs N Dolman        School Manager
Dr C Phillips       Stage 3 Co-ordinator
Dr NA Speirs        Undergraduate Degree Programme Director
Mr P Sumner         School NUIT Team
Timur Osadichiy     School PG rep
Stella Englezou     MSc Advanced Computer Science representative (ACS)
Julia Elbe          MSc Bioinformatics programmes representative (Bio)
Chris Napier        UG Stage 3 representative
Andon Andonov       UG Stage 3 representative
Patrick Lacey       UG Stage 2 representative
Victoria Godsell    Stage 1 representative

Apologies:
Sean Peacock        MRes Digital Civics
Matthew Bellis      Stage 1 representative
Harry Large         UG School rep (SSC Deputy Chair)
Josh Spindler       UG Equality & Diversity rep

1. **Items raised by the Staff Facilitator**
   a) Ms Heels reported that Professor Fitzgerald had replied to all of the questions about the USB building in a document which was circulated at the meeting. If anyone has any more comments or questions, they should contact Ms Heels.
   b) Two students had put themselves forward for the position of Student Chair for next academic year. Each candidate had written a short document about themselves. It was decided that, given the number of apologies for today’s meeting, an election for Chair should be held amongst the reps by email. The deadline for votes would be Wednesday 3rd May.
   c) This Committee is required to produce an Annual Report about its activities. It was decided that Julia Elbe as student secretary and the two candidates for the post of Chair will be involved in writing it. Once finished, the report will be circulated to members of the Committee for comment, before forwarding to the Student Union.
   d) Board of Studies is the official body which makes decisions about teaching matters and has student representation on it. Learning and Teaching Committee (LTC) looks at various issues and makes recommendations to the Board of Studies (BoS), but has no official standing. It does not have any student representation. There is currently a
discussion as to whether we should let students know what is happening at LTC. It was felt that it might be possible to discuss issues for LTC and BoS where appropriate as part of Student Staff Committee (SSC). It was then discussed whether SSC would need more time and more meetings to discuss things. It was agreed that we should aim to hold three meetings in the first term, two in the second term and one in the third term next year. Ms Heels will aim to highlight relevant information from LTC & BoS to SSC and will consider further how LTC, BoS and SSC report to one another.

*ACTION: Ms Heels to consider how LTC, BoS, SSC report to one another.*

2. **Items raised by Student Reps**
   a) Some Stage 1 students had said that they wanted to receive their marks back faster. In Semester 1 of Stage 1 all students in the School are required to meet with their tutor (normally at a scheduled tutorial) to get their results, so that they understand what it means. The results are released to students electronically once all students have had chance to meet with their tutor. In Semester 2, Stage 1 students will have their results released electronically to them once they are available.

3. **Items raised by Staff members**
   a) Dr Speirs reported that there had been an incident at the recent Gameathon which the Head of School had asked him to investigate. The behaviour of Computing Science students had been investigated and appropriate action is being taken. The Union also investigated NUCATS (the computer society which ran the event) and found that they did everything they could to control the incident. The Head of School had sent an email to students about the incident which students should pay attention to.
   b) Mr Sumner reported that a number of machines had been found in the Rack which had been unplugged. Students are arriving with their own laptops and are unplugging the existing PCs to plug their own machines in. In some cases this has caused damage to machines owing to power outages. Student reps were asked to remind their cohorts that they should not be unplugging University machines. If they need to plug in their own machines, they need to find an empty socket.
   *ACTION: Reps to remind students about use of electrical sockets.*
   c) Mrs Barfield noted that as this is the last meeting of the year, if Reps wish to be on the Committee next year, they will need to respond to the request for nominations to be elected next year.
   d) Professor Phillips thanked all students for their involvement this year.
   e) If anyone has any further issues to raise in this academic year, they should contact Ms Heels.