Present:
Ms L Heels  Transition Officer / Staff Facilitator of Committee
Mrs AM Barfield  Secretary
Mr J Carey  NUIT (Central)
Mrs E Oddy  Head of Learning & Research Support Services, Library
Dr C Phillips  Stage 3 Co-ordinator
Dr NA Speirs  Undergraduate Degree Programme Director
Timur Osadichiy  School PG rep
Ryan Crosby  PGR rep/PG Equality & Diversity rep
Sebastian Prost  MRes Digital Civics
Julia Elbe  MSc Bioinformatics programmes representative (Bio)
Umar Maikano  MSc Computer Security and Resilience representative (CSR)
Mahfuz Ali  MSc Cloud Computing representative (Cloud)
Chris Napier  UG Stage 3 representative
Andon Andonov  UG Stage 3 representative
Patrick Lacey  UG Stage 2 representative
Matthew Bellis  Stage 1 representative
Harry Large  UG School rep (SSC Deputy Chair)
Josh Spindler  UG Equality & Diversity rep

Apologies:
Mrs J Campbell  Robinson Library
Jong Hoon Lee  MSc Computer Game Engineering (Games)
Robert Hamilton  MSc E-Business and Information Systems rep. (EBIS)
Cameron Trotter  MComp Stage 4 representative (MComp)
Victoria Godsell  Stage 1 representative
Vasu Gupta  Electronics and Computer Engineering rep

1. Introduction
Ms Heels reported that the original Chair of the Committee had stepped down owing to personal reasons. The Deputy Chair would take over for the following meeting. Ms Heels would Chair this meeting.

2. Theme: New Building
The main item on the agenda is the move to the new building. Reps had been asked to come with questions and comments from students about the new building. Unfortunately, the staff present were not able to answer all of the questions, and
Professor Fitzgerald, the School’s lead on the new building was not able to attend this meeting, but would attend a subsequent meeting.
MSc and Stage 3 undergraduate students are all due to finish by the date of the move, so felt it would not affect them and did not have any questions.
Stage 1 reps had surveyed Stage 1 students. Quite a lot had viewed information on the new building, but some were not aware of where to find it. Generally if they were interested to find out, they had gone looking for the information.
The questions and comments submitted by students were as follows:
- Where are all the lectures going to be? Will some be in the new building and some on campus?
- Will there be any problems with the new building which will affect students?
- Toilets. Will there be a gender neutral toilet? Will there be enough sanitary bins in the female toilets?
- Food. Are there affordable places to eat nearby? What are the catering facilities in the building like? Will it be healthy, sustainable, high quality food? Can I get a full meal rather than just a sandwich? Can I bring food in with me and where can I eat it? Is there a microwave I can use?
- What is the distance between USB and the campus? Will there be any transport?
- Will there be facilities for praying?
- Will it be child friendly?
- Will cs-support be available in the new building?
- Will there be cycling facilities and showers?
- Will it be 24 hour access for everyone?
- Will there be recycling? Will all the waste that is separated be properly recycled?

Ms Heels reported that the nearest nursery to the USB building is near the station. The University is still looking at the possibilities of providing child care. A Working Group has been set up.

Reps were asked about the best way to disseminate information about the new building. It was felt that an FAQ would be the best, or perhaps one person to direct queries to. Perhaps a general email could be sent out (e.g. once a month) asking if anyone has questions. An email could then be sent out with the answers to the questions. It was felt that an email would be easier to access than a blog.

3. **Standardised coursework deadlines**
Standardised coursework deadlines have been set up as follows:
Stage 1 - all at 4.00pm.
Stage 2 - all at 8.00pm
Stage 3 - all at 11.59pm.
Reps were asked whether they found them beneficial. Stage 1 students don’t know any different. Stage 3 did not think it made a difference to when people actually do the coursework. However it was felt that it is easier for consistency to know in your head that a deadline is always at a particular time. It is fine so long as the deadlines stay the same for the whole academic year. MSc student deadlines are all at different times. For block taught modules an extra 2 or 3 hours later in the day does make a difference. Demonstrators felt that having deadlines late in the day mean that students can get help on something during the day.

4. Other issues raised

PG School Rep

a) The Teaching Excellence Awards are now open for nominations. Staff can be nominated in various categories. Societies can be nominated under Celebrating Excellence.

b) There have been issues for students where lectures affect family life. The new PG Dean is looking into this.

c) Absence requests are submitted via S3P. This would be better in ePortfolio for PGR students.

d) A number of academic staff have recently left Open Lab. This has meant that some PhD students needed to be allocated new supervisors. In some cases students had to leave the University.

MRes Digital Civics

Attendance. From Semester 2 onwards MSc and MRes students are all being asked to come to 8th floor Reception, Claremont Tower to record attendance. Students from Open Lab wanted to know why they had to come to Claremont Tower. The School has moved to the new SAMS system and does not have any scanners in School spaces. The census is a one-year fix until we move to the new building. There are too many different cohorts to be able to deal with individual groups separately.

MSc Bio

Attendance.

Students were shown as absent for lectures which had been cancelled. Mrs Barfield explained that lecturers had been asked to inform the Attendance Secretary if any lectures have been cancelled. (Mrs Barfield will remind staff about this again.) Students are able to see attendance information in S3P. However there is a disparity in the information that students can see. Mrs Barfield will investigate. Students who have any concerns about attendance data should contact cs.attendance@ncl.ac.uk outlining exactly what the problem is.
MSc CSR
The Rep felt that international students would like a facebook page or open group where they can ask questions. Students may set up their own group if they wish to and many stages/programmes have already done this. Mr Napier will send details of an appropriate one that already exists.

MSc EBIS
The MSc EBIS rep had complained that results are not available. It is the responsibility of the School which owns the students (in this case the Business School) to release marks to students.

Stage 2
Students wanted standardised exam feedback. Students had received a full breakdown of question marks and general feedback for CSC2025, but had not received any question breakdown for CSC2023, (although detailed feedback was available on each question). It was thought at the meeting that this was a NESS problem. In fact, because the exam had been done in Blackboard, the marks had been uploaded to NESS in different ways. The Module Leaders for CSC2023 will look into making the question marks available in NESS.

It was noted that if students wanted individual feedback on exams, they should contact the Module Leader.

Stage 1
a) Stage 1 exam results are out tomorrow. Students wanted to have more examples of past papers - at least 2 per module. Lecture notes are generally good for revision purposes (especially Dr Lord’s). Some coursework specifications are still seen as a bit vague.

b) There has been low attendance for some lectures. There has also been poor behaviour in lectures by a minority of students.

c) One lecture is held in the Law Lecture Theatre. Students from the previous lecture are exiting the wrong way. The Rep should send details to Mrs Barfield who can raise it with Scheduling Office.

Library Rep
Mrs Oddy would like to hear about any concerns that students might have with regards to the USB building and library facilities. The Library is open 24 hours a day, and many e-books are available. Students from NUBS had suggested a box return box at Science Central.

NUIT Rep
a) There have been additions to the mySchool App for Student Staff Committees. School reps have been added and there is additional functionality available. Mr Carey will send details to Mrs Barfield.
b) Student halls network access upgrades are continuing. Almost all locations have been done now, the rest should happen in the next couple of months.

5. Any Other Business
a) Ms Heels will circulate a number of PGT programme External Examiner reports to reps. These reports are generally very positive. Any comments on the reports should be sent to Ms Heels.

b) Mr Large will Chair the next meeting on 26th April. Please send any agenda items to h.large1@ncl.ac.uk, Laura.Heels@ncl.ac.uk and Alex.Barfield@ncl.ac.uk