1. **Introduction**
Ms Heels welcomed everyone to the Committee. She is the Staff Facilitator for the Committee. Everyone introduced themselves and which cohort or service they represent. This is the only meeting that Ms Heels will Chair. There will be a student Chair for each meeting.

Feedback is always welcomed from students via their reps to this Committee.

2. **Welcome Week**
Each person was asked if they had any issues to raise and to report on any issues about Welcome Week. These were as follows:
Stage 1.
- Students appreciated the bowling event. It was good to meet staff there, but students would have liked many more staff to be there. Unfortunately the availability of the bowling alley meant that most teaching staff were meeting their returning tutees on that day.
- In the Welcome Week practical, students could have learned how to set up the GIT repository. However the School does not wish to cover material which is essential to teaching, in case of late arriving students etc. The purpose of lectures and practicals in Welcome Week is an introduction and to make sure that everyone is ready to study.
- Some students went to the Library fairly soon but all the recommended books were already out on loan. The Library are now aware that there are more students in Stage 1 and are ordering more copies in. If students cannot immediately access a book they can place a hold on a copy. Students may also recommend books they would like to have in the Library (this can be done online). Students wishing to purchase books may wish to purchase them second-hand to reduce cost. (This can be done online at various sites.)
- Students are having difficulty loading Eclipse at home. Mr Snowdon reported that the School Support Team are working on a version CS Portable Apps (to mirror facilities in the Rack), which should be available in a couple of months. If there are common problems with IT facilities, these should be reported either to Laura Heels as Stage 1 Co-ordinator, or general IT issues can be reported to cs-support@ncl.ac.uk

Stage 2
This Stage did not have too much interaction with the School: one day of lectures and one day with a tutor meeting.

MComp Stage 4
- The introductory lecture on Monday morning was good. However students thought that this was the only information they needed. (They did not find sessions on NESS, the Library, etc., useful.) Students attended the introductory lecture for the appropriate MSc and needed to ask how things applied to them as MComp students.
- Students spent most time trying to get PCs allocated and 24 hour access to the building.

Action: Dr Speirs to remind MSc DPDs that MComp students will attend their initial lecture in Welcome Week next year. Dr Speirs and Ms Heels to review Welcome Week for MComp next year.

MSc Bio students mostly gave positive feedback.
There was a “meet & mingle” event 2 weeks into teaching, but people tended to only talk to those people they already knew, even though some staff were there. It was
explained that because some students arrive late, such events are held a little way into term so that everyone can be there. It was suggested that perhaps there should be two events: one during Welcome Week just for the students so that they can get to know fellow students better; then a later one where students and staff can get to know each other.

**MSc Cloud**
In Welcome Week students had an introductory meeting on Monday, followed by a meeting on Tuesday with their tutor where modules, including optional modules are agreed. Some students felt that this was not long enough for them to decide on their options. It was noted that there is information available online about all modules prior to arrival. It was felt it was not made clear that students can change their minds or can leave it a little longer to make their module choices. However Mrs Barfield stressed that all module choices must be entered into SAP by the end of the Friday of Welcome Week so that all students can see their timetables for Teaching Week 1. The School may reconsider the timing of the Welcome Week timetable, but the whole week’s timetable is very tight owing to the involvement of key staff and the requirement to keep afternoons free for Freshers’ activities.

*Action: DPDs to indicate more clearly to students what the deadlines are for making module choices in Welcome Week.*

**MSc CSR**
One student who arrived a couple of days late wanted to have the introductory talk slides available on the web. A tick list for Welcome Week was suggested. The School does have a “late arrivals” tick sheet which is given to students who arrive after Welcome Week. Late arriving students still need to make themselves known to staff or extra help cannot be given.

*Action: Consider making Welcome Week slides available on School website.*

**MSc E-BIS**
Some students who had done an Undergraduate degree in the School found that there was some repetition of material in Welcome Week from their UG degree. Staff explained that the School is obliged to give an introduction to the course and facilities to all students starting a course irrespective of whether they have been here before or not. Students who have been here before might wish to spend their time helping new students with things they are having difficulty understanding.

**MSc Games**
One student was sent to various different venues to see the Visa Team. It seemed that staff on duty at Registration desks did not have the correct information.
PGR
There was a lot of repetition of information given in the Introductory meeting for PhD students in the School and in the Faculty introduction. It was suggested that the School PhD Director needs to co-ordinate better with the Faculty.

*Action: Dr Ploetz to liaise with Faculty about next year’s Welcome Week.*

3. **Other items raised**

Stage 1
There were complaints that the timetable part of the App was not entirely accurate. Sometimes the location did not show. Sometimes the relevant practical did not show. One degree programme did not show a timetable at all. In the practical during Welcome Week students were asked to change their password. Then they could not get at the timetable. Students had to log out and then back in again to be able to access the timetable.

**MSc ACS**
There are not enough demonstrators. Usually there are two demonstrators for a module, but this is not enough especially when students are spread across 2 or 3 rooms. It was noted that CSC8406 is using BlueJ whilst other modules are using Eclipse, which means that demonstrators need to swap between the two.

*Action: Module Leaders to consider making more demonstrators available.*

**MSc E-BIS**
Some students on this programme are not sure that their Smartcard is working with the attendance scanners. There had been some issues with scanner in the first two weeks of teaching. The School will not be counting attendance taken from scanners in the first two weeks for visa purposes. If students think that they have a problem with a scanner they could ask the Module Leader to check that their card is working with the scanner at the end of a lecture or email cs.attendance@ncl.ac.uk to ask the Attendance Secretary to check whether their data is being recorded.

**MSc Games**
Games desktop machines have two hard drives. A couple of machines did not have the second one activated at the start of teaching.

**MRes Digital Civics**
PC ordering and allocation was slow. Unfortunately it is University policy that we must order all Apple equipment via a 3rd party. This process is slow and it is supposed that this is because there is a high demand.
This year people used their own machines, or borrowed something from Open Lab. For next year, the School should consider having something in place for students to use before the order arrives.
**Action: Mr Snowdon to consider contingency for MRes DC Apple order at start of 2017-18.**

**PGR reps**
- PGR workshop bookings has now all moved to ePortfolio.
- CS Portable Apps is not available on PhD student machines which means that this is not helpful for demonstrators. Mr Snowdon would like to make this available in the future but it will need to be rolled out across machines.

**Library rep**
- The App contains new features about the Library including information about which areas are busy/free, ability to search the catalogue, etc.
- Your Space has been refurbished in the Philip Robinson Library.
- New feature available for Browsing academic journals
- Academic Skills Kit - a one stop shop for academic skills. The website has just gone live at: [www.ncl.ac.uk/ask](http://www.ncl.ac.uk/ask)
- Various workshops are available. Check the subject guides section for your subject.
- Reading lists. The Library are aware that there are not enough copies of some of this School’s recommended texts and are working on it.

**Central NUI rep**
- Central NUI rep
- There is a campus wide roll out of NUPrint.ncl.ac.uk which works with all devices. Also trialling printing in the foyers of Herschel and Daysh buildings.
- There are now 200 PCs in the Marjorie Robinson Library Rooms. There is 24/7 opening for all library clusters.
- Mr Carey will feedback all student comments already made about the App.
- Students can now access up to 5 copies of Office365 Professional Plus for personal machines via the NUI web page.
- It was noted that software deals could be much better advertised to students.
- There have been updates to the Student Network Access Service in student halls. Amongst other things this means that students now have access to play games.

**Action: Mr Carey to send Mrs Barfield emails to circulate to students about new facilities and software deals.**

**School NUI rep**
- Some MSc students are not currently situated with the rest of their cohort. In the next couple of weeks, student desks/PCs will be re-situated. This only affects students on the Daysh corridor.
- Daysh.6.36 may now be used by both UG and PG students.
- The Rack mezzanine room now has 11 PCs. These may be used by students not involved in a practical in the main part of the Rack.
Administration

- Mrs Barfield asked all reps for permission to list their email addresses on the Student Staff Committee website. Anyone who does not wish for this to happen should contact her by the end of the week.

- “SWIFT” sessions had been trialled, but no further information had appeared. These will now be called DYPS.

Action: Ms Heels to advertise DYPS, and get reps to help with advertising Employability week.

- Mr Snowdon showed the link [lists.ncl.ac.uk](http://lists.ncl.ac.uk) Reps can navigate to School of Computing Science to see a full list of mailing lists for the School. There is one for each cohort. These should be used to contact all the students that each rep is representing.

- Board of Studies. Normally the Student Chair of the Committee would report to the Board of Studies meeting. Unfortunately the Chair was not present at this meeting. Therefore it was decided that Matthew Bellis, Ryan Crosby and Eva Theodoridou would attend the meeting next Wednesday.

- The topic for the next meeting was agreed to be: Communication e.g. how to get feedback on these meetings to students.

Action: Reps to gather ideas for the next meeting.