STUDENT STAFF COMMITTEE, SCHOOL OF COMPUTING SCIENCE

Minutes of Meeting held on 27th April 2016, in Room 701,
Claremont Tower

Present:
Mrs AM Barfield Secretary
Mrs M Bent Robinson Library
Ms L Heels Transition Officer
Mr P Sumner Computer Officer
Dr NA Speirs Undergraduate Degree Programme Director
Timur Osadichiy PG School rep
Jordan Ashworth MSc Bioinformatics representative (Bio)
Rosie Bellini MSc Computer Science representative (Comp Sci)
Niamh Gohil Stage 4 representative
Milton Li Stage 3 representative
Ed Spooner Stage 3 representative
Benjamin Lam Stage 2 representative
Nafisa Shaikh Stage 2 representative
Tolu Awosanya Stage 1 representative
Harry Large Stage 1 representative
Taghreed Alshehri Women’s representative
Eva Theodoridou Women’s representative

Apologies:
Dr M Devlin Senior Tutor
Mrs N Dolman School Manager
Mr P Harle NUIT
Dr A Tully Director of Excellence in Learning & Teaching
Jay Rainey MRes Digital Civics rep
Yogananthan Mani ECE representative

1. Items raised by the Library rep
A document containing updates about the Library was circulated. This includes:
- Information about new web pages on dissertations and projects;
- Pop-up Library facilities will be available for the revision period in the “Your space” area in the basement of the Robinson Library (in addition to the new facilities in the Marjorie Robinson rooms);
- There will be another “clean and quiet” campaign during the revision period.

b) Mrs Bent asked for any feedback on the Library. The following were raised:
- The referencing pages on the Library website are good.
- Students like the Marjorie Robinson space. (There will be more space in this area in a year’s time when the Open Lab re-locates.)
• There had been confusion about access to the meeting room spaces in the Marjorie Robinson rooms. Visitors to the University had been invited to a meeting, but the administrative staff were not sure on the rules about allowing them access. Mrs Bent will look into this and check that the rules are made clear to everyone.
• There had been a fire drill in 89 Sandyford Road. The queue to get out was so long that some people were left standing and stuck on the stairs. This issue should be reported to the Fire Officers for the building. Mrs Bent will make sure it is reported to the Fire Officer for the Library.

2. **Annual Report**
Mrs Heels reported that the Committee is required to produce an Annual Report. A spreadsheet of issues was displayed and the outcomes discussed. Reps were asked to report if there is anything missing from the issues that should be in the Annual Report. Updates to previous issues were reported as follows:
• No specific instances had been reported of where the MSc ACS Handbook differed from the actual experience.
• The School Support team are still looking into the issue of making CS portable apps available across campus.
• New building at Science Central. Training for staff and students will happen as the building opens.
• Lack of nursing issues for students who are parents. The issue had been raised with the relevant rep at the Students Union. The University is also looking into the issue.
• Printing via mobiles is not available within the School.
• Students and employability. A series of workshops will be created on different work-related skills. There will be a trial session next week using Robots in C with school children. When asked what would encourage students to attend Careers events, reps suggested providing food as an attraction. Also subject-related events would be good, with plenty of relevant employers. There is already one computing related fair. It was suggested that there might be a SAgE-specific one.

3. **Items raised by Stage 1 reps**
da) Security/fire alarms keep going off in the Rack. Students were asked to report this to cs.support@ncl.ac.uk, or ask Demonstrators to report it. School support staff will be able to investigate quickly.
b) The University background/login has not been appearing on Rack machines recently. Mr Sumner will investigate.
c) Stage 1 students visited the Stage 2 Team Trade Fair. Whilst they found it useful to see all the good things that students had created, the event clashed with a Stage 1 lecture. Ms Heels will look at the scheduling of this event for Stages 1 and 2 for next year.
d) Students would like a link or a messaging system for contacting the Support Team. Mr Sumner will investigate whether there is anything better than using email.
e) It was suggested that there should be signs or cards with various contact details for help in the Rack. These should be posted on e.g. desks, pillars, next to the phone. Ms Heels/Mr Sumner will action this.

4. **Items raised by Stage 2 reps**
   a) Some students are still angry about the server issues that were caused by the flooding in the basement of the Tower. Students wanted solutions such as an extension and a back up server.
   Mr Sumner reported that the incident had highlighted the issue of the lack of back up servers for some services. Various services have now been transferred to VM ware, cloud storage, etc. However some things do take up a lot of storage space and there is currently not enough space to store everything in this way.
   Dr Speirs reported that a small extension had been given to all teams, but a longer extension was not possible given other deadlines and events for Stage 2. The mark scheme for the affected coursework was slightly amended to take account of the incident. Dr Speirs also held a meeting to discuss the issues with those students who wished to attend.
   
b) Stage 3 module choices. Some students would like taster sessions of the Stage 3 modules to help them choose between the modules. Dr Speirs reported that this had been tried in the past, but there was poor attendance. The School will look at putting on some kind of event next year in conjunction with the dissertation/project event for Stage 2 students.

5. **Items raised by Stage 3 reps**
   a) Daysh.1.29 is very cold most of the time. This should be reported to Estates Support Service. The number to contact Estates about defects is 0191 208 7171. It was noted that CLT.1.01 is also cold.
   b) Students would like Git bash. Mr Sumner will investigate whether this is possible.
   c) Students would like LaTeX in the Rack. Mr Sumner will investigate whether this is possible.
   d) Students would like remote access to the Rack from elsewhere on campus. Mr Sumner will investigate, however this is unlikely owing to security issues.

6. **Items raised by MSc ACS rep**
   a) Students would like to have fans in the MSc ACS cluster. Mr Sumner reported that fans will not help. They simply warm up the room and pull more power. Students should open windows and doors as much as possible when occupying the room. Alternatively, they could use the Mobile Media Lab or other clusters when it is very hot.
   b) Students felt that the School does not help with deadlines where a student might be attending lots of job interviews. Mrs Barfield advised that if a student submits a PEC form with evidence about the interview and travel, requests for extensions would be considered in such circumstances.
7. **Items raised by the UG Degree Programme Director**
   It has been noted that since the end of last term the door to the Rack has not been locking properly at 5.00pm on Fridays. Students have been in the Rack late, setting off the alarms, and also wedging doors open. The lock will be fixed. Students are asked not to wedge open doors or allow other students in who do not have relevant Smartcard access.

8. **Items raised by the School’s NUIT rep**
   If something is broken or not working, please report it. We do not know that things are not working, if they are not reported. Report via cs.support@ncl.ac.uk or go to room the Support Team’s office on the 6th floor of the Tower.

9. **Items raised by the Secretary**
   a) Mrs Barfield reported that if anyone wishes to be on the Committee next academic year, they will need to go through the election process at the beginning of the year again.
   b) Items from today’s meeting will be added to the draft Annual Report. The report will be circulated for comment prior to submission to the Students’ Union.