1. **Items raised by the PG School Rep**
   a) Students in other Schools have had issues with losing work/data when moving to other buildings and this needs to be taken into account when moving to Science Central. Staff reported that a lot of work is going on to plan for the move to the new building. Students were reminded that they should not be storing their work in only one place, but that backing up work is very important. NUI T has facility to provide much more storage than the standard allowance. Students and staff simply need to request this from NUI T.
   
   b) Some students may not be aware of the move to the new building and this may affect their choice of location for accommodation. Staff reported that UG applicants have been informed of the potential move at Admissions Days for some time. We do not hold Admissions Days for PG students, but information about the move is on the School’s home webpage.
c) Overseas students who require a visa are required to attend and sign a census once a month and they and their supervisor have to sign and submit a sheet to prove that they have met at least once a month. This is the system that the School is currently using to ensure that students are engaging with their course and to comply with visa regulations. It is hoped that more use of ePortfolio can be made for visa monitoring in the future but currently the system is not adequate for this purpose.

d) PGR students want to have a budget to allow them to go to conferences. Staff explained that supervisors have a budget which they can use to allow their supervisees to go to conferences. Where a supervisor does not have sufficient funds, there are other funds that they can apply to through the Faculty for this and the Careers Service has Careers Insights bursaries which students may apply for (see http://www.ncl.ac.uk/careers/develop/workExperience/careerinsightsbursary.htm)

2. Items raised by the MSc ACS rep
a) The coursework feedback and marks for CSC8202 Information Security and Trust had taken longer than 4 weeks. This meant that students had little time to use this for exam revision.

3. Items raised by the MSc Computer Science rep
a) Students wanted to praise the School for providing exam results with grades, feedback and breakdown of questions.

b) In Semester 1 there had been some disruption in the Rack when there were two cohorts together in the cluster. It is now much easier to speak to a demonstrator in a practical.

4. Items raised by the Stage 3 rep
a) The rep thinks that the gender balance on the Student Staff Committee is good.

b) The coursework feedback and marks for CSC3422 Website Construction and Management (Server-side) had been longer than 4 weeks.

5. Items raised by the Stage 1 reps
a) Attendance is now being taken in practicals. Some students have already completed all the exercises currently set. Do they still need to attend practicals? Dr Speirs confirmed that if students have completed all their work, they do not need to attend.

b) Stage 1 exam results. Students are meeting their tutors this week to discuss their results. (Dr Speirs apologised because a couple of tutors were not available on Tuesday to see their tutees. Ms Heels has emailed these students to arrange meetings for them.) Once all students have met their tutors, results will be released electronically in NESS and Blackboard. The amount of information which can be released with depend on the nature of the exam. Students who require more information than this, should contact the Module Leader.
6. **Items raised by the Women’s rep**
   a) Students who are mothers need nursery facilities on campus. It was noted that this is a University issue rather than just one for the School. Initially the rep was advised to consult the Student Union, especially the Women’s Rep as to what facilities are available to parents of young children. However this issue should perhaps be raised with the University as well.
   b) There is a perception that women are not good programmers. In group work women are not often given the job of programming.
   c) Women are more emotional than men. Sometimes women feel like they need to behave more like a man than a women in an environment where there are mostly men.
   d) Some Muslim students wish to pray more than once a day. It was noted that there are prayer rooms around the campus. The Chaplaincy is the part of the University which deals with faith matters. Their website has a page about prayer rooms [http://www.ncl.ac.uk/students/chaplaincy/places/PrayerRooms.htm](http://www.ncl.ac.uk/students/chaplaincy/places/PrayerRooms.htm) If students have more questions about this, they should contact the Chaplaincy directly.

7. **Items raised by Library rep**
   a) A new part of the Library website has been launched called “Informed Learner”. It brings study skills together in one place and includes things like videos, quizzes etc. Follow the links from the Subject Support section to Informed Learner. Mrs Bent is keen to get feedback on what students think of this section.
   b) The Marjorie Robinson Library Rooms are now open. The Library has a campaign called “Dear Marj” where they want feedback on these rooms. Students can leave messages by name or anonymously.
   c) A leaflet of updates on library issues will be circulated following the meeting.
   d) Feedback on the Library. A PGR student has found that booking a room for two hours is not long enough for what she needs. Students may request to book for longer, where needed, but can’t book for more than two hours on a weekly basis.

8. **Items raised by the NUIT rep**
   a) Printing to central printers from mobiles etc. is now available. It was noted that students are charged centrally for this printing, whereas this is different for printers owned by the School. It was agreed that since this School is a special case, it would be appropriate to send a specific message to students in this School about this facility. 
   *Action : Mr Harle & Mr Sumner.*
   b) PCs: The Old Library User Area cluster can now run most software (though there are a few exceptions). This cluster will be updated with new machines in the summer and will then be able to run all software which CS students require. Additional CAD machines have now been installed in the hub area of the Students’ Union. 200 desktop machines are now available in the Marjorie Robinson Library Rooms. There are also 40 PCs in the desks in the academic skills room at Marjorie Robinson Library Rooms.
9. **Items raised by the Staff Facilitator**

   Dr Speirs raised a number of items on behalf of Ms Heels

   a) The Teaching Excellence Awards are open [http://www.nusu.co.uk/yourvoice/tea/](http://www.nusu.co.uk/yourvoice/tea/). Students can vote for staff in various categories such as Innovative Teaching, Research Supervisor etc. Students should read to the bottom of the web page to find the definition of each category.

   b) Ms Heels wanted to know whether the reps had ideas for the best ways to encourage students to complete the Evasys Module Questionnaires. Our response rates could be better and the School does want to know what students think. (The School’s “You Said We Did” pages [http://www.ncl.ac.uk/computing/current/yousaidwedid/](http://www.ncl.ac.uk/computing/current/yousaidwedid/) are the School’s response to students’ comments on modules.) What is the best way to help students understand what is meant by constructive feedback when they complete questionnaires? No ideas were put forward for either of these.

   c) Ms Heels wanted to know whether the reps had ideas for the best ways for us to help students understand what feedback is (e.g. during a lecture, via emails or text, etc.). No ideas were put forward.

10. **Items raised by the Careers Advisor**

    a) The Careers Service has taken over more of the ground floor area in King’s Gate. They hope that this will create a better atmosphere and be better for students using the service.

    b) Newcastle Work Experience Programme. Students can get a bursary of £700 for working on a project with an organisation for 100 hours during term time. A larger amount is available for summer projects. The projects often need students with programming skills, but not many of our students apply for this. Careers would like to know if there is a reason why students don’t apply.

    Careers do send out an email to all students every Monday with information about what is currently happening. It was felt that some students will not read the messages because they think that they are very general and do not think that they apply to them. One rep thought that students do know about things. He did apply for a project but was rejected because he did not have the right skills.

    One MSc rep felt that the Careers session he attended was very general and not specific enough for the information that he wanted. Perhaps MSc students feel that things are more oriented for UG students. One MSc rep felt that it was good to provide specific information at the end of a lecture.

    Careers want to equip students to have the right skills to search for the information and opportunities that they want. Students can set up specific searches and alerts from the Careers Service.

    The PGR rep thought that supervisors should be advising students. However it was felt that not all supervisors will know about all relevant opportunities for their supervisees. However Careers do contribute to the PGR training programme.

    The Careers Service is there for all students at all levels, and for 3 years after graduation. They will be holding an event on 26th April with various things going on
to encourage Stage 1 students to come and visit the Service. Is there anything which would particularly attract students to come? Food and give-away items (like pens etc.) were suggested.

c) Placements support. The University is trying to make it easier for all programmes to allow students to undertake a placement. Computing already make it available. How can we encourage more students to consider it? What stops students taking a placement? What would have helped with your decision to take a placement?

One rep felt that it was a lack of knowledge. He opted to do a placement because he felt he needed the experience to be able to get a job. One rep felt that some students feared that they would find it difficult to get back into study if they take a year away working. Perhaps there should be more help with transition back into study. Stage 1 reps felt it would be useful to have something about employability in CSC1023 (The Software Engineering Professional). Some Stage 1 students feel that they have only just arrived and it is too early to talk about careers. There is something planned in late April for Stage 1. Stage 2 this year there was a session talking about placement with a panel of employers and students who had done placements.

d) Skills set. One MSc student thought that some students lack confidence about their own ability and skills set. They may well look at a job description and think that because they can’t match all of the skills listed, it is not worth applying. However Mr Harle gave a recent example where NUI T had advertised a job with a large skills set listed, and none of the applicants matched all the skills, but they still made an appointment. It was felt that Careers should perhaps try to provide something about the recruitment process and how it relates to skills sets.

e) The School’s Computer Society is currently active and runs Hackathon events, which students from all courses and Stages attend. Perhaps Careers could link up with such events to get students interested in Careers-related activities.