STUDENT STAFF COMMITTEE (SSC)  
SCHOOL OF COMPUTING  

Minutes of Meeting held on 7th March 2018  
in Room 4.005, Urban Sciences Building  

Present:  
Vic Godsell  Stage 2 representative and Student Chair  
Mrs C Nicoll  Learning & Teaching Team Leader (Admin)  
Dr S Riddle  Staff Facilitator of Committee  
Dr NA Speirs  Undergraduate Degree Programme Director  
Mr J Snowdon  NUIT  
Mr D Goodwin  Building Manager  
Mrs A Barfield  Teaching Manager  
Dr M Devlin  Director of Learning and Teaching  
Mr J Barnes  
Josh Spindler  UG School Rep and Deputy Student Chair  
Ariela Bawol  Stage 3 representative  
Chris McQueen  Stage 3 representative  
Emma Wilson  Stage 3 representative  
Kerry Lewis  Stage 3 representative  
Julia Elbe  MSc Computer Security and Resilience Students  
Josh Isaac  MSc Bioinformatics  
Elyse Merriman  MSc Computer Science  
Michael Westerby  MSc Computer Science  
Joseph Honour  Stage 3 representative  
Mark Newton  Stage 2 representative  

Apologies:  
Charlotte Brown  MSc Representative  
Jack Lloyd  MComp Stage 4 Representative  
Matthew Bellis  Stage 2 Representative  
Alice Thornton White  Stage 2 Undergraduate Rep  
Kacper Florianski  Stage 1 representative  

1 SSC 07/03/18
1. **Matters Arising**
   
   **Item 7**
   
   Dissertations - These are now available in the dissertation module folder on Blackboard. Lockers – This matter has been referred to the School Manager who will report back to this committee.
   
   PC availability – NUIT have been given access to the screens and can now display relevant information.
   
   NESS – Students who have encountered the problem of uploading large files should send the information to Mrs Barfield who will take up the issue with the NESS support team.

2. **Student Voice**

   Student representatives were asked to gain feedback from their cohort regarding what information they would like to see displayed on the large screens. Suggestions were:
   
   - Student Union events and information
   - NUCATS information
   - An events page

3. **EvaSys**

   An action from Board of Studies was to receive suggestions on how to combat abusive comments on module evaluation surveys. Suggestions were:
   
   - To be able to access names of any students found to have written abusive comments
   - An automated programme to filter our abusive comments

   Dr Devlin noted that negative comments on module feedback are often found to be constructive but abusive comments need to stop.

   **ACTION**: Dr Devlin to check the terms of use.

4. **Revision Lectures**

   At the last SSC meeting a discussion occurred regarding revision lectures to be held throughout the semester to help build confidence going into exams. This was taken to Board of Studies and the committee have been asked to find out what format of revision lectures would your cohort like to see. Students commented by saying that their peers didn’t think that revision throughout the semester was beneficial but to start the revision before the Christmas or Easter period. Past papers and the answers would be better to be uploaded to Blackboard earlier in the academic year.

   Dr Devlin suggested that Dr Heels and Dr Barnes would be willing to organise general exam lecture/seminars where they could go through past papers and answers with students. This would cover all stages.

5. **Coursework Release**

   At the last SSC meeting students asked for coursework to be released to students at the beginning of the year. As explained this was not possible as lecturers released
coursework when necessary, and mainly down to the rate at how the lectures were proceeding.
It was noted that all coursework deadlines were input into NESS within the first two weeks of each semester so students could prepare for which times of the year were busiest.

6. **Marking Criteria**
Dr Devlin has been asked by Faculty to gain feedback on the marking criteria document. This is a draft version of the document which will be sent to all students, who are then requested to send any useful comments to Dr Devlin.

*ACTION*: Mrs Barfield to distribute

7. **Faculty have asked the school for student feedback on the following topics:**
Where does a student look for information, and what would be the best platforms to host information?
- Blackboard - Students said they would look for all teaching materials via Blackboard
- Email – they would expect any information that they are required to do or see sent via email.

What information would students like to see?
- Board of Examiners dates. Mrs Barfield did note that these are kept on the School website.
- Advertisement of the free software available to students
- Would like to see the ‘what’s been developed’ and the ‘you say, we did’ pages available on screens
- Stage 3 asked for previous years dissertation titles and abstracts to be made available
- To use Blackboard Community to display information on exam board meetings, regulations etc

Does a student read the information prior to arriving, or as and when is required?
- Students asked for concise information to be sent rather than a large handbook and for any relevant information to be displayed on social media.

Next meeting 25/04/2018