STUDENT STAFF COMMITTEE (SSC)  
SCHOOL OF COMPUTING  

Minutes of Meeting held on 25th April 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 P Sumner  
NUIT
Mrs A Barfield  
Teaching Manager
Susan Willcox  
University Library
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
Joao Nunes  
MSc Neuroinformatics
Elyse Merriman  
MSc Computer Science
Michael Westerby  
MSc Computer Science
Joseph Honour  
Stage 3 representative
Charlotte Brown  
MSc Representative
Matthew Bellis  
Stage 2 Representative
Kacper Florianski  
Stage 1 representative
Callum Simpson  
UG Equality and Diversity Representative
2. Minutes and Matters Arising

Item 6
Faculty Marking criteria – Dr Devlin sent all feedback received to Faculty.

3. Oral Report from the Chair

The Chair sent well wishes to the committee members who were graduating and said that she was looking forward to working with others in the future.

4. Oral Report from Staff Facilitator

Dr Riddle reported that NUSU Student Rep Awards were being held on Tuesday 8th May and the following had been nominated:

- Julia Elbe for Postgraduate Course Rep of the Year
- Josh Spindler for Undergraduate School Rep of the Year
- and the School of Computing UG/PGT SSSC has been nominated for Student-Staff Committee of the Year

5. Library Update

Ms Willcox reported that the library had reviewed the automatic log-off times for idle computers, with log off times now upped from 15 to 30 minutes.

Study Well@NCL – This is a collaborative campaign formulated by NUIT, NUSU Welfare Equality Officer and the University Library. Study Well@NCL advocates a responsible approach to studying and encourages positive behaviours in study spaces. Additional study spaces will be available over the exam period at the Newcastle University Business School.

Support for dissertations - If you are currently working on a dissertation, project or extended piece of writing please explore the online guidance for help at http://libguides.ncl.ac.uk/disshelp.

6. End of Year Report

The SSC end of year report will be sent to NUSU within the next few weeks. If any committee member has any comments or additions to the report please contact Josh Spindler.

7. Election of Student Chair for 2018/19

Dr Riddle recorded that one statement for Chair of Student Staff Committee 2018/19 was received by Vic Godsell. Vic will continue her role as Chair for the upcoming year.

8. Items raised by students

- Welcome week – SSC have requested a stall in the atrium during welcome week to recruit students for 2018/19.
- CSC2024 coursework – students concerned that the piece of work assigned to them did not work. Surgery sessions had been scheduled but students were still unclear and had to concentrate on other deadlines.
  
  *Action:* Dr Riddle and Dr Speirs will speak with the module leader and bring to the attention of the module moderation board.

- PGT Project and Presentation – MSc representatives requested a guideline document indicating how the dissertation should be structured with information from NUIT, Library etc. A FAQ sections would also be helpful.
• Student Wellbeing – An MSc student felt a disconnection between the school and student wellbeing and asked if a drop-in session could be organised within the USB.
• Traffic on Wellington Street – Students discussed the increased road traffic outside of the USB and asked if Pelican Crossing could be installed. Staff informed the students that this was being managed by the Building Manager.

9. **Any other Business**
   • Demonstrating – Dr Speirs noted that Stage 3 will be encouraged to help mentor students in clinics from 2018/19.
   • Mrs Barfield noted that students will need to apply again to be a student representative on this committee in 2018/19 as it is not an automatic roll over.

Next meeting 2018/19