

**DEPARTMENT OF COMPUTING ~ MACQUARIE UNIVERSITY**  
**Minutes of the 300-Level Liaison Committee Meeting**  
**16<sup>th</sup> March 2009 1pm**

**Present:**

<b>Student Representatives</b>	<b>Units</b>	<b>Student ID</b>
Peter Schimdt	ISYS326, COMP340	

<b>Staff Representatives</b>	<b>Units</b>
Annabelle McIver	Convenor
Bernard Mans	HoD
Leszek Maciaszek	ISYS326
Debbie Richards	COMP340
Peter Busch	ISYS302, ISYS360
Melina Chan	Executive Officer
Raina Kim	Minutes

**Apologies:**

Scott McCallum, Mehmet Orgun, Manolya Kavakli, Len Hamey, Josef Pieprzyk, Diego Molla Aliod

**Meeting started 1:10pm**

**General Issues with getting student representatives:**

- There was a general problem in getting the student representatives.
- AM and DR suggested introducing of suggestion boxes for each level to acquire a wider feedback from the students. They would be located near the assignment boxes. Initially a written form would be used which could eventuate to an electronic version. Students would be requested to provide their name and email addresses for a follow up.
- Student didn't know how many people would be motivated enough to use this feedback system. Students would prefer to submit their issues straight away as it happens rather than wait a day or two to submit a written form.
- Student said many did not check the websites to check for the representatives. BM said student representatives should be used as an initial contact point for feedbacks. Need to check if the websites have correct information of the student representatives.
- Will have a trial period on the suggestion boxes. AM will create the poster to put on the boxes. An email should be sent to all the representatives.

## **UNIT MATTERS**

### **COMP340:** Debbie Richards

- Student said there were problems initially with getting groups together due to the financial crisis etc. However, all issues have been resolved and have settled now.
- This unit has no tutorial or practicals.
- Training on Friday was career focused and the student thought it was very interesting and beneficial.
- Student said the involvement with the Macquarie Open Day was a very good idea.

### **ISYS326:** Leszek Maciaszek

#### **Lectures:**

- Student said the lectures were very good and they were in depth.

#### **Practicals:**

- Students had an issue with the practicals that they were not able to use sound in some of the demos since the labs did not provide adequate equipments.
- BM said this was for crowd controlling. However realises that some units require special headphones.
- Student was requested to discuss the issue with other students to provide a feedback from a larger number of students which then could be forwarded to the University. Need to define a level of need.
- BM suggested to identify the equipment requirements for some units eg, multimedia, games, etc.

#### **Assignment:**

- LM will give out Assignment 1 today.

#### **Labs:**

- No issues with the 300 level labs. Many students have lab tops therefore no issues with shortage of computers.
- 300 level labs will be open for 100 level students when they are free,

#### **General Issues**

- No major problems with wireless networking. BM said the wireless networking would be available through out the campus.
- Student was asked if he noticed any changes in the unit outline website. He realised there were more info than before but quite generic. BM said all units aimed for standard assessment outline.
- When using Firefox a security warning message is produced and this can be quite annoying. However this does not cause any problems.

Meeting finished at 1:45pm.

#### **Next Meeting**

6 April 2009