Department of Computing, Macquarie University

Minutes of the 100-level Liaison Committee Meeting

10 April 2013 – 1pm

Present:

<table>
<thead>
<tr>
<th>Student Representatives</th>
<th>Units</th>
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<tbody>
<tr>
<td>Anthony Hixon</td>
<td>COMP115</td>
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<tr>
<td>Bek Coote</td>
<td>ISYS100</td>
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<tr>
<td>Bradley Graves</td>
<td>ISYS100</td>
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<td>Pierre Rodrigues</td>
<td>ISYS100, ISYS104, COMP115</td>
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<table>
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<tr>
<th>Staff Representatives</th>
<th>Units</th>
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<tr>
<td>Bernard Mans</td>
<td>Head of Department</td>
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<td>Rolf Schwitter</td>
<td>Director of Teaching</td>
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<tr>
<td>Mehmet Orgun</td>
<td>Chair</td>
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<td>Tony Sloane</td>
<td>COMP115</td>
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<tr>
<td>Josef Pieprzyk</td>
<td>COMP125</td>
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<td>Diego Molla-Aliod</td>
<td>COMP125</td>
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<tr>
<td>Jian Yang</td>
<td>ISYS104</td>
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<td>Matthew Mansour</td>
<td>ISYS104, ISYS100</td>
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<tr>
<td>Darius Taslim</td>
<td>IT Support</td>
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<tr>
<td>Richard Miller</td>
<td>Science IT</td>
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<tr>
<td>Melina Chan</td>
<td>Executive Officer</td>
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<td>Mitchell Buckley</td>
<td>Minutes</td>
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Apologies:

Yan Wang, Gaurav Gupta, Mike Johnson
Meeting started at 1:05pm

Mehmet welcomed everyone.

COMP115: Unit Convenor – Tony Sloane

Lectures:

- Students commented that they’re really enjoying the evening lectures. Smooth sailing otherwise.

Tutorials:

- Students commented that the feedback they’re receiving in tutorials is excellent. Will the assignments receive similar feedback?
- Tony replied that yes the assignment feedback was sent out this morning. He’s not sure if students receive an automatic email about that. The student representatives should have a look and let us know next time whether that feedback was also helpful.

Assignments:

- Students commented that the first assignment was very good and students generally understood it well. The second assignment has been more challenging.

Peer assisted learning:

- Students commented that the students who are struggling most with the material are not taking advantage of some unofficial PAL that has been organised. Even though they have received a lot of prodding. A bit worried about them.
- Bernard informed that there would not be any PAL running for this unit this semester.
- Tony has arranged some consultation sessions during the break. Student representatives should encourage fellow student to make the most of these sessions, as Tony might arrange more if there is demand.

General comments:

- Students are a bit worried because one of the tutors is leaving. He was a good tutor, will his replacement be just as good?
- Tony Sloane said that yes most of his tutorials will be covered by existing tutors in the subject; the remaining two will probably be covered by a very good tutor we know – that still needs to be confirmed.

COMP125: Unit Convenor – Joseph Pieprzyk

Lectures:

- Diego commented that attendance is quite poor: 8 out of 68 students to the lecture. There were only 55 attended the mid-term test. Wanted to ask for feedback from student
representatives but there were none present. Similarly, the students have the chance to make an early submission for their assignment and get feedback before making final submission. Only 8 submitted at that point then about 50 at the final submission.

- Tony commented that there really need to be some students to represent COMP125 at the liaison committee so we can get some feedback. Need to track them down and make sure they can be here to help us understand what’s happening.
- It was suggested that those students who didn’t attend the mid-term test need to be contacted. Some kind of analysis could be helpful.
- Student representatives present were asked if they knew what was going on. They couldn’t offer any suggestions.

COMP188: Unit Convenor – Michael Johnson

- No student representative present.

ISYS100: Unit Convenor – Matthew Mansour

Lectures/Practicals:

- Students said they’re just fine.
- Matt said there are no problems: business as usual.

iLecture:

- Student commented that when watching the online lectures, when he pauses and restarts the clip, the browser loses its connection and starts from the beginning and he have to find his place again.
- Matt commented that probably the best solution is to download the whole file rather than streaming it.

Assignments:

- Students said that feedback on the first assignment was excellent.
- Matt said that the next assignment doesn’t seem to be going well. Some students can’t seem to find time to meet as a group. Also, there are some students are going to struggle as they work alone rather than as a group (mainly those students who haven’t come to lectures and so are not in a group).
- Students also said that some groups are not working well together. Some students are carrying the rest of their group.
- There is a component of the assignment that is peer-review so that students can communicate about each other’s contribution and that is taken into consideration for marks.
- Tony suggested that in future offering, a dead-line could be set for some early part of the assignment to keep students on top of it.
- Mehmet said we’ll follow up on any comments in the next meeting.
ISYS104: Unit Convenor – Jian Yang

General comments:

- Student said that everything is going ok. The assignments have been fine.
- Matt commented that it’s all business as usual. The next assignment is due after the break and Jian will be taking over in the second half soon.

ANY OTHER BUSINESS

IT issues:

- Student commented that getting wireless access is still really hard. Richard confirmed that this is an ongoing problem and they’re working on it.
- Many students are not logging out of their profile when they leave the lab. It’s easy for the next student to do it for them but there is a security issue there. There is a logout time of about 15 minutes but students often transition classes quicker than that. There was a suggestion that the logout button could be made more prominent.
- One student was getting a black-screen upon login, it would clear after about 20 minutes but it’s very inconvenient. Richard commented that it was originally a problem with a file server, if it’s on going it’s probably to do with a corrupted profile. It can be fixed.

MO thanked everyone for their time.

The meeting closed at 1:37pm.