Minutes of the 200-Level Liaison Committee Meeting
16th September 2010 12pm

Present:

<table>
<thead>
<tr>
<th>Student Representatives</th>
<th>Units</th>
<th>Student ID</th>
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<tbody>
<tr>
<td>Joshua Warren</td>
<td>COMP255</td>
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<tr>
<td>David Black</td>
<td>ISYS227</td>
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<td>Luciano Muccillo</td>
<td>ISYS224,</td>
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<td></td>
<td>COMP255</td>
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<td>Samuel Marks</td>
<td>COMP255</td>
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<th>Staff Representatives</th>
<th>Units</th>
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<tr>
<td>Christophe Doche</td>
<td>Chair</td>
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<td>Abhaya Nayak</td>
<td>ISYS224</td>
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<td>Ros Ballantyne</td>
<td>COMP225</td>
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<td>Richard Miller</td>
<td>ScienceIT</td>
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<td>Debbie Richards</td>
<td>COMP255</td>
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<td>Annabelle McIver</td>
<td>COMP229</td>
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<td>Len Hamey</td>
<td>COMP226</td>
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<td>Mike Johnson</td>
<td>COMP226</td>
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<td>Melina Chan</td>
<td>Executive Officer</td>
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<td>Raina Kim</td>
<td>Minutes</td>
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Apologies: Dom Verity, Bernard Mans, Michael Meimlich, Rolf Schwitter, Scott McCallum

Meeting started 12pm

UNIT MATTERS

ISYS224 : Unit Convenor – Abhaya Nayak

Lectures:
- Since the last meeting, there was no downside to the unit and everyone was happy.
- Student would like the lecture notes posted before the lectures. AN informed all lecture had the notes uploaded prior to the lectures except for one week. ilecture would also be useful.

Tutorial and Practicals:
- All was running very well and more feedback given on submitted tutorials. AN asked if there were any problems to be address. There were no problems to be addressed.
• Student would like the review of the physical export of data in PowerDesigner in the practical class. AN commented it was too late to arrange for review sessions as only 2 days left in the week. AN would organise a catch up class during the semester break.
• PowerDesigner was not available to students due to licence constraints.
• Tutors had more control in the labs and students were happy.

Assignments:
• Assignment 2, due week 8, has been released after receiving 2 feedbacks from students for the draft released earlier.
• More feedback requested for assignments. AN informed a general feedback had been given on the web, and the marked assignment scripts with individual feedback would be handed out later. It would be difficult to leave them in Science Centre as not all students submitted with the special cover page. Would find out the means and announce later.
• AN recommended to use PowerDesigner for the assignment 2 and as the software was not remotely available for students, suggested to use the labs for the completion of the assignment.
• Not many students started the assignment 2.

Action Points:
• AN to arrange for a catch up class during the break. – catch up class held on 22 September; and the Science Centre received the marked assignment scripts to be collected by the students.

COMP225: Unit Convenor-Ros Ballantyne
Lectures:
• The unit was running smoothly.
• The material from COMP125 was assumed knowledge as this unit was a pre-requisite to COMP225. The textbook would contain all material covered in COMP125 for those not undertaken the unit.
• RB would send notes from COMP125 to the student who had not undertaken COMP125.
• RB informed Wikipedia would have information covered in COMP125.
• The introduction would be worth 2 to 3 marks.
• RB started lecturing and the attendance was good.

Tutorial and Practicals:
• Students were happy with the tutorials and practicals.

COMP229: Unit Convenor - Annabelle McIver
Lectures:
• AMc stopped lecturing after covering the first 6 weeks of getting started on programming. DV has taken over.
• Student liked programming in Java.
• Lectures were running smoothly.

Mixed Classes:
• Students were happy with the practicals.
• Questions required no discussion in the first 6 weeks since programming was covered. DV would change the format for the second half.

Labs:
• No issues raised.

COMP255: Unit Convenor – Debbie Richards

Lectures:
• The unit was running well and student like the course.
• Student said there was not enough time in Part A of mid-term test, and too much time in Part B. DB informed that generally students performed better in Part A.

Mixed Classes:
• Student said the material covered in the mixed class was very different to the lecture and therefore took lot of notes. DR informed material was different only for a particular week.
• Both tutors Carl and Sean were very approachable and made the session fun. Both tutors attended some sessions together and taught in groups.
• Student said Carl got the points across but some students did not get involved.
• DR commented both tutors Carl and Sean were very keen and that when they both attended the same class when only one was paid. They also attended the lectures and reviewed the lecture material at the beginning of the classes. Both were very concerned, and took interest in teaching and getting material across.

Assignments:
• Student said they read that the boundary on the use of case diagram was optional. DR explained that in this unit they were not optional.
• DR suggested use Enterprise Architect for the assignment.
• Student said many did not check TRAC and had to send a reminder for others to check.
• Part A of was be submitted to the Wiki and Part B on the Version Control system.

Labs and Software Issues:
• DR reported that not all emails sent from Moodle discussion board were received. RM said LC had just made a change.
• Student received smtp error message and therefore sent email via google. Only replied through forum.

Action Points:
• RM to look into the email issues. After the meeting it was confirmed the problem had been fixed.

COMP226: Unit Convenor – Len Hamey

Lectures:
• The unit is running smoothly.
• Student would prefer lecture notes posted prior to lectures. LH informed notes for this week had been posted on the second day.
Student would like synchronised notes posted. MJ would post as requested.

Equipments Issues:
- Visualiser in E7BT3 has been fixed and therefore no longer displays green.

Labs and Software Issues:
- Projector in labs beeped intermittently. RM advised that swiping with the access card would allow 1 hour usage of the projector. Multiple swipes would fix the problem.
- Student reported of Unicode problem. One system did not support Unicode and therefore could not save special characters. Student had to use other method such as paste to get around the problem.
- Student reported of problem with Mahara yesterday. No replies received for the mail posted 1 month ago and page disappeared after posting. Student could not edit the post. CD informed Mahara was chosen by LTC and the integration in the next version would be smooth. Mahara could be chosen as the future portfolio tool.

Action Points:
- RM to look into the issues.

Meeting finished at 1:00pm.

Next meeting - 21 October 2010.