Minutes of the 200-Level Liaison Committee Meeting
21st October 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>COMP255,229,225</td>
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<tr>
<td>Kyle Tuchwell</td>
<td>COMP226</td>
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<tr>
<td>Luciano Muccillo</td>
<td>ISYS224, COMP255</td>
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<td>Samuel Marks</td>
<td>COMP255</td>
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<tr>
<td>Evan Conway</td>
<td>COMP226</td>
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<th>Staff Representatives</th>
<th>Units</th>
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<tr>
<td>Rolf Schwitter</td>
<td>Chair</td>
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<td>Christophe Doche</td>
<td>Director of Teaching</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>Dom Verity</td>
<td>COMP229</td>
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<td>Len Hamey</td>
<td>COMP226</td>
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<td>Raina Kim</td>
<td>Minutes</td>
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Apologies: Annabelle McIver, Bernard Mans, Michael Meimlich, Scott McCallum, Melina Chan, Mike Johnson

Meeting started 12:05pm

UNIT MATTERS

COMP255: Unit Convenor – Debbie Richards

Lectures:

- Students were very happy with this unit. The information given was immaculate throughout and thought the unit was excellent.
- The discussion board was working well although some never used it. DR said it would be a good idea to subscribe as it could assist in exchange of information.

Labs:

- Student said the lab 121 got very hot. RM informed that as part of the Energy saving action plan the air-conditioning set point has been set to 17°C to 26°C. Therefore, no heating would occur until the temperature went below 17 and no cooling until it went above 26.
• Each room has a switch to turn on the air conditioning. The switch 'Occupied' will turn the air conditioner on and 'Unoccupied' to turn off. Many were confused of which way was the on/off side. Clear sign required next to the switch.

Action Points:
• RM to organise appropriate sign for the Occupied/Unoccupied switch.

ISYS224: Unit Convenor – Abhaya Nayak
Lectures:
• Low attendance to the catch up class on PowerDesigner held during the semester break with only 3 student turning up. An email was sent to the students 1 week prior to the session. Another class not arranged.
• AN inquired about general feeling in the further coverage on PL/SQL in the unit. Student personally liked it more than the ISYS unit, however those with no computing background would have struggled with the concept. AN requested the students for collection of general feedback from the ISYS students on their views.

Tutorial and Practicals:
• Tutorials are running smoothly. Student thought the mandatory classes were very useful in absorbing the material required for the unit.

Assignments:
• Assignment 2 was a little tedious as not much thinking was involved as opposed to other assignments, which were more thought provoking. A lot of SQL code copy/paste involved for implementation. Substantial amount of time spent on inserting data. AN informed it was part of the purpose to experience the whole cycle of implementation. AN would consider setting a more challenging task for next offering.

COMP225: Unit Convenor - Ros Ballantyne
Lectures:
• The unit was running smoothly. Students were very happy with the unit.

Tutorial and Practicals:
• It was a good practice to attend tutorial class just before the lecture as it helped to refresh the material. The lecture material expanded in the tutorial to cover in depth.
• Student not comfortable with attending the practical class as the labs got too hot. Preferred working from home.

Assignments:
• Student was very happy with the assignment.
• Student was comfortable with auto-mark system. It took a while to familiarise with the system. The first exercise on titanic given and still half of the students were not successful in auto-marking. RB informed auto-marker ignored spaces and advised to spend extra time to check the superficial things.

COMP226: Unit Convenor – Len Hamey
Lectures:
• The unit was running smoothly.
• Started going through the tutorial questions. All was going well.

**Tutorials and Practicals:**
• Practicals revisited in the lectures. However, student preferred the other way round where lectures revisited in the practicals.
• Student would like personal feedback on tutorial questions. LH informed personal feedback given on paper and went through the general feedback in the lecture class yesterday. Student needs to pick up marked tutorial work.

**Assignments:**
• The assignment looked interesting and the specification was very clear.

**Labs and Software Issues:**
• No issues in the labs.

**COMP229: Unit Convenor - Annabelle McIver**
**Lectures:**
**Mixed Classes:**
• The format of the tutorial questions changed as new lecturer started teaching. DV is currently teaching.
• Students received good feedback for the tutorial questions.

**Assignments:**
• Assignment 1 due to be handed out before the release of assignment 2.
• Assignment involved maintaining and re-using other people’s codes. This assignment was very interesting and was quite challenging.
• DV encouraged students to think early and post any questions on the forum to concrete the ideas for the assignment. Not many students posted questions for the assignment 1.
• Student spent too much time on the assignment 1.
• Student liked the ideas of DV’s restriction on question time. This helped student not procrastinate until too late.

**Other Matters:**
• Student handed in a unit proposal for IT Security as it was his interested field to specialise in. He attended different courses in other universities but would prefer to undertake the course in Macquarie. CD informed there had been consideration in this field for the existing units. Also informed that credit received for the course undertaken in other universities.
• Discussion took place on RM’s request for a general feedback from students in regards to provision for remote virtualisation and applications. It was a general feeling it would be an advantage to have a single virtual machine that would provide all software required for the courses. Many issues would have to be considered for this facility.

Meeting finished at 12:50pm.

This was the last meeting for the semester and RS thanked everyone who attended the meetings.