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<table>
<thead>
<tr>
<th>Student Representatives</th>
<th>Units</th>
<th>Student ID</th>
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<tbody>
<tr>
<td>Kyle Tuckwell</td>
<td>COMP226</td>
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<td>Joshua Warren</td>
<td>COMP255</td>
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<td>Kentaro Otani</td>
<td>COMP229</td>
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<td>David Black</td>
<td>ISYS227</td>
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<td>Ranjini David</td>
<td>ISYS224</td>
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<td>Luciano Muccillo</td>
<td>ISYS224, Comp255</td>
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<td>Richie Arvian</td>
<td>ISYS224, COMP255, COMP229</td>
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<td>Samuel Geoffrey Wicaksono Lo</td>
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<td>Wendy Surjo Wieigiono</td>
<td>ISYS224, COMP255, COMP229</td>
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<th>Staff Representatives</th>
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<td>Rolf Schwitter</td>
<td>Chair</td>
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<td>Bernard Mans</td>
<td>HoD</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>
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<td>Scott McCallum</td>
<td>COMP225</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, Michael Meimlich, Samuel Marks

**Meeting started 12pm**

**UNIT MATTERS**
ISYS224 : Unit Convenor – Abhaya Nayak

Lectures:

- Student said the 3-hour lectures scheduled apart, held on Mon 11, Tue 9 and Tue 14. The lectures on Tue 9 and 14, were too distracting as they lost momentum after one lecture. It took them extra time to get back into the working mode. Students preferred to separate the classes to a 2-hour session and 1-hour lecture as 3-hour block would be too long. AN would consider this option for the next offering.
- Students could not enrol into the Lecture 3 as the class was full. AN informed the venue for Lecture 3 could not accommodate the number enrolled, and that there was no need to enrol into this class. The final enrolment number was more than the forecast and due to space availability only the first two lectures had been changed to a bigger venue. AN advised technically there was no problem as long as the students enrolled into the unit.
- AN informed he would give the exam review in Lecture 2 to accommodate for all the students and advised the students also use the ilectures.
- Student very much enjoyed the ilectures and said they were very helpful. The video lectures were fun.

Tutorial and Practicals:

- Student would like more feedback for the weekly tutorial submissions. Currently no individual post comments received. AN suggested to talk to the tutors to give a general feedback of the results.
- Student had problems in tutorial submissions using Blackboard, as it was not possible to take back the work after submission. Student preferred Moodle to Blackboard. AN informed this submission issue was resolved by adding a tick box and advised the students to check again.

Assignments:

- Assignment 1 question was quite clear to the students. However, student was not sure of the right tool to use for the implementation. AN advised there were no restrictions on the tool, but recommended to use PowerDesigner.

Labs:

- Student who did not belong in the practical class, Wednesday 4-5pm, were very distracting. BM commented the tutors should request these students to leave the class. AN would remind the tutors.

Action Points:

- AN to advise the tutors to have more control in labs.

COMP225: Unit Convenor-Ros Ballantyne

Lectures:

- SMc currently conducting the lectures.
- The unit is running smoothly.
- Student, who had not undertaken COMP125, felt left out due to regular reference to COMP125. SMc would try to minimise the reference, and
informed that lecture slides in week 1 had covered the summary of the work carried out in COMP125.

- Currently 34 enrolled in the unit with around 20 attending the lectures. Good interaction during the lectures as the class is small.

COMP226: Unit Convenor - Len Hamey

Lectures:
- Student said the lectures were well structured and the lecturer communicated very well with the students.

Tutorials and Practicals:
- Tutorials were running very well.
- Student was not keen on the paper submission of tutorials. Student preferred Moodle submission. LH commented paper submission allowed more feedbacks including diagrams. The use of wiki in the previous offering led to a lot of confusion.

COMP229: Unit Convenor - Annabelle McIver

Lectures:
- The unit is running smoothly.
- Students liked the 3-hour lectures scheduled Monday evenings with a break time in between. Lectures finished by 8:30pm.
- New embedded online Java quiz conducted. Student liked the online quiz as the output could be checked straight away. AMc would evaluate what works and not, and welcome any feedbacks.
- Student was happy with the extensive notes and felt that NoteTaker was not required. AMc informed that she had been approached by LTC for use of NoteTaker.

Mixed Classes:
- The mixed classes are running smoothly.
- The installation of Java / Eclipse development platform required in week 1.
- Problems occurred during submission of work, therefore marks not provided. AMc informed of restraints in the in-house developed Moodle. Java used in compilation and Java in Eclipse was different. The compiled codes should be submitted. The marks would be given after reviewing the codes.
- This unit was trialling the in-house developed Moodle.

COMP255: Unit Convenor – Debbie Richards

Lectures:
- Students thought COMP255 was a great course.
- Student said the 3-hour block lecture was lengthy, but very happy with the extensive contents.
- Student said the role-play demonstrated during the lecture worked very well. The idea and the concept were drilled into memory. DR would organise another session.
- The textbook quizzes were helpful and the answers were easily accessible.
Mixed Class:
- Student commented his tutor, Carl Svensson, was very enthusiastic and taught well. Actually, both tutors were good and they worked together.

Assignments:
- Assignment 1 involved group work. DR advised to work on TRAC, suggested watching ilectures and use Version Control System.
- Group of 5 were to be formed. Preference was given to students and those who had no group were assigned later.
- For Assignment 2, students will work as individuals.
- Student was very happy with his group.

Lab Issues:
- Printer in lab was not working. Student suspected of problem with script. At times, jobs in the queue had to be cancelled to enable printing. RM said all printers should be working but would check to resolve any issues.

Action Points:
- RM to check that all printers are working.

Equipment Issues:
- AMc reported of an overhead projector not working in E7BT5. The power kept switching on/off.
- DR reported the visualiser in E7BT3 projected green, which was not normal.
- In C5CT1 the microphone echoed with background noise while the lecturer was talking.

Action Points:
- Admin staff to report the issues to ITS of OFM.

Meeting finished at 1:50pm.

Next meeting 16 September, 2010.