Present:

<table>
<thead>
<tr>
<th>Student Representatives</th>
<th>Units</th>
<th>Student ID</th>
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<tbody>
<tr>
<td>Peter Schmidt</td>
<td>COMP249</td>
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<td>Kentomo Otani</td>
<td>COMP249</td>
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<td>Cameon Chang</td>
<td>COMP247</td>
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<th>Staff Representatives</th>
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<tr>
<td>Christophe Doche</td>
<td>Chair, Director of Teaching</td>
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<td>Bernard Mans</td>
<td>HoD</td>
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<td>Phil Ingram</td>
<td>ScienceIT</td>
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<td>Michael Hitchens</td>
<td>COMP247</td>
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<td>Scott McCallum</td>
<td>COMP225</td>
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<td>Rolf Schwitter</td>
<td>COMP249</td>
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<td>Matt Cabanag</td>
<td>ScienceIT, Labs</td>
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<td>Yan Wang</td>
<td>ISYS254</td>
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<td>Steve Cassidy</td>
<td>COMP249</td>
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<td>Rajan Shankaran</td>
<td>COMP247</td>
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<tr>
<td>Melina Chan</td>
<td>Executive Officer</td>
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<td>Raina Kim</td>
<td>Minutes</td>
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Apologies: Len Hamey, Ros Ballantyne, Manolya Kavakli

Meeting started 1:05pm

Follow-up actions from the previous meeting held on 16th March.
- COMP247: After MH reminded the tutor to give more assistance. Student found the tutor to be more involved and responsive to the whole class.
- COMP249: MC checked all cables working and the computers replaced.

UNIT MATTERS

COMP247: Unit Convenor- Michael Hitchens
Lectures:
- The unit is running smoothly.
- RS was away last week and MH replaced the lectures. RS is back this week.

Tutorials and Practicals:
Student commented the practical tutors were responsive and was involved with the whole class.

As part of final exam preparation, student wanted the tutors to cover some good past exam questions. This would give the students an idea on what to expect in the final exam.

**Assignment:**
- The assignment is due today. The tutorial work covered extensively on the material required for the assignment. Therefore, students would have no problems in completing the assignment.
- MH will post the marking guidelines on the web.

**Labs:**
- No issues were raised in the labs.

**COMP249: Unit Convenor – Rolf Schwitter**

**Lectures and Exam:**
- The unit is running smoothly.
- SC informed the lectures delivered online by video and audio recordings were a trial project run by the university. Students responded they would be happy to see more units offering the same style of lectures.
- Students commented the online video lectures were more useful than the ilectures. Student can even vary the speed of the video lectures to fast-forward the familiar material.
- Student wanted to know which tutorial questions to focus on for the final exam. SC responded the final exam would cover all the material taught in the tutorials, as every question was just as important.
- The final exam would not include programming tasks. More theory based questions on the work covered throughout the semester.
- A sample paper would be handed out to the students. The kind of questions asked would be similar to the tutorial questions.

**Tutorials and Practicals:**

**Assignments:**
- The 2nd assignment was due 26th April.
- Assignment 3 involves improving the 2nd assignment.
- Student commented producing a test file assisted in making the 2nd assignment less difficult than the 1st assignment. This enabled tracking the mistakes.

**Labs:**
- Student reported of access issues with some computers. MC informed that this is due to the computer trying to logon to the local computer instead of the Science domain. There is no drop down menu to select the domain. In such case, students should enter “ICS\<username>” in the username textbox. Noticeable information would be posted in the labs.
- Tutors will be informed of the access issues via email.

**Action Points:**
- MC to post a notice in the labs to inform the students in regards to the login issues.
COMP225: Unit Convenor – Scott McCallum
No student representative attended for this unit.
Lectures:
- RB is currently conducting the lectures.
- The unit is running smoothly with no issues.
- This unit has weekly prac submissions, early diagnostic test, mid-term test and 3 assignments for the semester. SMc would discuss with RB for fortnightly submissions of the practical work in the next offering.
- SMc would conduct an evaluation of the unit at the end of the semester.
- There are 75 students officially enrolled in the unit.
- There was a good turn up of 72 to 73 students for the mid-term test held last week.
- Due to the Anzac holiday, 2 hour lecture and one practical session were cancelled.

Assignments:
- The 2\textsuperscript{nd} assignment is due this weekend.

ISYS254: Unit Convenor – Yan Wang
No student representative attended for this unit.
Yan has previously announced many times in regards to volunteering for the liaison representatives and the liaison meetings.
Lectures:
- This is a first time offering unit teaching about system design and implementation.
- The unit has completed six weeks of system design. Those who have not undertaken ISYS227 or COMP115 would have a problem in understanding the material. YW would hold a catch up class if in need.

General Issues:
- MC mentioned there were no COMP225 students participated in the programming competition held last Saturday. This was perhaps due to no incentives given for students to participate. Discussion took place on various ways to give an incentive for participation, e.g., add credit to the unit, or give extra mark in the assessment.
- BM asked if there were any issues with the wireless network on campus. Student thought the access problem was dependant on the location. One student could not authenticate to the Macquarie University server. BM advised the students to use OneNet to connect wirelessly to the campus network and the internet. Macquarie Public would offer access to basic Macquarie University web sites.

CD thanked everyone who attended the meeting.

Meeting finished at 1:45pm.

Next meeting 18\textsuperscript{th} May, 2010.