## Minutes of the 300-Level Liaison Committee Meeting

12th March 2012 1pm

### Present:

#### Student Representatives

<table>
<thead>
<tr>
<th>Name</th>
<th>Units</th>
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<tbody>
<tr>
<td>Stephen Guy</td>
<td>COMP348</td>
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<tr>
<td>Michael Van Treeck</td>
<td>COMP330, COMP348, ISYS326</td>
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<tr>
<td>Douglas Sherman</td>
<td>ISYS302, ISYS326, COMP365</td>
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<td>Martin Williams</td>
<td>ISYS302, ISYS360, COMP365</td>
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#### Staff Representatives

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<tr>
<th>Name</th>
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<tr>
<td>Len Hamey (LM)</td>
<td>Chair of the Committee</td>
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<tr>
<td>Bernard Mans (BM)</td>
<td>Head of Department</td>
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<td>Dominic Verity (DV)</td>
<td>Acting Head of Department</td>
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<tr>
<td>Peter Busch (PB)</td>
<td>ISYS302</td>
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<tr>
<td>Mehmet Orgun (MO)</td>
<td>ISYS326</td>
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<tr>
<td>Christophe Doche (CD)</td>
<td>COMP343, Director of Teaching</td>
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<tr>
<td>Mark Johnson (MaJ)</td>
<td>COMP348</td>
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<tr>
<td>Abhaya Nayak (AN)</td>
<td>ISYS326</td>
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<tr>
<td>Deborah Richards (DR)</td>
<td>COMP355, COMP365, ISYS355</td>
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<tr>
<td>Michael Johnson (MiJ)</td>
<td>COMP342</td>
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<tr>
<td>Scott McCallum (SM)</td>
<td>COMP330</td>
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<td>Manolya Kavakli (MK)</td>
<td>COMP330</td>
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<td>Stephen Smith (SS)</td>
<td>COMP355, COMP365, ISYS355</td>
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<td>Richard Miller (RM)</td>
<td>ScienceIT</td>
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<td>Darius Taslim (DT)</td>
<td>ScienceIT</td>
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<tr>
<td>Melina Chan (MC)</td>
<td>Executive Officer</td>
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<tr>
<td>Toni Kernick (TK)</td>
<td>Department Administrator (Minutes)</td>
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### Apologies: Colin Coker
Meeting started at 1:10pm

LH welcomed all and thanked everyone for attending the meeting. He also outlined the purpose of the committee as an opportunity for discussion to identify what is working, or if there are any issues, problems, and suggestions. LH invited all to introduce themselves before commencing the discussion.

Unit Matters

COMP330: Unit Convenor – Scott McCallum

Lectures:

- Everything is going pretty well so far.

Practical:

- Practical was good except for some initial trouble installing Eclipse. The PowerPoint provided helped; there was also help from the tutor. Everyone did get it going in the end.

COMP342: Unit Convenor – Michael Johnson

- There was no student representative from this unit present at the meeting.

Lectures:

- MiJ reported a couple of student concerns. One was Len is no longer teaching the unit.
- The other was that the lectures are held in X5B which is on the other side of campus. Also, there is no covered walkway so the students were soaked after walking across campus in the heavy rain.
- Co-lecturer Francois Pradel has had a great effect on students already. Francois is a trained software engineer from France and brings a different perspective on what is expected of students studying in a different culture.

COMP343: Unit Convenor – Christophe Doche

- There was no student representative from this unit present at the meeting.

COMP348: Unit Convenor – MaJ Johnson

Lectures:

- Going well. Lecture notes are good.
- The lecturers are explaining extra to the notes. The student rep thought
this might help to get students to attend lectures. The attendance has been good so far.

- Online materials are good and include helpful links.

**Workshop:**

- Some issues with Python in the labs. Toolkit not installed properly. Some ran ok. Tried lower version (2.6) and it half worked. A bit of a nuisance at the moment.
- DT advised Lee Coady will be working on this issue this week – hopefully today/tomorrow.

**Assignment:**

- The online assignment schedule of release and due dates has assignments released on the Friday and due two weeks later. Less time than expected to complete assignments. Student rep suggested releasing assignments on the Monday?
- MaJ explained this is due to the material related to the assignments are covered during the Friday lecture. The idea is to encourage students to complete the assignments before moving on to new topics. However, MaJ advised this can be reviewed if workload becomes unmanageable.

**Other:**

- Student rep reported the link to the liaison email on the unit webpage does not seem to be working.
- Student rep suggested posting roster of lab classes online so students can check if the lab is free before coming to the university. MC advised the online Timetable would have this information. MaJ suggested a link to the roster would be handy.
- However, there is no way to tell if there is a spare computer available. Some students unplug cables in machines to use with their laptops as students feel wireless is not reliable. MiJ said this is an issue and if there are problems with the wireless network then we need to know.
- Darius advised Informatics now control the labs and the idea is to encourage use of wireless.
- Student rep expressed concern about students using the lab computers for personal use and taking up space.
- BM mentioned two new computer labs in E5A

**COMP355 / ISYS355 / COMP365: Unit Convenor – Deborah Richards**

- DR is disappointed there are only five students. In previous years there have been 3-9 groups. This year there is not even enough students to form two groups who could present to each other.
- Student rep suggested some students might be worried about the pre-requisites and could be finishing 200 level units first. There might be more students enrolling next year. Also, some students received an email from Deloittes as another option to consider. This email was only sent a few
days before start of semester whereas Deborah personally invited a number of students several weeks in advance.

Lectures:

- Lectures are good. Really informative, especially the last lecture. Guest lecturer Linda from Careers Development Centre attended and talked about team work. This was really good.

Assignment:

- Project started. So far so good.

ISYS302: Unit Convenor – Peter Busch

Lectures:

- Really enjoying lectures. Interesting and lively conversations.
- Enjoying tutorials also.
- There were some problems with Echo. There are not many evening lectures so several students rely on the recorded lectures.
- Student rep commented he preferred downloading lectures rather than streaming as it is easier to go back and find a point to replay.
- PB advised he cut back on weekly readings. Assignments are tied to the readings.

Assignment:

- Assignment has been released. Some have already started.

Practical:

- Had a problem with MS Project and the different versions used for assignments. Tutor recommended using the online Help function.

ISYS326: Unit Convenor – Mehmet Orgun

Lectures:

- Lectures are good.
- Echo issues. A lot of students can’t attend lectures so rely on recorded sessions.

Tutorial:

- Last week’s tutorial was good. Received marks on how much you say in tutorial. Works well.
- Timetable conflict. DMTH lectures on at the same time as two of the
ISYS326 tutorials. Maths does not record their lectures so need to attend. They also do not give out lecture notes.

- BM advised there is a suggestion that all lectures will be recorded in the future unless requested otherwise with a valid reason.

**ISYS360: Unit Convenor – Cathy Campbell**

**Lectures:**

- Only concern is no tutors to support in tutorials. Cathy can only fit in five minutes after the lectures. There are a lot of questions about the assignment.
- PB asked if a discussion/bulletin board on iLearn would help. Student rep thought there really needs to be someone else to share workload and to provide another point of view.
- PB and Cathy will set up a discussion board to see if this will help.

**General Matters**

- iLearn is pretty good. There was an issue last year with the clock set differently to the real time. This presented problems when submitting assignments. Generally it is easier to use now as things are in the same place. Only concerns are the time out issue and it is ‘clunky’ if navigating to other units. Navigation isn’t brilliant in general but this isn’t a big issue.
- RM talked about iLab to be released this semester for whole University then specific departments in 2013. It is a remote desktop tool and has no persistent storage. Let us know if there are any software requirements so they can be ready for S2.
- Student rep talked about using PowerDesigner last year. This was good, but didn’t have access to it at home. This is the advantage of a tool like iLab; you will be able to use the software anywhere.

**Labs:**

- New screens are nice, comfortable.
- Minor hiccup in first week of semester as not all the software was completely installed. DT advised this was because the new machines arrived one week before start of semester.
- There have been problems with the printers in 114, 119 and 121. Had to manually flip double sided printing, or not printing at all. LH asked if there is a mechanism for students to report these sorts of problems. DT advised at log in there is a link on the splash screen.

**The meeting closed at 2:00 pm**