### Present:

**Student Representatives**

<table>
<thead>
<tr>
<th>Name</th>
<th>Units</th>
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<tbody>
<tr>
<td>Michael Van Treeck</td>
<td>COMP330, COMP348, ISYS326</td>
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<tr>
<td>Doug Shearman</td>
<td>COMP365, ISYS302, ISYS326</td>
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<td>Colin Coker</td>
<td>COMP365, COMP330, COMP348</td>
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<td>Martin Williams</td>
<td>COMP365, ISYS302, ISYS360</td>
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<td>Emmanuel Chamala</td>
<td>COMP348, COMP330, ISYS326, ISYS355</td>
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<td>Stephen Guy</td>
<td>COMP348</td>
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**Staff Representatives**

<table>
<thead>
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<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>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>Rolf Schwitter (RS)</td>
<td>Acting Director of Teaching</td>
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<tr>
<td>Mehmet Orgun (MO)</td>
<td>ISYS326</td>
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<tr>
<td>Francois Pradel (FP)</td>
<td>COMP342</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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<td>Les Bell (LB)</td>
<td>COMP343</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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<tr>
<td>Stephen Smith (SS)</td>
<td>COMP355, COMP365, ISYS355</td>
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<tr>
<td>Igor Shparlinski (IS)</td>
<td>COMP343</td>
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<tr>
<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:** Bernard Mans Head of Department, Christophe Doche COMP348 & Director of Teaching, Mike Johnson COMP342
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:**
- Lectures are going well. Appropriate for 300-level unit.

**Tutorials:**
- It would be good to access solutions from tutorials on iLearn.

**Assignment:**
- Nice challenge, “push to get across line”. Not too easy.
- Enjoyable and good feedback.

**Actions:**
- Scott to post solutions to homework part of tutorials on iLearn

**COMP342: Unit Convenor – Michael Johnson**

**Lectures:**
- Lectures are going well. Most understand concepts and appreciate complexity of operating systems.
- Not familiar with Unix. Find navigation difficult. Spending too much time trying to get up to speed with Unix and Basic C programming. With more experience could make the most of this unit. In COMP225 and 226 Unix was also used, but students were given the option to switch over to Windows. Feel there is a big gap going to COMP342. Tasks not overly difficult but lack of experience spends too much time trying to catch up.
- Other student rep agrees. MiJ was upfront from the beginning regarding C and Unix, but still slipping behind and he had to pull out from the unit.
- FP agreed with the students comments. He suggested dropping some practical materials and put emphasis on concepts. Or do another unit focussing on programming to prepare students for this unit so they can make the most of the practicals. FP tried to make himself as available as possible for students but most are too far behind.
- LH said this is disappointing to hear and is a curriculum design issue. As the department is in the process of looking at changing the curriculum he thanked the students for their feedback.
- The student reps acknowledged that MiJ and FP are good lecturers and
very knowledgeable. They appreciated that FP made himself available. Also suggested the online forum is not utilised as much as it could be.

COMP343: Unit Convenor – Christophe Doche

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

COMP348: Unit Convenor – Mark Johnson

Lectures:

Going well. Lecturers are very approachable and this is helpful. The tutor Yasaman is also very approachable. However, iLecture is not recorded

Workshop:

- These are good.
- There was a discussion on the amount of time spent on analysing code activity.
- MaJ said he could provide pre-packaged coding for students to work on. Student rep has done this in another unit but didn’t feel he learnt as much.
- The work is good preparation for assignments.

Assignment:

- Looks interesting and achievable. Good balance of programming and analysis.

iLearn:

- Not many students are using iLearn with only half a dozen posts. Student rep suggesting initiating questions in workshop and continue with online discussion.
- MaJ asked if there is a way of easily putting emailed information directly in to iLearn. He receives several question regarding assignments and would like to put the questions/answers online for all students to access.
- Seem to have lost the front page ‘dashboard’. LH said feedback should be sent to the iLearn team about this.

Other:

- 300-level Liaison page does not include names of student reps.
- Link to Liaison email on unit webpage doesn’t go to student reps email address.
- Some units on the Unit list page on computing website does not include descriptions for special project units.
Actions:

- TK to update 300-level liaison page with student reps.
- Student rep Stephen Guy to email Richard Miller to request email link on COMP348 unit page to be updated.
- MaJ to look at the online lecture recordings and seek help if required.
- LH volunteered to contact iLearn regarding the dashboard page not being available to students any longer.

COMP365: Unit Convenor – Deborah Richards

- Student rep discussed that he chose COMP365 over 355 because of the industry client project. Now 355 also has the same advantage. As 365 is a year long unit, taken away from doing something else.
- DR explained the units are not the same. 365 provides an extra 3 cp and is working with an external industry partner. However, if the group feel strongly about not wanting to complete the full year unit DR can look into the administrative processes of how to transfer to the 355 half year unit. DR advised the way this group has structured their project this should be possible.
- Student reps not necessarily want to change as they are committed, but wanted to point out they choose the unit for the industry project but now seems like they are all industry project.
- COMP365 is also PACE accredited. As the University is pushing for more PACE units, DR is trying things out with the 355 in preparation for PACE accreditation. DR encouraged group to discuss what they want to do and let her know.

ISYS302: Unit Convenor – Peter Busch

Lectures:

- Going well

Assignment:

- Second assignment due next week.
- First assignment is still being marked.

Practical:

- Student rep report MS Project is not available in lab 114. LH asked if MS Project is available on iLab?

Actions:

- RM to look in to MS Project availability in labs and on iLab.
**ISYS326: Unit Convenor – Mehmet Orgun**

**Lectures:**

- Lectures are good.
- Student rep struggling with material. Reported there seems to be a big gap in knowledge between 224 and 326. Although, student rep suggested it may all come together at some point.

**Practical & Tutorials:**

- Practicals have not been useful because Oracle has not been available in the labs. Not able to do any hands on database work.
- Tutorials are useful. More questions given than you can complete during the tutorial. Student rep suggested putting the solutions online so can complete later. MO advised the solutions up to and including Week 4 are already online. They are posted about two weeks after tutorial sessions.

**ISYS355: Unit Convenor – Deborah Richards**

- Going well. Started working on project with client. Have regular meeting on Friday’s. Client is providing input on what they require. Haven’t started coding yet. Client wants php, no one in group has experience in php so will need to learn language. Group decided to share coding responsibilities. Good challenge.

**ISYS360: Unit Convenor – Cathy Campbell**

**Lectures:**

- Lectures are good.
- Discussion board, as discussed in previous meeting, has not been set up yet.

**Actions:**

- PB to follow up with Cathy regarding discussion board. Stephen Guy to also contact Cathy regarding this.

**General Matters**

- There was a discussion regarding the amount of support available for students other than online forums. Student rep suggested something similar to the numeracy centre for programming queries would be useful.

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