Minutes of the 300-Level Liaison Committee Meeting

13 May 2013 1pm in E6A357

Present:

<table>
<thead>
<tr>
<th>Student Representatives (SR)</th>
<th>Units</th>
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<tbody>
<tr>
<td>Peter Reeves</td>
<td>COMP330, COMP348</td>
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<tr>
<td>Nicholas Reynolds</td>
<td>ISYS302, ISYS326, ISYS355, ISYS360</td>
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<td>Jacob Johnston</td>
<td>ISYS302, ISYS326, ISYS355, ISYS360</td>
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<td>Ed Moore</td>
<td>ISYS355, ISYS360</td>
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<td>Blair Hudson</td>
<td>ISYS302, ISYS326, ISYS355, ISYS360</td>
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<td>Helen Browitt</td>
<td>ISYS302, ISYS326, COMP330, COMP343</td>
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<td>Giuseppe Sciuto</td>
<td>ISYS302, ISYS326, COMP343</td>
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<td>Samuel Marks</td>
<td>ISYS302, ISYS326, COMP355</td>
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<th>Staff Representatives</th>
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<tr>
<td>Manolya Kavakli (MK)</td>
<td>COMP330</td>
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<tr>
<td>Stephen Smith (SS)</td>
<td>COMP355/ISYS355</td>
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<tr>
<td>Mehmet Orgun (MO)</td>
<td>ISYS326</td>
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<td>Abhaya Nayak (AN)</td>
<td>ISYS326</td>
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<td>Rolf Schwitter (RS)</td>
<td>Director of Teaching</td>
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<td>Bernard Mans (BM)</td>
<td>Head of Department</td>
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<td>Josef Pieprzyk (JP)</td>
<td>COMP343</td>
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<td>Diego Molla-Aliod (DM)</td>
<td>COMP348</td>
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<td>Scott McCallum (SM)</td>
<td>COMP330</td>
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<td>Cathy Campbell (CC)</td>
<td>ISYS302</td>
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<tr>
<td>Melina Chan</td>
<td>Executive Officer (Minutes)</td>
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<td>Camille Hoffman</td>
<td>Dept Admin (Minutes)</td>
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Apologies:

Gary Lau (ISYS360), Annabelle McIver (Convenor)
The meeting started at 1:03 pm. It was chaired by Rolf Schwitter.

**Unit Matters**

**COMP330 – Scott McCallum/Manolya Kavakli**

Positive feedback re: unit from SRs.

SR noted that there is small distinction between tutorials and practicals and asked if these could be put together rather than kept separate. Often the practical questions can relate to tutorials and some questions in the pracs are being left out due to time restrictions and these questions are important for students to have answered. MK/SM both said they would consider combining tutes/pracs in future – good suggestion.

SM asked SRs for feedback re: MK and TL sharing the teaching of 3D graphics. SR replied that they enjoy the varying views from both and sharing from their expertise.

Assignments are going well and are fun. Current assignment is to make a simulated robot.

**COMP343 - Josef Pieprzyk**

Positive feedback re: unit; all going well. Practicals are interesting.

Assignments are fun and very good.

JP asked re: feedback about Les Bell running ‘hands on’ pracs for cryptology and received positive response. JP happy that students are enjoying unit.

**COMP348- Diego Molla-Aliod**

Positive feedback.

Assignment #2 had an issue with computers running out of memory. RS asked for further detail which was provided. SR summarised by saying that in addition to the mathematical concepts provided in the unit, if tips/tricks of how to get programs running more efficiently were provided this would be an asset for students, especially tips specific to natural language processing.

DM suggested for students to post (on blog) what they do/learn when running programs, which student agreed was a good suggestion.

RS asked if the lab computers are ‘powerful enough’ to handle memory issues? Students and DM all agreed they are.

**COMP355/ISYS355 – Stephen Smith**

Feedback was positive; interesting unit and working with Ernst & Young very helpful.
SRs talked about the group assignment. There are more IS students (3X) than Computing students - so most groups have 3 IS students and 1 Comp student.

RS asked how the work is shared between group members? SR said other group members may not show up due to other commitments outside of uni. However, if 3 out of 4 members agree the 4th person is not contributing, then marks are deducted. SS confirmed this is correct.

SR discussed the leadership role in the groups. The leader is a student with a high GPA and they usually do the bulk of the work. However, SR agreed that leaders have the most investment in the unit so are happy to contribute more in order to get a good mark.

Lectures have been good. SS is easy to contact and available to chat.

**ISYS302 – Cathy Campbell**

CC mentioned she is only seeing the minutes for the first time and is happy to respond to concerns from last meeting. RS suggested SR talk about unit first and then she can address previous issues.

SR mentioned that the lectures have finished early; last week it was 7.30pm (lecture is scheduled for 6-9pm). SR recalled that PB would structure as a 2 hour lecture and 1 hour actively talking about content (similar to a tutorial). RS asked if the same amount of content was being offered? CC said all the material is available online.

No tutorials for this unit. Practicals with Lee Coady & Carl Svensson have been very good.

CC responded to previous issues raised at last 300 Level Liaison meeting.

1) **Assignment #2:** SR explained that previously students were not required to have a skill/level of knowledge about managing a budget and are therefore struggling. **CC reply:** said that managing a budget is part of project management however will definitely take this into account to provide support in future.

2) **CC asked re: group assignment:** **SR reply:** being able to choose own group is good because it ensures they can choose people who work well together.

3) **Labelling of assignments.** **CC reply:** Assignment 1 has two parts and then the group assignment is #2 (= 3 in total). First two have been marked and returned.

4) **Excel spreadsheet with student information.** **CC reply:** apologised for this oversight and acknowledged that it won’t be repeated.

SR mentioned he enjoyed the literature review essay as an assessment.

**ISYS326 - Mehmet Orgun and Abhaya Nayak**
Positive feedback re: unit. Students enjoying.

SR commented that it seems more programming oriented; it is more technical than other ISYS units.

SR asked about next assignment. AN said it would be given out on Weds (15th May) and would be due at the end of May.

Tutor Farhad is going very well; very friendly and remembers students.

**ISYS360 - Gary Lau**

Several issues raised by the student reps:

1) Assignment specifications: unchanged, still no clear specifications. SR provided an example. No due date, no weighting, in power point format, etc. Overall does not seem ‘official’.

2) Group assignment: no structure. 10 people in group

3) Evening offering: tutorial starts at 5pm; lecture 6-9pm. SR asked if this could be restructured as an ‘evening offering’ should seemingly start after 6pm. Suggested to have the lecture 6-9pm and the workshop on another evening. MC would take up with Timetabling team in the future.

RS said he would follow up with GL about all these issues.

*(Postscript: RS has addressed issues above with GL. Issue #1 has been fixed.)*

**General IT issues**

During the semester break, there were assignments due; however, one 300-level lab E6A119 was in use by high school group. But the printer in E6A114 was not working and hence this limited the 300 level students in regards to printing. SR asked if 300 level students could be given log in access in 200 level labs to assist with busy times (around assignments, etc).

SR encouraged to call Science IT help with any lab issues.

Re: COMP348, only sound was recorded on Echo360 but students did not have access to the slides which accompanied the recording. DM & SR talked about putting slides up and for DM to provide more directives in the recording to assist students in following the slides.

SR queried about the possibility of livestreaming? *(Postscript: RS says not all lecture theatres have the infrastructure to allow for this.)*

BM said that previously computing has requested for sound/sight to be captured in lectures but obviously hasn't happened.
CC commented that a large number of students in ISYS302 study ‘remotely’ (online) and do not show up to lectures so they are using iLearn/Echo360.

The meeting was closed at 1:55.