Present

<table>
<thead>
<tr>
<th>Student Representatives</th>
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<tbody>
<tr>
<td>Natalie Bashon</td>
<td>COMP247, COMP249, ISYS254</td>
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<td>Kosai Abu-Saleh</td>
<td>ISYS254</td>
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<td>Mohanad Alyamani</td>
<td>ISYS254</td>
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<th>Staff Representatives</th>
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<tr>
<td>Christophe Doche</td>
<td>Head of Department, Chair</td>
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<td>Steve Cassidy</td>
<td>Director of Teaching, COMP249</td>
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<td>Camille Hoffman</td>
<td>Executive Officer</td>
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<td>Richard Miller</td>
<td>Science IT</td>
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<td>Mitchell Buckley</td>
<td>Minutes</td>
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<td>Len Hamey</td>
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<td>Luke Mathieson</td>
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<td>Michael Hitchens</td>
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<td>Steve Smith</td>
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The meeting opened at 1.05pm.

Note: Units are listed in the order that they were covered in the meeting.
COMP247 - Data Communications
Unit Convenor: Len Hamley
Other Lecturer: Ian Joyner

Christophe asked Natalie for any comments. She said they’ve finished the first assignment and it was not as bad as feared. The test is coming up and everything seems ok. She’s enjoying practicals more than lectures mainly because lectures are in the evening. Christophe asked about the impression of other students; Natalie thinks other students feel the same.

Christophe asked if there was any need for catch up classes or anything. Not really, the occasional tutorials are helpful and are already scheduled.

Natalie had a questions about distribution of marks for the first assignment. Len said he’d ask Ian to clarify this via iLearn.

Natalie’s only other comment was that it would be better if 3 hour classes were split into 2 classes of 1 and 2 hours. Christophe indicated that we will look into a different model in the future but that for the moment the 3 hour evening classes will continue.

COMP260 - Game Design
Unit Convenor: Michael Hitchens

Christophe asked Michael for any comments (no student representatives present). Michael said that everything is going well, there are no complaints. Lecture attendance hasn’t improved but tutorial and practical attendance is good. Michael noted that 78/79 students have participated in quizzes or have been in contact about quizzes. So students are participating in the unit, even if not many are attending lectures.

The new lecturer (Kat) will start teaching after the mid-semesters break. She is still getting settled in with some administrative matters. There will be no lectures in week 13 and there are some details to be sorted out with tutorials/practicals in week 13.

COMP249 - Web Technology
Unit Convenor: Steve Cassidy
Other Lecturer: Ian Joyner

Christophe asked for general comments. Natalie doesn’t have any complaints, lectures are good and there’s an assignment due next week. The practicals are good and tutors are helpful.

Steve asked about how students are going with the assignment. Some tutors said that some students are having a hard time. Natalie said that most people have been busy with COMP247 assignments and she hasn’t heard much from other students yet. Steve said that he's thinking of putting on some support sessions during the break and asked what Natalie thought. She said that the help classes were very helpful and asked if they would be back. Steve said they’ve changed the situation so that students will contact they tutor separately to organise some help. But if those sessions are helpful, we'll run some more during the break. We won’t schedule them in explicitly, we’ll put the call out for students to get in touch in order to organise a time.
Christophe asked about peer tutors in tutorials and Natalie said they were helpful too.

**ISYS254 - Applications modelling and development**

Unit Convenor: Stephen Smith  
Other Lecturer: Matt Mansour

Christophe called for general comments. Kosai and Mohanad said that there are no problems at all; the lectures are interesting and they get all the help they need in tutorials.

Stephen commented that, knowing that there is a break-down of students from different degrees, they’ve been keeping the material relevant to each of three main groups; trying to keep it relevant and interesting. We’ve also used a few comedy skits from the web that give additional insight into some parts of the material. Attendance is pretty good: about 100 students.

Natalie commented that, she likes her tutor, but it seems that we’re not going through some slides that other tutorial classes get to go through. Stephen will have a chat with the tutors and sort that out, those slides are there to complement and summarise lecture material and should be addressed properly.

Natalie said that the mid-term exam was fine.

Stephen commented additionally that, as a progression from 154 to 254 to the PACE unit, they’re making sure they connect the current topics to the relevant material in the other units so the students can make the most of the designed unit progression.

**COMP225 - Algorithms and Data structures**

Unit Convenor: Annabelle McIver  
Other Lecturer: Luke Mathieson

Christophe called for comments from Luke (there were no representative students present). Luke started his first lectures this week, which went well. Attendance seemed to be pretty good considering that the unit can be a bit intimidating. They students have finished the diagnostic assignment and 114/130 students made a submission.

Working in groups in practicals seems to be working really well. The students benefit from having other students around so that their questions to the tutors are of a higher level because they’ve had a chance to think things through quite well together. Luke re-explained the new structure of the tutorial questions: students working in groups of 4, with marks and feedback given largely as a group, but also allocated individually. Christophe asked if students were happy with it and Luke said they seem quite happy. Did the material have to be adapted from last year? Only in as much as we had to make the tasks large enough for a 4-person group, the content is very similar.

Christophe asked about the portfolio work. Luke said their first submission comes after the break. It sounds like they’re doing ok, but we’ll see when those first submissions come through. After their first submission they will hear from peer tutors about their experience in developing a portfolio and
receive feedback based on their initial submission. The students will make a final full submission at the end of semester.

Christophe asked about assignments. They're working on the first real assignment right now, it's due at the end of the break and they seem to be doing ok so far.

Christophe asked Natalie whether she was familiar with the idea of developing a portfolio. She said yes, they're doing it in 249, though it's being done a bit differently there.

**General Comments**

Christophe asked whether there was feedback regarding the labs. Students had nothing to report. Luke commented that there have been some problems with Eclipse loading slowly. Richard knows about the problem and has been having a look at it. Their current solutions are not complete enough to implement mid-semester but they'll have it sorted out at some point.

There was some discussion about intermittent wifi problems, but there have not been any major complaints from students.

Richard asked about iPrint and whether or not computing students would mind having that set up in the labs (the same set up as those in the Library). Natalie said that students would probably resist that a little bit, they do use the printers regularly and would probably not like to have to pay for printing.

Christophe thanked everyone for their participation. The next meeting will be in week 10, please encourage your students representatives to attend.

The meeting closed at 1.41pm