Minutes for Staff Student Consultative Committee (SSCC)

 March 31, 2017

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| **Meeting attended by:** | ECE Departmental Staff and ECE student reps and Ivor Woodfield |
| **Absent from meeting:** | Gabriel Tiongco, Theo Oswandi, Catherine Watson, Rob Champion, Dariusz Kacprzak, Kevin Wang, Nasser Giacaman |
| **Date:**  | **March 31, 2017** |
| **Time:** | 4:00pm-5:30PM |
| **Agenda Topic 1 & 2: Welcome to the new class reps by Kevin and Partha and introduction of all members**

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| **ECE Student Reps 2017** |  |  |
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|   | **Part II** | **Part III** | **Part IV** | **Postgrad** |
|   | Name | Name | Name | Name |
| **EEE** | Basil Mustafa  | Farhana Basheer Ahamed | Basma Hassan | Hamid Reza |
| Jacob Thornton | Jonathan Yeoh | Murali Magesan | Benjamin Tan |
| **CSE** | Kunal Bhatia | Vaishnavi Muppavaram | Nipoon Patel |   |
| George Xu | Sakayan Sitsabesan | Karen Panoedjoe |   |
| **SE** | Zachariah Huxford | Michael Kemp | Michael Kim |   |
| Edward Zhang | Kenney Chan | Gabriel Tiongco |   |
|  | Samuel Zheng | Theo Oswandi |   |   |

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| **HoD** | Prof. Kevin Sowerby |
| **Deputy HoD (Academic)** | Dr Bernard Guillemin |
| **Programme Leaders** | EEE: AP Nirmal Nair | CSE: Dr Morteza Biglari-Abhari | SE: AP Catherine Watson |
| **Director of Graduate Studies** | Dr Nitish Patel |
| **PG Advisors** | EEE: Dr Dariusz Kacprzak | CSE: Dr Kevin Wang | SE: Dr Nasser Giacaman |
| **Technical Manager** | Mr Robert Champion |
| **Group Services Coordinator** | Ms Aruna Sundar-Lal |
| **Group Services Administrator**  | Mr John Lau  |
| **Engineering IT Service Manager** | Mr Ivor Woodfield |
| **SSCC Chair** | AP Partha Roop |

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| **Agenda Topic #3:** **Planning for the year ahead****Notes:** * John will arrange 4 meetings in the remaining year, two meetings in Semester one and two in Semester two. Staff and students are expected to complete doodle poll to indicate availability.

Pizzas and drinks will be provided* The budget for student barbeque is $2200 for the year, having it twice for the year is preferred but it is up to the student reps. Staff members are encouraged to attend to bond with the students
* The budget for Part IV dinner is $2000 (students) for the year. The department will pay for the ECE Staff
* The budget for end of year function for each specialisation is $700 (total of $2800 including PhD). It is up to the student reps whether they want functions to be done separately or combined together
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| **Action Items:** | **Deadlines:** |
| **Agenda Topic #4: Any other matter****Notes:** * EEE students struggling to find study space in UG labs, EEE allocated study space is very limited

Quiet study space available in the Information Commons (lvl 1& lvl 4, first come first serve), computers can be booked in advance for guaranteed access. For more information, visit this link:<https://bookpc.ic.auckland.ac.nz/>* Offline voting system suggested to elect Faculty SSCC representatives. Successful candidates are:

Zachariah HuxfordBasma HassanMurali Magesan* Online version of ELECTENG 202 course book is not available. Bernard will follow up
* Software reps mentioned SESA – Software Engineering Student’s Association, any questions or queries can refer to Software Engineering reps
* Software Engineering students are part of ECE family, they are treated equally as EEE and CSE students
* Disconnection between PhDs and undergraduate students. Student reps are encouraged to involve PhD students for events/functions/drinks (soft drinks!)
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| **Action Items:**Bernard (HoD Academic) will follow up with Waleed for the online version of the ELECTENG 202 course book | **Deadlines:**10/4/2017 |