Minutes for Staff Student Consultative Committee (SSCC)

 5th May, 2017

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| **Meeting attended by:** | ECE Departmental Staff, ECE student reps and Ivor Woodfield |
| **Absent from meeting:** | Edward Zhang, Jacob Thornton, Kenney Chan, Michael Kemp, Samuel Zheng, Rob Champion, Dariusz Kacprzak, Kevin Wang, Nasser Giacaman |
| **Date:**  | **5th May 2017** |
| **Time:** | 12pm – 1:30pm |
| **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 #2.2:** **General matters – Upcoming events for ECE****Notes:** * ECE reps have organised a fun social event “ECE Meet The Fam”

An opportunity for students/staff in ECE to bondThere will be food, music, activities, sports and gamesBudget: $30 for equipment hire from recreation centre, $600 roughly will be the total costEvent: ECE Meet The FamDate: Saturday 13th May 2017Time: 11am till 3pmWhere: Auckland Domain (near the grandstand)* Aim to have one BBQ in Semester one and one in Semester two, it will be two hour or so taking place in the Architecture building

ECE reps will get together and finalise dates shortly* Part 4 reps will organise a time together during the break and discuss the end of year Part 4 dinner
* Hamid raised the issue with ECE events being held in city all the time and postgrad students are often ignored. Partha acknowledged concern and suggest another event to be held in Newmarket for PhDs and staff
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| **Action Items:**Part 4 reps to start part 4 dinner discussion | **Deadlines:** |
| **Agenda Topic #2.3: Postgraduates****Notes:** * Benjamin suggests to have a photo-board to be placed in Newmarket for PG students

Not easy to find placement, building 903, level 3 corridor is an option* Power E lab often too noisy/too crowded, it should be considered as a formal working space
* Book shelves are fully equipped on level 3 but not so much the case on level 4
* An environmental issue was raised, the temperature being too cold near the windows. When windows are shut, not enough fresh air
* Labels/post-notes are required for the fridge, they serve as a reminder that everything in the fridge gets thrown out every Friday
* Lack of policy to maintain Newmarket campus a pleasant working environment
* Quite often Staff members talk too loudly with their PhD students
* IT software access rights, PhD students have troubles with software access. Ivor mentioned that there is a web based process. Ivor will send out the link

Complaints about tickets response time. Ivor will follow up * International PhD students feel disadvantaged in regards to TA opportunity requests
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| **Action Items:**Kevin (HoD) will approach Patrick Hu (Deputy HoD) as the go to staff for Newmarket issues. Authority is given to tell students off when necessary | **Deadlines:** |

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| **Agenda Topic #2.5: Part III**Notes:* There will be an online voting system to vote for the best ECE t-shirts (3 options will be given)

Ivor will approach Anu Singhal for helpUniversity regulations with using logo on t-shirts, colours have to be purple/blue for ECE or else not have the logo at all* One student rep suggests to have an ECE Facebook page for everybody

Major concern with the workload to update and keep all the members up to date* Complaints about UG4 lab, often crowded/bad conditions
* Some undergrads still have troubles with building access (301 – 303, 401 & 402)
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| **Action Items** | **Deadlines:** |
| **Agenda Topic #2.6: Part IV**Notes:* E-space. Kevin to follow up with the Dean, there have been talks between the two Deans (Engineering and Science)
* SOFTENG 750 paper, students feel disappointed about the title of the paper and the actual content being taught. Students find the course misleading. Catherine will follow up.
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| **Action Items** | **Deadlines:** |
| **Agenda Topic #2.8: Any other matters**Notes:* Engineering Library will mostly become a quiet study space for students
* Benjamin suggests to have a TA space for marking tests/exams.

ECE hot desk area for Staff only but will look for alternatives |
| **Action Items** | **Deadlines:** |