Minutes for Staff Student Consultative Committee (SSCC)

 11th August, 2017

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| **Meeting attended by:** | ECE Departmental Staff, ECE student reps  |
| **Absent from meeting:** | AP Nirmal Nair, Dr Nitish Patel, Dr Dariusz Kacprzak, Dr Kevin Wang, Dr Nasser Giacaman, Kunal Bhatia, George Xu, Zachariah Huxford, Farhana Ahamed, Kenney Chan, Michael Kim,  |
| **Date:**  | 11th August 2017 |
| **Time:** | 4pm – 5:30pm |
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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** **Notes:** * Suggestion made regarding the agenda and minutes of the ECE SSCC meetings should be accessible by students

Sensible information will be censored before release* Ideas/suggestions to help part I students to choose their specialisation
1. Part II fair
2. Accelerated pathway/open lecture
3. Official blogs written by SOFTENG Part II students
4. Courses and Careers Day
5. Enginuity Day
6. In the past, many students were unclear of the COMPSYS specialisation
7. Hands on activity
8. Projects
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| **Action Items:**John to follow up with marketing, agenda and minutes should be able to posted on the ECE SSCC website | **Deadlines:**9/9/2017 |
| **Agenda Topic #2.3: Postgraduates****Notes:** * Office etiquette, PhD students in Newmarket complain about staff making noise, it is particularly bad on level 4
* Some staff find the notices in the lunch room (don’t do this, don’t do that) on level 3 quite oppressive and passive aggressive. The key is to make everybody on board and try not to trumpet to people. Create a common understanding and solve the problems collectively
* Fragmentation is a problem as students/staff don’t know each other very well
* Cultural event, a function to be held to help PhD students from different backgrounds, race to get to know each other
* Forum to be created by PhD students
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| **Action Items:**Hamid and Ben to organise a cultural eventHamid and Ben to organise a forum for PhD students | **Deadlines:**TBD29/9/2017 |

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| **Agenda Topic #2.4: Part II**Notes:* UG 4 is always full
* Consider to use the space in 201? Would students consider?
* Comment made about the soldering lab, always occupied by Mechatronics students. It would be nice to have a time sharing system and possibly time extension in the soldering lab
* More power sockets in the leech study area
* There are always no chairs available for the UG4 front table and there are not enough fire exits to support the capacity
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| **Action Items**Rob to follow up on soldering lab whether to adopt a new system and reflect on operating hours  | **Deadlines:** |
| **Agenda Topic #2.5: Part III**Notes:* Some chairs are noticeably flat in 421W.301 and 105.029
* Air quality in the Science building 303.255 is poor. Property Services stated that the room can only support 30 people at max, students claim that it is still very hot even with only 10 people occupied in the room. This is a health and safety issue.
* Online form given to students to post anonymous feedback. Piazza can be used to post questions or issues but some students are worried about their identity and they get scared to talk to the academics
* Deputy HoD advised to contact Programme leaders, then the deputy HoD for any feedback (positive/negative) on courses. He ensures no negative repercussions.
* A drop box can be used to collect feedback
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| **Action Items**Rob will contact PS maintenance to follow up on the chairs and air quality |
| **Agenda Topic #2.5: Part IV*** Part IV dinner, $2000 contribution from the department

Sat 7 October 20176:30pm – 11:30pmAlexandra Park, Greenlane West Road and Manukau Road, GreenlaneSemi-Formal, no jeans and jandalsFood: BuffetDrinks: Cash barPlus ones: Welcome |
| **Action Items** | **Deadlines:** |
| **Agenda Topic #2.8: Any other matters**Notes:* Faculty SSCC, no progress muddy pathway by building 401/402. Property Services struggling to find time to finish their own projects
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| **Action Items** | **Deadlines:** |