Minutes for Staff Student Consultative Committee (SSCC)

 12th October, 2017

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| **Meeting attended by:** | ECE Departmental Staff, ECE student reps  |
| **Absent from meeting:** | Dr Kevin Wang, Dr Nasser Giacaman, Ms Aruna Sundar-Lal, Jacob Thornton, Kenney Chan, Kunal Bhatia, Nipoon Patel, Sakayan Sitsabesan, Samuel Zheng,  |
| **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  |
| **Desktop & End User Support TL** | Mr Ivor Woodfield |
| **SSCC Chair** | AP Partha Roop |

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| **Agenda Topic #2.2:** **Part II****Notes:** * Missing some software in UG4 computer lab for SOFTENG students, difficult to get work done
* Linux system is not updated, eclipse and Java out of date

A system to be in place so that student needs are reflected back to the supervisor/tutor, a ticket needs to be logged for software requestTeaching outcomes will be significantly affected if students are not provided the equipment requiredA list of software to be sent to Desktop & End User Support team leader immediately * ENGEN 204 has been quite dissatisfactory, set evaluations strongly recommended for this course

Students are encouraged to email any concerns and welcome any feedback to the HoD/DHoD about any courses. Class reps to gather feedback and put something together and email HoD/DHoDContent in ENGEN 204 is valuable but how it is being delivered is questionable |
| **Action Items:**ITS team leader to talk to Part II SOFTENG students to ensure UG labs have all the software they need | **Deadlines:**20/10/2017 |
| **Agenda Topic #2.3: Part III****Notes:** * The doors to the Science building before you reach the soldering lab are locked at 6pm
* SOFTENG 306 experienced issues around due dates and assessment planning

Some due dates changed in the later part of SOFTENG 306 impacted on other courses (SOFTENG 325)The academic year started a week later than normal that may have affected the planningFeedback to pass on to the course director, nothing can be done this year and will try avoid this from happening next year* Students requesting a drinking fountain in UG4, water tab out of service since last year
* Students requesting more power sockets in the leech study space, faculty not inclined to provide more sockets given the building is quite old and already at its full capacity
* Ubuntu removed in UG4 for no reasons
* ENG labs/UG labs, pressing that button above the print screen on the keyboard will prompt the PC to sleeping mode and wipes all the work, and the new mice break easily
* Students requesting a microwave opposite to the lockers (breakout space) down the hallway
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| **Action Items:**Rob to follow up with Property Services regarding water fountain and the microwaveITS team leader to follow up with Ubuntu | **Deadlines:**20/10/2017 |
| **Agenda Topic #2.4: Part IV**Notes:* Part IV dinner, good turnout.

Nice moments, very nice to see academics witness the final stages of their students’ lifeNot many SOFTENG students participated as they had a better option organized by another partyCost has increased so the number of students attended in total has decreasedThe sound system was terrible, there was a missing equipment and student reps will reflect feedback back to Alexandra Park* Meet up with part III students give them heads up and offer advice on courses

Will include SOFTENG reps and students |
| **Action Items** | **Deadlines:** |
| **Agenda Topic #2.5: General matters**Notes:* Discovering reasons why students do not turn up to lectures, 220 students are enrolled in COMPSYS 202 & MECHENG 270, only 70 students attend lectures most of the time

Contacted class reps and gather ideas on how to improve lecture attendance, in-class programming being offered. Assignments, pressure of work, repetition, less time consuming to listen to lecture recordings are the some of the reasons why students do not turn up to lectures* SOFTENG 254 is very unengaging
* Investigation will be made and see if there is a correlation with attending lectures and receiving good grades
* It is worthwhile to think why do we go to the lectures
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| **Action Items** |
| **Agenda Topic #2.6: Postgraduate** * Suggestion was made to have hot desks equipped with PC in corridors as there are unused space on level 4
* Suggestion was made to have regular ECE Induction session for new PhD students and some other cultural issues involved
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| **Action Items** | **Deadlines:** |
| **Agenda Topic #2.8: Any other matters**Notes: |
| **Action Items** | **Deadlines:** |