The 3/2014 Student Staff Consultative Committee Meeting was held on Tuesday, 16th October 2014 in the annex room first floor Building 72 at 12.00.

Minutes

Staff:  
A/Professor Lindsay Kleeman (Chair, Department Director of Teaching)  
Professor Jamie Evans (Head of Department)  
Ros Rimington (Apology)

Students Representatives:  
Alex Sibree level 3 BE(ECSE)/LLB  
Boon Shen Loh level 4 BE/BCom  
Oindrila Das level 2 BE/BCom  
James Salamy level 2 BMechatronicsEng/BSc  
Sujenthan Sivasothy level 2 BComm/BE  
Rafiuddin Muneer level 2 BE  
Ami Pasricha level 2 BE

Minutes

The following were topics were discussed:

1. Late extended lab hours till 10 pm was raised. The initiative instigated by this committee has been very popular resulting in noisy labs. The possibility of opening labs on the top floor of building 35 was discussed depending on numbers on the first floor. The idea of a “quiet” lab was also canvassed but considered impractical.

2. The student Help Desk that runs during lunchtimes was discussed. Some students would like the timetable to be displayed on the help desk sign. It was also suggested that the help desk people wear some form of easily identifiable clothing such as a fluorescent top so that students could find them easily in the lab.

3. The level 2 air conditioning of building 35 was discussed at length since it was often too hot after the air conditioners turned off automatically after 2 hours, particularly first thing in the morning. The possibility of powering down the computers and other equipment overnight was raised and this has been an ongoing issue with IT, since computers are re-imaged overnight occasionally. The computers however do enter sleep mode with low power consumption. This will be followed up with the Department Resource Manager.

4. There was a suggestion to run an orientation and enrolment advice session for second year students in week 11 or 12 of second semester to complement material online in the handbook and course guides. The purpose would be to help students plan their enrolment for taking certain electives in level 3 or 4
and understand better the choices available. This will be discussed with Ros Rimington (Academic Programs Manager) when she returns from leave.

5. Individual units were discussed: ECE2031 tutorial solutions and labs, particularly in control, were felt to be confusing at times and needing to be revised. This will be discussed with the current coordinator who has taken this unit for the first time this year and has inherited the current labs and tutorial exercises. ECE3062 4 hour control labs were complimented and the suggestion made that the electronics lab durations could be lengthened to 3 or 4 hours as well (and run less frequently). A query was raised about the use of multi-choice exam questions in electronics ECE3062 and whether consequential marks were awarded when questions depended on previous answers. ENG2092 and ECE2031 were considered well synchronised in the teaching of Laplace Transforms.

6. The Industry Final Year Poster Night and Industry Liaison Committee meeting in week 12 was raised for information of the student representatives and to highlight the involvement of local industry in advising and participating in Departmental course reviews and final year project feedback.

The meeting closed at 1 pm.

Next scheduled meeting: Semester 1 2015