Student Staff Consultative Committee Meeting

The 1/2014 Student Staff Consultative Committee Meeting was held on Tuesday, 25th March 2014 in room 203/Building 72 at 1.00 pm.

Minutes

Staff:  A/Professor L. Kleeman (Chair)
        A/Professor R A Russell
        Ros Rimington (apology)
        Professor J Evans (Head of Department)

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

Minutes

LK introduced the purpose of the committee as a forum for discussion of course matters and a mechanism for student feedback to improve the student experience and quality of education. Student representatives’ email addresses will be published, with their permission, on the Departmental webpages accessible to enrolled students. The representatives were asked to canvass the views of the student body and to bring issues to this committee that may improve the ECSE courses. Issues related to day to day unit details should be raised with unit coordinators in the first instance. Confidential issues can be discussed privately with the Director of Teaching or Head of Department directly.

The following were topics were raised by student representatives:

1. The listing of TRC3500 as an ECSE elective was commended for its broad interest.

2. The scheduling of semester 2 exam script viewing in March the following year was thought to be too late to remember the exam well enough to be educationally valuable. This is controlled at the faculty level for uniformity across the other Engineering departments and is scheduled to allow access for overseas students who leave shortly after exams. This will be discussed at the faculty level.

3. Late extended lab hours till 10 pm in the last few weeks of semesters was praised as a valuable initiative of this committee and popular with students. The use of labs for construction with student tools in ECE3091 Design, such as drills and saws, was raised as a safety concern. Supervisors for the extended hours labs will be briefed on this issue and ensure safety. It was
noted that the workshop in the department is more appropriate for this work and safety inductions are given for using tools in the workshop.

4. The units ECE2071, ECE2072 and ECE3073 were praised as a good coherent sequence of material in computer systems. It was thought that students would benefit from some overview material showing the offerings and sequences in each subject area of the department. Many students did not understand the use of the third digit as a subject code (eg 7 above) and the last digit as a sequence number in unit codes. This information can be better disseminated to the students.

5. Labs running overtime and congestion to mark work at the end of labs was discussed. Some labs in ECE2071 ran overtime but the issue was reported by other students as being addressed already. Approaches to streamlining access to demonstrators was discussed such as having designated demonstrators who just mark off work and move on quickly in order to reduce waiting times for students wishing to leave at the end of a session. Some students felt that the demonstrators spent too long discussing in depth problems with a couple of students whilst others waited to ask a simple short question. The triaging of demonstrators will be suggested to unit coordinators.

6. Reporting of faults in equipment in labs was raised, such as faulty CRO probes and flat batteries in multimeters. Lab demonstrators were suggested as the best conduit to report equipment faults to technical staff. A systematic process was required and this will be discussed with the Department resource manager and unit coordinators.

7. There was some confusion about lab access on the 2nd floor of building 35. Better signage or lab demonstrator training was suggested to disseminate the fact that the labs are normally available when no scheduled classes are running.

The meeting closed at 2 pm.

Next scheduled meeting: Week 12 Semester 1 2014