MONASH UNIVERSITY

DEPARTMENT OF ELECTRICAL AND COMPUTER SYSTEMS ENGINEERING

Student Staff Consultative Committee Meeting

The 1/2010 Student Staff Consultative Committee Meeting was held on
Tuesday, 25th May 2010 in room 203/Building 72 at 1.00 pm.

Minutes

Present:  A/Professor L. Kleeman (Chair)
          Professor Arthur Lowery (HoD)
          Ms Ros Rimington

Apologies: A/Professor G. Holmes, Dr. Andrew Price

Students Present:
  Elizabeth Anderson (Level 4 BE),
  Ashleigh Sun (Level 4 BE)
  Sarah Fitzpatrick (Level 4 BE)
  Vaibhav Verma (Level 3 BE)
  Samuel Trolland (Level 3 BE)
  Li Huey Tuen (Level 4 BCSE)
  Ryan Beeby (Level 2.5 BSc/BE)
  Adam Harris (Level 3 BScBE)
  Lynn Meng Wang (Level 3 BE)

Minutes

The chair informed the committee that the university is moving to 12 week semesters
and 1 week swotvac next year. There have been some problems with ANZAC and
Easter Friday holidays reducing the number of lab and tutorial sessions for some
students. Extra sessions have been scheduled to make up for these however better
planning by unit coordinators will be suggested to avoid these issues in future.

In response to a student email, final year project assessment and feedback was
discussed by the committee. The feedback mechanisms and assessment criteria are
clearly spelt out in the unit guides published for ECE4094/5 and these conform to
university policy. It was noted that all mid unit and end of unit assessment
examination is recorded on video and a moderation meeting is conducted that
discusses all project results. Moreover students meet regularly (usually once or
twice a week) with their supervisor who provides feedback on student progress and
what is expected of the student. When a supervisor is away for extended periods,
alternative supervision arrangements are expected to be made by the supervisor.
One suggestion that will be considered is the advertising of the final year project talk
schedule to third year students as a means for third year students to understand
what is required of a final year project. A suggestion was made that labs should be
open 24 hours a day so that project students can work longer hours. Practical
difficulties with staffing and OHS requirements made this difficult to implement but
the Department is always seeking to improve access to facilities. The HoD noted
that often the project labs are under-utilised in the mornings. A suggestion was
made that some students might consider shifting their work hours to align better with those of the university.

A request was passed on for tutorials to be run in ECE4063. The chair reported that tutorial problems, answers and video recordings discussing them are available online. Tutorial revision sessions are also scheduled for week 13. Level 2 units were reported to be travelling well.

The meeting concluded at 2 pm.

Next scheduled meeting: 10th August 2010