

**Staff-Student Liaison Committee Meeting**  
**30<sup>th</sup> April 2014**

---

**2pm, Informatics Forum – Rm 1.16**

**Present:**

Alex Lascarides - Deputy Head of Graduate School (DHGS)  
Kate Farrow - Informatics Graduate School Administration Staff  
Fraser Pullar – Informatics Graduate School Administration Staff  
Krzysztof Geras – IANC Representative (IANC Rep)  
Alyssa Alcorn – ILCC Representative (ILCC Rep)  
Katharina Heil – EUSA Representative (EUSA Rep)  
Sergio Elizondo Gonzales – CISA Representative (CISA Rep)  
Chris Thompson – ICSA Representative (ICSA Rep)  
Thomas Suslak – DTC Representative (DTC Rep)  
Daniel Banks – DTC Representative (DTC Rep)

**Absent:**

Andrew McPherson – ICSA Representative  
Daniel Franzen – LFCS Representative  
Daniel Duma – ILCC Representative  
Joseph Hallett – LFCS Representative

Institute representatives were reminded to contact their Institute members/students to notify them of upcoming Staff-Student Liaison Meetings so that any issues they may have can be raised by their representatives.

Alex Lascarides began by giving feedback on the recent Postgraduate Performance Review. AL informed that we are still awaiting the report outcome but as soon as the board's recommendations are received these will be fed back to PGR students. It was proposed that once the recommendations are received another SSLC meeting should be arranged to discuss how these can be implemented.

**SSLC – Improving Awareness throughout the School**

There was a general feeling from SSLC members that many PGR students were unaware of the existence of the SSLC despite AL informing all students at the Induction stage and sending various emails.

- It was thought that due to the large amount of information presented at Induction's the SSLC may be lost within this. PGR students also receive a high volume of daily emails and again emails concerning the SSLC are lost within these. IGS proposed to collate emails that it sends regarding job adverts into just one weekly email. The meeting agreed that nothing could be done about job adverts coming from other sources, however.
- It was thought that arranging regular coffee mornings or lunches within each institute to discuss SSLC would help student awareness. Catering for these meetings

would be funded by the School. **ACTION - Alyssa Alcorn to contact Teresa Ironside to discuss funding possibilities.**

- It was suggested that individual institutes should advertise the SSLC on their respective webpages. **ACTIONED – AL has emailed all Institute directors requesting that a link to the SSLC webpage be added to institute webpages.**
- It was suggested that the PGR member of the DTC Executive Committee, Balazs Szigeti, should be invited to join the SSLC. **ACTIONED – FP emailed Balazs inviting him to join SSLC. Balazs has accepted the invitation and will stand as DTC/IPAB Rep.**

### **Informatics Jamboree**

- Alyssa Alcorn gave feedback from the recent Informatics Jamboree. AA informed that the organisation of the event lacked transparency and cohesion although on the day the event ran smoothly. The event did not seem to improve student engagement however as despite it being well attended, students tended to socialise with those they were already familiar with.
- The Ceilidh was well attended and was better at improving student engagement across institutes. It was suggested that another Ceilidh be held after the next influx of new students have arrived, possibly in November.

### **Feedback from Institutes**

*Chris Thompson – ICSA Rep*

- The issue of office temperatures was raised. CT informed that Estates & Buildings have been informed of these issues numerous times however no action has been taken. AL conceded that there was not a lot that could be done to resolve this due to the building's design.

*Krzysztof Geras – IANC Rep*

- The lighting on the 2<sup>nd</sup> floor seems to be faulty with the lights turning on and off randomly. AL informed KG to contact Dave Hamilton to report such issues.
- There have been complaints of excessive noise in the 3<sup>rd</sup> floor breakout area at lunchtimes. **ACTION – AL will speak with the lunch group to ask them to keep the noise down.**
- PGR students have complained about supervisors coming into student offices and having lengthy discussions, disturbing others within the office. **ACTIONED – AL has emailed all supervisors urging them to take the conversations elsewhere if it is going to last longer than a few minutes.**
- There is a request for a designated 'Skype Room' to enable Skype chats to take place without disturbing office mates. **ACTIONED – AL has emailed Dave Hamilton asking him to raise the issue at the next Building Committee Meeting.**
- There is a demand for an improved 64-bit core processor machine for School-wide use to replace the older, slower version. **ACTION- KG to contact the Academic Rep on the Computing Committee, Perdita Stevens, to enquire into the possibility of this.**
- There were a few concerns reported from students as to why some stipends were not amended yearly according to inflation. AL informed that this issue is linked to the funding source and is explained in the student offer letter. It could be made

clearer to students in their offer letter. **ACTION – This issue will be discussed at an upcoming IGS Management Meeting.**

*Sergio Elizondo Gonzalez – CISA Rep*

- There have been enquires into whether there is specific funding guidelines to follow when applying to attend conferences. AL advised that this is an institute issue and that all institutes have differing policies.

*Alyssa Alcorn – ILCC Rep*

- There was a suggestion that a Tutors & Demonstrators 'buddy' system could be implemented; matching new and experienced tutors & demonstrators to help with things throughout the term. For example, an experienced teaching support staff may be the 'go-to' person for 4-5 new tutors/demonstrators to help with problems like:
  - a student has discussed their personal problems with me, what do I do now, who should I tell?
  - a student is struggling with their English language
  - I suspect plagiarism

Also, they may wish to be shadowed for their first tutorial?

**ACTIONED – KF has discussed the issue with Kate Weston of the ITO enquiring if there is a workable solution to this. KW will discuss this with the Student Co-ordinator, Amos Storkey, and report back.**

- Teaching resources were discussed

**Any Other Business**

There was a general feeling that PGR students are happy with the new 24 inch monitors provided to each PGR student as a direct result of a request put forward at a previous SSLC Meeting.