Cardiff School of Computer Science & Informatics
UNDERGRADUATE STUDENT-STAFF PANEL MEETING
AT 4.00 PM ON WEDNESDAY 10 February 2016, T/0.31
AGENDA

1. **Apologies for Absence**

2. **Minutes of the previous meeting**
   Last meeting on 11/11/15

3. **Matters Arising/Actions**
   ● Allocated personal tutor time on the timetable
   ● Library information shared with students
   ● JCR issues looked into by University facilities
   ● National Software Academy issues resolved
   ● Consistency of lecture notes raised at Staff Teaching and Learning committee

4. **Update from School Secretary on the College Forums**
   ● 11th February - Student Rep Conference
   ● Speak Week
   ● Microwave in Trevithick
   ● Student Rep Accountability

5. **Academic Support**
   a. Project/dissertation supervisors
   b. Employability & Skills development
   c. Assessment

6. **Assessment**
   a. Variety of methods
   b. Organisation and deadlines of assessment
   c. Feedback

7. **Results of student surveys and other student feedback exercises**
   a. NSS - started Monday 8th February
   b. Module Evaluation

8. Learning Resources
  a. IT
  b. Library
  c. Learning Spaces
  d. Equipment

9. Year 1
  ● Cohesion between module content
  ● Lecture slide file formats

10. Year 2
  ● Availability of past papers and answers
  ● Reading week
  ● Revision lecture scheduling
  ● Coursework assignment guidance
  ● Lecture slide formatting for printing

11. Year 3
  No issues raised

12. Subject-based Societies
  ● ComScI Society
  ● Computing Club
  ● STEM Ambassador Programme

13. Summary of issues and reports of good practice

14. Any Other Business

15. Date & Time of Next Meeting

TBC - After Easter