

SCHOOL OF COMPUTER SCIENCE AND ELECTRONIC ENGINEERING

Postgraduate Student Voice Group Committee Meeting

13 November 2019, 2.00pm – 3.00pm

MINUTES

Chair Dr John Woods
 Present Mr Dey (PGR SV Rep), Mr Dukes, Mr Gobbitt, Dr O’Hara, Professor Vickers, Professor Walker, Ms Younger,

Apologies received Ms Hope, Dr Sangwine, Ms Turnbull

In Attendance

Committee Secretary Mrs Harvey (PGR Administrator)

	MIN	ACTION
	NO.	
1. APOLOGIES		
Apologies were received from Ms Hope, Dr Sangwine, Ms Turnbull	40/19	
2. MINUTES OF MEETING – 8 July 2019		
The minutes from the meeting held on 8 July 2019 were noted by the Committee and approved as a correct record.	41/19	
3. MATTERS ARISING FROM THE MINUTES (please also refer to the action table)		
Peer Mentoring available for PGT student’s	42/19	
It had been raised at a previous meeting whether the Peer to Peer support and Peer Assisted Learning mentors was available at PGT level and was confirmed that this was in place UG level. Mr Gobbitt was asked to review this for PGT provision. (M. 44/19, M 07/19, M 61/18)		
Mr Gobbitt reported that he had previously circulated this guidance to the PGT Course reps, (3 July) whom were expected to set up their own using the guidance. The PGT students have good contact with their supervisors and the PGR students should be developing this within their own research groups. There is sufficient information and guidance already available to provide students with a good starting point if they want to pursue this.	43/19	
The current PGR rep, Mr Somdip requested for this documentation to be sent to so that he could then take this forward and arrange to discuss this with both the PGT and PGR students.	44/19	CHarvey /SDey
Hot Desking and allocation of Laptops for PGR students	45/19	
It had been queried in previous meetings whether it was possible for PhD students to be issued with a laptop each, rather than desk hopping and had organised a survey for PGR students to provide their view on this. The result indicated that most students preferred to have a laptop. (M.48/18, M.63/18)		
Mr Dukes reported that a choice would be offered to students whether they preferred to be provided with a laptop or desktop but would not be able to request both options.	46/19	IDukes

<p>Laptop Memory suitability</p> <p>There was discussion at previous meetings about the suitability of the laptop memory. It was noted that if more memory is required other than the standard that is provided, then students would need to discuss further additional requirements with their supervisor and research group leader. The research group is able to bid for more facilities. The desktop that is supplied would only be appropriate for standard use and not for scientific use. (M.16/19)</p>	<p>47/19</p>
<p>Requesting additional facilities/equipment to support PGR study</p> <p>The process for PGR students requesting additional equipment was noted. The student would need to discuss this in the first instance with their supervisor whom would be required to complete a form to confirm what equipment is needed for their PGR student and they can also liaise with the research group leader about this. Mr Somdip, (PGR Student Voice Rep) noted that he was unaware of this process. It was agreed that an email would be sent to all CSEE-CCFEA PGR students providing guidance on how they would need to request additional facilities to support their research.</p>	<p>48/19 CHarvey / IDukes</p>
<p>Employment of PGT students as GTA/GLA in CSEE</p> <p>It was confirmed that a process is now in place whereby it has been agreed it would be sufficient for Dr Woods to review the CV'S for any PGT students whom applied for GTA/GLA roles in CSEE. The recruitment for GTA/GLA has significantly improved due implementation of this policy. (M.66/18, M.37/19)</p>	<p>49/19</p>
<p>STUDENT DISCUSSION POINTS – PGT – CE701 Module</p> <p>It had been reported at a previous meeting by the student rep that this module was challenging and it was also noted the difficulties that the students feel they have with the large amount of complex material.(Min 27/19)</p>	<p>50/19</p>
<p>Professor Walker as the Graduate Director discussed this issue with the module Supervisor to review the course content. Dr Zakhleniuk, the course supervisor agreed that this course could undergo course modifications.</p>	<p>51/19</p>
<p>4. MEMBERSHIP AND TERMS OF REFERENCE</p> <p>The Committee noted the Terms of Reference.</p>	<p>52/19</p>
<p>As there were a lack of both PGT and PGR Representatives recruited at this point, Ms Younger suggested that she could arrange to visit some PGT lectures to publicise this further. Professor Walker confirmed that he had raised this at his lectures.</p>	<p>53/19 KYounger</p>
<p>Mr Dey also suggested targeting the CE705, Introduction to Python Programming, lecture as there are a large number of students in this lecture. Ms Younger agreed to contact Dr Amorim (Module Supervisor) to discuss the best approach for this. Mr Dey also noted that as the GTA for this module he would also be able to talk to students about this.</p>	<p>54/19 KYounger /SDey</p>
<p>It was confirmed that once the minutes are published on Moodle that the link is then sent to students so that they can view these.</p>	<p>55/19 CHarvey</p>
<p>5. APPOINTMENT OF STUDENT REPRESENTATIVES FOR THE DEPARTMENT MEETING</p> <p>This was not confirmed at this meeting. Ms Younger will be confirming whom will be appointed in due course.</p>	<p>56/19</p>

6. STUDENT SATISFACTION SURVEY RESULTS (SAMT)

i) Review of SAMT Results for PGT Modules 18-19

57/19

Dr Woods referred the committee to the SAMT results and the following points of discussion were raised:

- I. Mr Gobbitt noted that the modules that caused concern had been discussed further at the recent Education Committee meeting on Wednesday 6 November.
- II. Dr Woods to meet with module supervisors for those modules with a score of below 4, although for 18-19 the threshold was 3.2 .
- III. Those modules with a score of below 4 were noted as: CE706, CE707, CE713, CE807, CE881, and CE902.
- IV. Prof Vickers noted that supervisors should be asked why they think they scored below 4 in their module and to review their module to establish whether any changes need to be made.
- V. It was noted that the previous threshold had been to review modules with score of below 3.2 but now this had been increased to 4.0 and for this to be applied to the SAMT PGT results for 20/21. *Chair's Action:* Dr Woods to report this to the Education Committee to be noted for 20/21.

JWoods

7. STUDENT DISCUSSION POINTS

a. Postgraduate Taught

The PGT representative was not present to report on any discussion points.

58/19

b. Postgraduate Research

Mr Somdip proposed to arrange a social event inviting the PGR students and those whom were GTA/GLA's. Email to be sent on his behalf via Mrs Harvey. It was confirmed that he can arrange an order of refreshments and to book a room by contacting Ms Smither in the school office.

59/19 SDeY

c. **GTA & GLA** – There were no points of discussion raised.

60/19

8. ANY OTHER BUSINESS

PGT Recruitment

It was noted that student recruitment numbers for PGT students was down from the previous year. Professor Vickers noted that events to be considered to help with recruiting more PGT students from within CSEE could include:

61/19

- research groups organising events for the UG students within CSEE.
- project to paper event could be organised which could be organised by the PGR students.

DATE OF NEXT MEETING: Wednesday 26 February 2020

Name of secretary: Mrs Claire Harvey
Date minutes completed: 18 November 2019
Approved by the Chair: Dr Woods
Date Approved: 25 November 2019