

Minutes            *STAFF STUDENT COMMITTEE*

Date: 10th Jan 2010

Present:            *Shah Naveed Choudhury (2), Hannah Plant (3), Claire Elliott (PG), Ed Daw*

Secretary:        *Naveed Choudhury(Filling in for Tracy Hilton)*

Apologies:        *Dr Mowbray*

*Did not attend without reason:*

## **1. Minutes of the last meeting**

Had been circulated via Email

Comments:

**ED** says he does not really know about the situation with the room booking situation raised last meeting by **SD**. But he thinks it is unlikely that there had been any headway, due to the competitive room booking system with everybody trying to get a lecture theatre and not being able to

By EMAIL: Sarah Drysdale added afterwards in an email that the room booking problem was solved last time. Dr Booth asked that no one sat on the middle row which allowed students to ask for help no matter where they were sitting.

## **2. National Student Survey**

**ED**: As we have stated before, the end-of-year student survey is of prime importance, because it is analysed and published on a national level. Please try to inform more students about it, by email or word of mouth. We need at least 50% response rate to have our results published, and we barely just make it over 50% every year.

**SNC** said he will do this spread word by mouth and try to send out an email regarding this.

**Added by DM after meeting: The NSS is now closed for this year. The Department just reached the 50% threshold. Many thanks to all students who participated in this survey or who helped to encourage other students to participate.**

## **4. New Room for 3rd/4th Year projects**

**ED**: Through some funding from the University through private donations and through direct funding from the Physics department, we have £10,000 to spend on upgrading the lab for third and fourth year projects on E floor.

The proposal is to equip the room with new and improved equipment. There is currently an imbalance between the number of projects focusing on computer based work with data and the number of practical projects. Computer based projects do not suit all students, so this is a problem.

Hopefully the newly refurbished space will encourage more students to participate in lab based projects during years 3 and 4 and acquire skills useful in laboratory based work. The new lab will be equipped with computers, some tools, and some measurement equipment. The new computers will be dual boot windows / LINUX machines for maximum flexibility. Some of the machines will also be equipped with data acquisition cards that will allow them to control measurement equipment using LabVIEW.

We wish to encourage the student body to take a role in administration of the new space. In particular, it would be very helpful if students could organize to actively discourage abuse of the equipment and tools provided, and perhaps to help each other learn to use what is available. Student participation in operating the lab will be essential since we don't have the funds to replace equipment if it goes missing or gets broken too often, but on a more positive note, by teaching each other skills in use of the equipment, students will surely benefit from this arrangement.

It would be helpful if **SNC** talks to the PhysSoc about this, because they seem to be good at getting the word out to students. If you get the ball rolling now maybe by the beginning of next semester this should all be ready.

**SNC** – I will not be Union Link next year, but will definitely be in the SSC. So, I will talk to the PhysSoc and try and get them to get the word out to the students about the responsibility of the new facilities.

#### **4. Addition to the first year handbook and website**

**SNC** – I would like to call attention to some of the resources provided by the Union, mainly TASH and MASH. The Academic Skills Hub and Mathematics and Statistics Help are resources aimed at helping first year students learn about basic University work like writing lab report and essay and inform them about plagiarism and collusion, and also helping them with mathematics and statistics required for their courses. This could be a great tool for first years and I was wondering if it would be possible to add links/references to this to the first year Handbook.

**ED-** That is a good idea. I would suggest you go to Dr. Tim Richardson for adding things to the handbook and Mr. Richard Webb to add things to the website. I would also like to point out the Students Associate Scheme, which is a scheme that helps people get into teaching by placing them in Primary/Secondary Schools. There could be links to this on the website as well.

**SNC** will try to sort this out before the start of next term.

#### **5. Date for next meetings**

DM has agreed to help SNC with the dates for next year's meeting. The schedule will be emailed to all the committee members over the summer.