Matthew Roberts introduced himself and stated the purpose of the meeting, and then opened the meeting at 1:03 pm. The meeting was more aimed for general concerns that have been raised previously rather than individual units. Individual units will be discussed at the end of the meeting.

**Agenda 1: Lab spaces**

MB asked the following questions to the student representatives: How are the computer lab facilities including the AV projector and BYOD this semester? Are students happy with the proportion of the free space in labs with BYOD? What is student preference in terms of computer arrangements in labs such as line-up or star shaped? Overall, the students were happy with the lab facilities. A concern raised by them was the availability of free lab slots this semester. Though, the students appreciated that some tutors allowed them to use the free computers to work on their projects and assignments. All students mentioned that they were also happy with the current proportion of free space to use their own devices. Students mentioned pros and cons for both types of computer arrangements in labs. For group work, they prefer more the star-shaped arrangement. Few students mentioned about the AV projector not working in the practical classes. MB explained that refurbish request have already put in place and now they are waiting for the budget approval. Matt agreed that pre-coding rooms have projectors and it is effecting teaching.

MB asked students if they want extended lab hours or availability of labs on public holidays. Students mentioned that they are happy with the current lab opening hours and they don’t need 24/7 labs. Students did not show any requests/requirements with the availability of labs on public holidays. MB also asked if students need a space where they can eat and work at the same time. Students mentioned that they don’t need any such space as they take breaks in between. MB also asked
students if they have observed any student with disability having issues in using labs. Students said that no such case has been observed.

**Agenda 2: Teaching quality**

Matt asked students to give their feedback on facilities and services the department is offering or any areas that require trouble shooting. A 2nd year student mentioned that for 3rd year electives for software engineering, there are more options in semester 2 and limited offerings in semester 1. Matt explained that there are constraints in offerings and the teaching availability. MR explained that universities are doing curriculum renewal and Macquarie is also looking into a project that propose broad changes to the design of the undergraduate course structure. One student asked about the unit COMP350-Special Topics in Computing and Information Systems evolving to. Matt explained that the unit is offered when an academic wants to do a project. Matt suggested students to contact to Christophe Doche or Daniel Sutantyo to find more about the opportunities.

Matt also asked the students about the feedback on electronic exams. All student representatives had positive feedback towards the electronic exams. One student mentioned that he enjoys the electronic exam more than the paper-based exam as there is less to worry about the typos and more easy to edit.

Matt asked students about the unit teaching styles and the best lecturers and tutors on the units. For COMP125, students mentioned Gaurav Gupta and Pongsak Suvanpong. For COMP247, students mentioned Damian Jurd and Daniel Sutantyo. For COMP255, students mentioned Michael Johnson and Carl Svensson. For ISYS114, students mentioned that the lecturer (Charanya Ramakrishnan) in the first half seems more enthusiastic as the lecturer (Nader Hanna) they have in week 7. One student mentioned that in iLearn it is hard to find where the lecture is if they are enrolled in live streaming. Matt said that this is something the department will look into. Three other students mentioned that for assignments they liked the idea of how the second assignment is built on the first assignment. The concern students showed is that often the solutions are not released for assignment 1 with the assignment 2 specifications and it delays their process of starting the assignment early. Matt explained that because of the students who have special considerations, solutions cannot be released. Students suggested that a different assignment could be offered to special consideration students.

**Agenda 3: Support available**

Matt and MR both asked students about the support they are aware of for learning, software & IT and others such as motivation/emotional support. Students mentioned that for learning they know that there are teaching staff consultations available. Matt asked about the PAL sessions but some students were not aware of what PAL session is? Matt explained that PAL is a one-hour session which is taught by a student who did the session before. The classes are offered weekly and is in between lectures and tutorials to further prepare for the classes. Matt also mentioned about the PAL sessions introduced in COMP125 this semester. Regarding software & IT support, the student representatives were not aware of the Central IT help desk? MB distributed the Science IT cards to all students. Students then mentioned that now they know more about the software & IT help. Matt mentioned to students that for any motivational or emotional support students should contact the campus support/well-being. MR mentioned that students should be aware of the timings of the special consideration.

MR asked who was familiar with iLearn space for community design to have some discussions. One student mentioned that he is using it. Other students were familiar with it, but majority do not use it. Matt and MR explained it as an iLearn space that computing students should have access to, where
the department posts announcements for special social events (for MQ Computing Society) and changes etc. Students do mentioned that they read the emails about an announcement in their unit iLearn page. Matt asked students about the social networks such as face book (FB) pages students’ use in studies. Students mentioned that they usually work in groups helping each other with the material or resources to understand the unit content rather than using FB pages.

**Agenda 4: Overall progression**

Five out of the 6 student representatives are doing 4 units and only 1 student representative is taking 3 units this semester. Matt asked student opinions about the breakdown of classes in term of lectures and workshops. Regarding lectures, students mentioned that usually the lectures are not at convenient timings and they prefer to attend the workshops instead. Matt also asked students preference about the switch of lectures from home instead of lecture hall. All students liked the idea and gave positive feedback.

Matt opened the discussion for students to provide feedback on subjects that they are studying.

**COMP115**

Students mentioned that they liked the module exam style and electronic exams. Students mentioned that if other units can be designed similar.

**COMP229**

Student mentioned that the solutions should be released soon so that students they can catch up easily. Students also mentioned that the video solutions will help them more.

**COMP247**

Student mentioned that there is no space in lectures and if they have enrolled in the live streaming in the start of the semester they are stuck with that option.

**ISYS114**

Student mentioned that they turn-up to workshops more than lectures as there is more teaching of concepts in workshops and tutors are more easy to understand.

MB asked students about their plans as the train station will be down soon and the traffic in the area will increase. Students said that they have not planned yet and will see what they will do. MB then mentioned that students should make themselves familiar with the special consideration policy in case if they get late for an assessment.

MB and Melina also asked students that computing department is moving from the 3rd floor. Would they like to know all the information via an iLearn announcement or a help desk set somewhere in the building. Students mentioned that iLearn announcements will be okay as they don’t interact with the teaching staff (unit convenors and lecturers) very often. They can contact the teaching staff via email in case it is required.

**Agenda 5: Which learning resources are most useful?**

Matt and MR asked students about which learning resources are most useful? Students mentioned physical and streaming lectures, online video resources (mostly from YouTube) containing the explanation of the concepts. Matt asked students about the text books use and two students mentioned that they don’t read or consult text books as they are often expensive to buy and others mentioned that even if an electronic version is available they find reading from a text book more time
consuming and boring as often the language used is difficult for them to understand. Matt mentioned to students that Gaurav is working towards making some interactive resources in COMP125.

Matt thanks everyone for attending and reminds everyone to sign their attendance if they have not done so yet.

Meeting closed at 2:03 by Matthew Roberts.