Product Design and Engineering

Minutes from the 15th Board of Studies – 5 December 2007, held in W42 at 16.30

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Present: Staff   Andy Bardill (Chair until 17.15), Andrew Tizzard (Chair after 17.15), Mike Bradley, Wally Scott, Kate Herd, Monica Johnson (LR), Wyn Griffiths, Sid Odedra

Students   Dikshit Gupta, Peter Cox, Kyriacos Apostolou, Symonds Wu, Stephanie Haseldin, Ben Arent

Glossary: PL – Programme Leader; ML – Module Leader

1. **Apologies:**   Mehmet Karamanoglu, Rob Stone, Lydia Francescotti, Bob Fields, Sue Davis, Debbie Jedwab

   The Chair welcomed everyone to the Board, especially the new student reps, and explained the purpose of the Board of Studies, School Board and Campus Forum.

2. **Minutes of Previous Meeting and Matters Arising**

   Minutes were read and discussed. Responses to action points were as follows:

   Software Application for Solidworks   This has become unnecessary as there are sufficient facilities within Wisteria.

   PDE 2596 Emergent Technologies (equivalent module PDE 2251 Product Design in Context)
   The presentation assessment component has been incorporated into the new module.

   PDE 2251 Product Design in Context – CV Creation   Students have already had a session of CV creation with Sue Littlefair, as part of the module.

   Learning Framework   A meeting was arranged with the second year students prior to the start of the term, to explain the Learning Framework.

3. **Report back from School Board and Campus Forum**

   The Campus Forum was cancelled.

   The Rep who attended the School Board was not present at this Board of Studies, so no report was given.

3. **Studio Levies**

   The Chair informed the students that PDE have been asked to introduce a studio levy as a charge to students of approximately £240. This would provide extra financial resources to be used for enhancement of the programme, benefiting students, and with the agreement of students. The money will help to support the Degree Show, to which PDE students have previously been asked to contribute. It could also be used for inviting speakers, to buy a variety of materials for experimentation, and to buy smaller items of equipment.

   This will not be introduced until next year (2008-9) but the third year students will be asked to contribute to the Degree Show and New Designers this year (2007-8). They might therefore be encouraged to become more involved in the planning.

Any money left over from one year can be carried forward to the following year.

*Action: The Chair will write an explanatory letter about studio levies to all students.

Feedback from students: It might be difficult for students who are already experiencing financial difficulty. It is thought that it will not make much difference to International students as long as they are informed in advance.
*Action: AB to investigate the procedure for dealing with financial difficulty.

4. Student Matters

MSc Design Engineering Rep

<u>PDE 3060 Applied Maths for Engineers</u>   The comments overall for this module were positive. The first coursework was well supported by lecture notes and handouts. However, there was a feeling that the questions for the first coursework were ambiguous. Students had been concerned about the final two coursework deadlines, but these were delayed.

<u>PDE 4070 Manufacturing Processes and Materials</u>   There was positive feedback for this module. Students felt they had learned a lot about the properties of materials.

<u>PDE 4080 Computer Aided Engineering</u>   Solidworks is being taught. Those who were not so computer-literate were struggling with this module. Students wondered whether powerpoint slides and handouts could be given. The ML suggested that the best option would be for students to make use of on-line help.
*Action: ML to discuss with PL and acting PL re-phasing the delivery of this module, e.g. as a longer experience in parallel with the Applied Maths module, to solve this recurrent issue.

<u>PDE 4090   Validation of Design Concept</u>   Concern regarding the coursework hand-in date has been eased as the deadline has been extended.

<u>PDE 4100 Design Development Project</u>   The final brief for the Axon project was decided quite late in the term. The ML acknowledged the frustrating aspect of this but pointed out that this was real life and that the brief had evolved as a result of discussion.

<u>PDE 4550 Professional Practice – Placement</u>   There was concern as only two people have found a placement and two have interviews. It is understood that students need to devote a lot of time to seeking a placement and that they are currently working to a project deadline. However, the Placement Office has been forwarding details of potential positions. There was also an issue with the quality of CV, but this has been improved.

Students wished to register thanks to the Technicians for their valued help. They were also grateful to AT who had arranged increased availability of MathCAD.

MSc Interaction Design Rep

The Rep observed that most issues were resolved by discussion during class. One concern was that tutors had been absent for two weeks and the students wished to be given the opportunity to catch up on work.
*Action: Tutors to co-ordinate with each other and discuss suitable extra classes.

Third/Fourth Year Rep

PDE 3550   The Rep reported that all placements had gone well. There was difficulty with writing the reports. The weekly log was felt to be quite tedious, but it was pointed out that, if done weekly, it was a valuable resource. The log was graded according to evidence that the student had understood the experience of being a Designer.

The Rep thought it would be a good idea to share knowledge and experiences with the second year students. The ML explained that the module description had already been adjusted slightly to allow for <u>two</u> recall sessions, instead of just one, and one would be conducted with the second year students present.

PDE 3252 Design Propositions The Pentland project went well. It highlighted that fact that the BSc students have not previously had presentation experience. This has been addressed in the new Learning Framework modular structure.

The Rep suggested that this could be a good opportunity for knowledge transfer, possibly via a Blog. In this way, information regarding experiments could be passed on to future cohorts and save them time trying out the same experiments.

Second Year Rep

PDE 2251 Product Design in Context   and PDE 2291 Advanced Feature-Based Modelling   Students expressed unhappiness for the first two weeks of term as a result of unfortunate staff absence.

The BSc students expressed a wish for Health & Safety training on the lathe and milling machines. [It was explained that this is now incorporated into the first year training].
*Action: Students to arrange a training session with WS.

The Rep remarked that it was difficult to find deadline information on OASISPlus for most modules.
*Action: Tutors to investigate.

In general, students were happy with all modules and found the Technicians very helpful.

PDE 2250 Design Project   There was concern about the short time allowed for the RSA project. Tutors responded that the brief was given at the correct time. Students were advised that the quality of ideas was more critical than the time spent on the project. Tutors also remarked that there had been less than 50% attendance at most lessons.

PDE 2251 Product Design in Context   Students stated that the ML had spoken of organising a trip to a manufacturer's factory but this had not yet transpired. They felt they would benefit from a few such experiences. It was pointed out that there were still several weeks until the end of the module during which this could be arranged. Students were advised to speak to the ML who was absent from the meeting. It was explained that trips would have to be funded by the students themselves. In future, this would be funded from the levies.

PDE 2201 Advanced Surface Modelling   Students were happy with their start on Alias.

First Year Rep

PDE 1250 Computer Aided Design   Students were struggling with this module.   Some found the tutor too soft-spoken. A few felt that this was delivered too quickly. The tutor has added extra sessions. The Chair explained that it was essential to practise the software outside the lessons.

An issue was raised regarding a tutor. This was referred to the tutor's line manager for discussion.

6. **Campus Forum and School Board meetings**

a) i) Election of Rep for Campus Forum: Ben Arent to attend.

ii) Items for Campus Forum:
1.   Recycling: Lack of available recycling facilities, particularly outside Wisteria
2.   Outdoor Furniture: Possibility of provision of tables and chairs outside Wisteria for working outside in warm weather.
3.   Campus Bus: Issue regarding lack of queuing system. There is pushing from other students when attempting to board the bus. Is it possible, for example, to have a numbering system?
4.   Catering: Poor quality and variety of food.

b) i) Election of Rep for School Board: Kyriacos Apostolou to attend.

ii)   Items for Campus Forum: There were no items.

7. **Any Other Business**

Coursework Feedback   The MSc Rep requested feedback within three weeks of hand-in date. This would be useful with respect to the fast-moving, sequential nature of the programme.
***Action: This would be actioned.**

The Chair thanked everyone for their attendance and the meeting was adjourned at 17.40.