

NOTES OF MEETING OF DIALOGUE SESSION

Chairperson: A/P Chang Tou Chuang, Vice-Dean

Date: Thursday, 1 September 2011

Time: 4:00pm

Venue: Seminar Room B, AS7/0117

Year	No. who attended (Total: 12)	Majors
ARS1	2	NIL
ARS2	2	Political Science, Philosophy
ARS3	4	Economics, Political Science, Political Science/CNM, Sociology
SOC4	4	Psychology/Southeast Asian Studies, Geography/Sociology, Political Science, Psychology

No.	Issue(s) Raised	Discussion	Response
1.	Tutorial Size/LT Allocation and Duration	<ul style="list-style-type: none"> • Demand substantially more than supply for popular modules <ul style="list-style-type: none"> - Number of students in a tutorial group has increased (e.g. FMA 1201L from 15 to 25). - Some students like their tutor/lecturer as they have taught them before, therefore opt for those tutorial slots. • Under-utilized LTs <ul style="list-style-type: none"> - LT size too large for small classes lowers morale. • Overcrowded LTs <ul style="list-style-type: none"> - Some large classes are given small LTs (e.g. Econs). 	<ul style="list-style-type: none"> • Undergraduate Studies division (Dean's Office): Teaching venues are allocated based on department's projected demand. Enrollments might not be the same as projected numbers. As teaching venues are scheduled and confirmed at an early stage, it is difficult to offer alternative venues when the actual enrollment differs from projections. The Dean's Office will try its best to meet the needs of all departments, as long as appropriate venues and timeslots are available.

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		<ul style="list-style-type: none"> - UTown Auditorium too small for some lectures (e.g. JS1101E). • Tutorial too short <ul style="list-style-type: none"> - UTown tutorials is 35 minutes (too short), should be held at Kent Ridge. 	<ul style="list-style-type: none"> • A/P Chang has checked how many 1-hour FASS tutorials are held in UTown and will recommend that these be held at Kent Ridge.
2.	Teaching Standards Between Tutors/TAs and Lecturers	<ul style="list-style-type: none"> • Lecturers and tutors should meet the student at least once through rotation. • Most students prefer to be attached to a lecturer compared to a tutor. • Some tutors lack experience. • Teaching assistants and tutors do not set exam question papers; therefore, they may not have the “inside” view. 	<ul style="list-style-type: none"> • A/P Chang: Students should borrow notes from friends (taking same module but having different lecturers/tutors) so they could learn more from the different notes, if any. Further, he shared that if his tutors (for the module he is teaching) were lacking in experience, he would ask them to sit in for his lesson, so they could learn and adapt some of his methods and apply during their lessons.
3.	Facilities (Central Library and Elsewhere)	<ul style="list-style-type: none"> • The lift near ATM machine at the Central Library is very hot, small and stuffy. • Toilets in Central Library: Ventilation is bad and smelly; currently not clean enough. Suggest having fans within or outside toilets. • Frequent shuttle bus service that shorten travelling time to U-Town for lesson. 	<ul style="list-style-type: none"> • OED: Advice has been sought from the lift manufacturer for a solution to find practical ways to improve the situation and currently in the midst to analyze a few options proposed by the manufacturer. • OED: Will explore various options to improve the ventilation of the toilets at Central library. • OED: Has been monitoring closely the shuttle buses to UTown and had increased the frequency of the bus service to between 3 - 5

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		<ul style="list-style-type: none"> • FASS to provide walls for writing. Student finds that the wall at UTown allows lecturers/students to write on it and can remove it easily. • Students enquired if they could use the USP chatterbox room at Level 3 (vacated) before the old admin building is being torn down. • Room Booking <ul style="list-style-type: none"> - Catholic society has to pay \$10 to \$20 for room booking charges. Student would like to know why the charges cannot be waived as the meetings are for FASS students and most of the members are FASS students. 	<p>minutes during peak period. Will continue to monitor the situation closely and make further improvements if need be.</p> <ul style="list-style-type: none"> • Dean’s Office: Will explore the possibilities with more or larger whiteboards – retrofitting old buildings may be an issue for glass surfaces, as our buildings are older and structurally, the present wall materials may not be able to withstand the additional weight. We will try it out over time with more or larger whiteboards where our renovation budget allows. • Dean’s Office: This wing will be identified for another usage by the Faculty. • A/P Chang: Old admin building will most likely be torn down and re-built as new and better facilities in three to four years later. Provisions will most likely be made for study areas for students. • A/P Chang: Students can submit all the supporting documents to Dean’s Office staff, Ms Masna (AS7, Level 5, Dean’s Office Reception) to prove that the meeting is organized by FASS students and meant for FASS students. Then, the room booking charges should be able to waive.
4.	Availability of	<ul style="list-style-type: none"> • Students suggested opening 	<ul style="list-style-type: none"> • Dean’s Office: Security will

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	Study Rooms/Areas	<p>more classrooms for self-study (security locks up @7pm).</p> <ul style="list-style-type: none"> - Classrooms to open till 8:30pm daily. • Suggested designating (24-hrs) study areas <ul style="list-style-type: none"> - Rooms in AS3 Level 2 and 3 and AS7 where security risks are lower due to a lack of expensive equipment in those rooms (no projectors/computers). 	<p>leave the tutorial rooms (which do not have equipment like projectors and PCs) open until 10pm during the Semester. During Reading & Exam Weeks, we always set aside some rooms for use up to 11:00pm and on weekends. These locations are announced on our FASS web to students.</p>
5.	Career Preparation	<ul style="list-style-type: none"> • A/P Chang mentioned that the Dean's Office has provided Mentorship, Internship and Talks to help training students in improving their skills. However, the turn out are usually lesser than 100 out of 5000 students. <ul style="list-style-type: none"> - Student pointed out that they usually delete lots of emails per day as majority is spam email. 	<ul style="list-style-type: none"> • External Relations and Student Life division (Dean's Office): Will work towards incorporating students' feedback to improve the participation rate of Mentorship, Internship and Talks for students.
6.	Online Forum Participation	<ul style="list-style-type: none"> • Quality of Posting in IVLE • Too much spam/rubbish. • Posting is too lengthy or short; pertinent comments lost. • Discourages serious postings. 	<ul style="list-style-type: none"> • Implement improvement/restriction when using IVLE (e.g. moderating the quality of postings and limiting the number of words per posting.). A/P Chang has raised this point at Faculty Meeting 2011 (October 2011).
7.	2nd Major Across Faculty	<ul style="list-style-type: none"> • Not protected/preferred when student opted for Business modules even though she has double major in Business (explanation: not her home faculty). 800 	<ul style="list-style-type: none"> • Undergraduate Studies: This is decision made by the School of business. As such FASS is unable to interfere.

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		points to bid for Business modules.	
8.	Language Modules	<ul style="list-style-type: none"> A few students have expressed that they are interested in taking language modules. As Centre of Language Studies is not a department by itself and it does not belong to any department, therefore, it should be independent and student should be able to take it and count towards Majors/Exposure Modules/UE/ Breadth. 	Undergraduate Studies: Modules offered in Centre of Language Studies belong to FASS. This is because language training is a graduation requirement for some of our major students. Other than that, language modules may be used to count towards the UE requirement.
9.	Rules between FASS/Dept & University	<ul style="list-style-type: none"> University vs. faculty rules - Student gave feedback that sometimes they are confused with the rules set by the University. Why sometime the University can override the Department and Faculty whereas sometime it cannot apply. Student has to seek help from one department to another to source for solution. 	<ul style="list-style-type: none"> A/P Chang: Requested student to email Dean's Office on the details so that we can follow up with her concern. Student can email to fashelp@nus.edu.sg for queries and Dean's Office will help to find the solution and update student about it.
10.	Double Majors & Faculty Exposure Requirements	<ul style="list-style-type: none"> Double major students were curious why they could not double count their exposure modules towards their major. There is no indication that the rule applies to 2nd major. Student commented that she has been overloading for every semester. Students with double majors were also asking why they were not able to bid for their 6th module in earlier rounds. 	<ul style="list-style-type: none"> Undergraduate Studies: Faculty Exposure Requirements is such that students will be exposed to a breadth of modules outside their major, thus catering to our faculty's goal of a broad based education, and that double-counting the module would defeat such a purpose. It is a University policy that students may not place bids for the 6th module before Round 3 because the recommended workload is

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		<ul style="list-style-type: none"> • Student doing a double major in Southeast Asia asked why her modules in Southeast Asian studies cannot be used to double-count toward her Faculty Exposure Requirement. 	<p>20MC (or 5 modules) in each semester. Therefore, students who wish to read more than 5 modules should place bids for the 6th module after Round 3.</p> <ul style="list-style-type: none"> • Double major students should be reading 20MCs per semester and not overloading as commented.
11.	CORS bidding	<ul style="list-style-type: none"> • Suggest to transfer points from one account to another (i.e. the points in G and P account interchange with each other during CORS bidding). Some students were “poor/bankrupt” because they did not have enough points in either General Account (G) or Programme Account (P) (i.e. P=750 and G=250). 	<ul style="list-style-type: none"> • Undergraduate Studies: This is a University-wide policy. CORS points are allocated based on curriculum requirements.
12.	Modules with quota for new students	<ul style="list-style-type: none"> • Many level 3000 EC modules reserved for Year 1 students. • Student suggested that Level 3000 modules should not be reserved for Year 1 students. 	<ul style="list-style-type: none"> • Undergraduate Studies: In most of FASS modules, there are slots reserved for (N)ew students, and (R)eturning Students. This means that the (N) and (R) students are protected and bid in earlier rounds for the modules. The concern raised was that since Level 3000 modules have pre-requisites that preclude (N) students, there should not be slots reserved for this. However, there are some Year 1 students who fulfill the prerequisite for the level-3000 modules, hence

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			some quota needs to be set aside to cater to such students.
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Note: OED = Office of Estate Development