Minutes of the meeting held on Friday 3 February 2107
Colchester and Southend campuses with video link

Present: Alison Evans, Harrison Forster, Lynn Harrold, Katie Isaac, Adrian Patsalos, Jochem Willemsen (Chair)

<table>
<thead>
<tr>
<th>MINUTES</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>Apologies for absence:</strong> Sheryl Martlew, Amanda Scriven, Alison Thompson</td>
<td></td>
</tr>
<tr>
<td>2. <strong>Minutes of the meeting</strong> held 10 November 2016 were received.</td>
<td></td>
</tr>
<tr>
<td>3. <strong>Matters arising:</strong></td>
<td></td>
</tr>
</tbody>
</table>

Access to readings – JW stated this will be improved. He is meeting Southend Library in February in order to improve the availability of course books. AE stated that Southend students can order books from Colchester. She reminded the students that she is unable to copy and make available more than one chapter from a book due to Copyright Law. KI had checked online that a book was available but she could not find it in the library. Ordering from Southend library had proved difficult. She did not know whether it would also be difficult to order from the Albert Sloman Library.

Consistency of marking – JW stated that the number of markers in each module will be reduced this year in order to improve consistency within modules and that staff had recently taken part in a calibration exercise. Consistency of marking is a concern that is taken forward. A certain percentage of coursework in each module has to be double or second marked. KI stated that students were not happy with their feedback for the PA130 essay. JW suggested students take unclear feedback to their personal tutor.

4. **Reports from constituencies**

**BA Psychoanalytic Studies** – Some students were unhappy that for two of the modules, one item of coursework is worth 95% of the module mark. They appreciate that for PA209 they have to write 500 words before going to the lecture each week. A discussion on weighting of assessment followed, some students preferred one item of coursework and some preferred several assignments. HF suggested there could be formative assignments half way through each module to help the students keep on track. JW to take this to the Education Committee to discuss what might be possible. Cover sheets should be easier to find on moodle. (Post-meeting note: Coversheets are only required for two of the modules and these are both available on moodle.)

**BA Therapeutic Care year 1** – Some readings are difficult to access. Already discussed under Matters Arising. The feedback for the PA130 essay was received very late. AE explained that the tutor for PA130 was unwell in December.
FdA Therapeutic Communication and Therapeutic Organisations year 2 Southend
– LH asked why the moodle seminars carry on in the Spring term. . JW explained that formerly it was a 20 week module but has been reduced to 15 weeks. Travelling to Colchester for the BA Top up year will be a problem for some, and they wondered if there was a course they could take at Southend, perhaps the third year of BA Therapeutic Care. This will be looked into.

FdA Therapeutic Communication and Therapeutic Organisations year 1 Colchester
(by report)
Earlier release of essay titles. Title for spring term module is now available. It is not possible to release the titles for the moodle essays early as these are ‘take home essays’ which means the students get one week to complete the essays. JW will clarify this with the students.
Difficulties accessing readings. JW has a meeting later in the month with Southend Library in order to improve the availability of course books.
Some students not receiving emails. AE checked this out before the meeting and all students are in the email group so were sent the particular email.

FdA Therapeutic Communication and Therapeutic Organisations year 2 Colchester
(by report, received after meeting).
Students generally feel their teaching room for PA225 is too small and dirty. One student has concerns over the lower lumbar support of the chairs. CPS response – We have asked Central Timetable Office for a larger room for the remainder of the term. Some students felt that the students taking the module as an outside option/study abroad module could have been introduced and the group forewarned as it is such a personal course. CPS response - The introduction of the other groups might require only a short introduction at the start of the first seminar, or an announcement beforehand. These introductions are usually made so we apologise that they were not made in this case.

5. Student views on CPS Undergraduate Student Handbook None received

6. Any other business None

7. Date of next meeting
Wednesday 3 May 2017. Roderick Main to chair.