Meeting of the PGR Staff Student Liaison Committee Meeting (SSLC)

Wednesday 27\textsuperscript{th} January 2016, 2-3pm

Room: 5B.303

Minutes

\textbf{Attendees}  
Chair \hspace{1cm} Professor Tom Scotto TS  
Departmental Administrator \hspace{1cm} Anna Bewick AB  
Graduate Administrator \hspace{1cm} Sallyann West SW  
1\textsuperscript{st} Year Representative \hspace{1cm} Philip Nelson PN  
2\textsuperscript{nd} Year Representative \hspace{1cm} Rebecca Cordell RC  
3\textsuperscript{rd} Year Representative \hspace{1cm} Linda Urselmans LU

\textbf{Apologies for Absence}

None.

1. \textbf{Approve minutes of last meeting}

The minutes of the meeting held on 28\textsuperscript{th} October 2015 were agreed as an accurate record.

2. \textbf{PhD Lab (shared with Economics dept.)}

There are the following issues in the lab:
\begin{itemize}
  \item Lighting
  \item Heating - students cannot control the temperature
  \item PC's are out of date
\end{itemize}

\textbf{Action}: AB to check with the Finance Administrator if anything has been logged with the Estates helpdesk in respect of the heating and lighting. AB to look at the PC upgrade policy and discuss with the DA in Economics.

3. \textbf{PhD conference and training fund}

In previous years the funding allocation has been arbitrary. The fund for 2015/16 has now been depleted due to departmental budget cuts. Going forward into 2016/17, we will explore a fairer way for funds to be allocated. Communication will be improved and staff and students will be advised how much they have been allocated for conferences and training.
Action: AB to look at opening the application process early for 2016/17 and look into whether there is any movement on the travel cost fund, as this is prohibitive.

4. PGR social event (BBQ)

The current budget for 2015/16 is £400.00. This can be used for one event or split as per student requirements.

Action: Plans for PGR student events going forward into 2016/17 should be put to AB with an estimate of the costs involved so that the budget can be adjusted accordingly.

5. Any other business

- Proficio – monies remaining in your fund can be looked up online and used for summer school courses.

- Broken microwave in the graduate common room – this room is not the government department’s responsibility. We are trying to ascertain who looks after this room but so far nobody knows. It is not likely that a microwave will be put in the government common room due to health and safety constraints and because of the previous incident which resulted in the fire alarms going off.

  Action: AB to speak to the health and safety team.

- Desk space – there are currently a number of PhD students that don’t have desk space. The department is currently trying to increase capacity in the existing rooms. Anyone that comes and asks for a desk will be allocated space on a first come first serve basis.

- Social Sciences doctoral scholarship provides an additional £250.00 into the Proficio fund.

- Class clashes – some GTA’s have experienced clashes between their teaching and their classes; this needs to be prevented in 2016/17.

  Action: Any such clashes should be reported to AB.

- GTA reps to attend the SSLC meeting.

  Action: AB to look into whether they should attend as this has not been the case historically.

Date of next meeting: Wednesday 27th April 2016, 3-4pm in Room 5B.303