DEPARTMENT OF GOVERNMENT

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

Wednesday 28th October 2015

2-3pm

5B.303

Minutes

Attendees

Chair
Professor Tom Scotto TS

Departmental Administrator
Anna Bewick AB

Graduate Administrator
Sallyann West SW

2nd Year Representative
Rebecca Cordell RC

3rd Year Representative
Linda Urselmans LU

Apologies for Absence

• None

1. Minutes of last meeting

The minutes of the meeting held on 5th May 2015 were agreed as an accurate record.

2. Student Representation

The election of student representatives was held by the SU this year and as a result, only two PGR students have been elected, as above. First and Fourth year representatives are still required. Going forward in 2016/17 the graduate administrator will handle the nomination process to ensure an adequate number of representatives are elected.

Action: SW to send an email to all PGR students asking for representatives to put themselves forward to attend these meetings; explaining the importance of the students having such representation.

3. Current issues to be addressed

  o GTA allocation of modules; it was felt that the new process was not as accommodating to GTAs as in previous years. Some GTAs did not get allocated any of the modules they specified as their preference to teach. The new process did not prepare them for the number of classes available per module.
AB advised that there was a higher ratio of GTA to the most popular modules. Preferences were taken into account wherever possible. There has been a general increase in student, class and GTA numbers so there was less chance of making everyone happy with their allocation unfortunately.

**Action:** AB will review the application process and discuss further with representatives for their feedback.

- There are currently no deadlines showing on FASER. JB has submitted a board deadline review to the Head of Department.

  **Action:** SW to check as these have definitely been put on.

- Departmental graduate seminar (previously the Colloquium) – Masoud Farokhi is taking the lead on these going forward; the dates/times are to be finalised. One objective is to increase the academic attendance. There is a fund from ARC of £500 for visiting speakers from UEA and Kent.

- Summer school – this year left over funding was used from the PhD conference fund for summer school attendance; this is not sustainable going forward and additional funding will be required. Only first years can use Proficio funds. Currently GTAs teach a course and get one course free of charge. On many courses external TAs are used; it is felt that the departments GTAs should get priority allocation on courses. There was also a lengthy delay this year between the initial application for courses and confirmation.

4. **Any other business**

General resource budget:

GTA PC and desk allocation - AB advised that we allocate any spare PCs available but generally the LAB should be used. A desk is allocated for each GTA, nobody should be sharing.

STATA – a case was previously made to the University for additional licenses to be made available. This was turned down but is currently being reviewed again.

**Action:** AB to distribute the GTA desk allocation plan.

Conference policy review – is the allowance still £800 for International and £500 for UK/Europe conferences? Can you attend one of each or just one?

**Action:** AB to confirm.
Funding structure review – training is a priority for first years and Proficio funds can be used. Conferences are priority for second years.

**Action: ??**

Staff/student quiz – it was disappointing that this event had to be cancelled due to lack of interest.

**Action: AB will reschedule the event for a later date; student representatives to assist with the organisation**

Date of next meeting: Wednesday 20th January 2016