Department of Government

PGT Student Staff Liaison Committee Meeting

Wednesday 2 November 2016, 14:00 – 15:00 in Room 5B.324

Minutes

Attendees:

Chair: Tom Parr (Education Officer PGT)

Present: Alex West (Graduate Administrators)
         Rosie Burrells (1st Year MA Student)
         Anna Bewick (Departmental Administrator)

The minutes of the meeting held on 27 April 2016 were agreed as an accurate record.

1. Apologies for Absence

   None

2. What is going well?

   Generally everything is going well so far. More needs to be done to encourage PGT students to become course reps; ideally we need one from each division.

   **Action:** The Graduate Administrator to send a further email inviting students to sign up as a course rep.

   The Education Officer PGT will speak to his students to encourage them to sign up.

3. Course Rep matters

   i. There have been numerous timetable clashes which has meant that students could not take the modules they needed, in some cases they could only take one module: -
      
      - Monday - GV519/GV907/GV917/GV952
      - Tuesday – GV906/GV914/GV958

      **Action:** The department will check the timetable on a broader level for 2017/18 to ensure that clashes like these don’t reoccur.

   ii. Lab sessions GV900 – students are walking into the classroom late disrupting the lesson and some students shouldn’t even be in the room as they are not part of the
class. Could the teachers be advised to put signs on the doors notifying people that a class is in session, not to be disturbed?

**Action:** The Education Officer PGT and the Graduate Administrator will send an email to the relevant GTA’s and Module Supervisor advising them what action to take

iii. Big Essex Award – due to the way the university has set up this award, PGT students can only achieve Silver level as they are only here for one year. This is not useful for PGT students and they would like the opportunity to be able to complete the award.

**Action:** The Education Officer PGT will email the Career Hub to raise the issue

4. **Feedback Form**

The department’s new Feedback Form was circulated prior to the meeting. The PGT course rep advised that, providing we could ensure anonymity, the form is a good idea in principle.

**Action:** The 1st Year MA student to submit a test form and reassure students that the process is anonymous.

The Graduate Administrator will promote the new process to all Postgraduate students.

5. **Any other business**

There have been limited module options for 2016/17 with many of them already been taken as 3rd Year Undergraduate modules. Also, there was only one spring term variant on offer which had clashes.

**Action:** The Education Officer PGT will raise the issue at the Education Away Day on 7th December.

**Date of next meeting:** Wednesday 1st February 2017, 14.00 in room 5B.324