DEPARTMENT OF GOVERNMENT
STUDENT STAFF LIAISON COMMITTEE
MINUTES
WEDNESDAY, 29TH APRIL 2015

PRESENT:
Theresa Crowley, Natasha Ezrow, Becky Fray, Muhammad Haji Awang Zaini, Lexi Keegan.

1. APOLOGIES FOR ABSENCE

Apologies were received from Jodie Clark, Merel Ypinga and Lucia Pantigoso Vargas.

2. UPDATES FROM PREVIOUS MEETING ACTION POINTS

The First-Year Administrator communicated updates on the action points from the last meeting as follows:

• Previous Action Point – The Senior Advisor and Administrators will discuss the possibility of a note taking skills class. – The Senior Advisor agreed to arrange a note-taking skills class, potentially as an addition to the program of established Study Skills group sessions.

• Previous Action point – The UG Education Officer will find out what other staff members think about putting all materials on Moodle. – This was discussed at length, with the UG Education Officer agreeing to bring this up at the Departmental Meeting.

• Previous Action point – Support classes for Stata to be investigated and discussed further by the UG Education Officer to see whether this would be viable. – The UG Education Officer agreed to discuss this with colleagues at the Education meeting.

• Previous Action Point – The First Year Administrator will investigate as to whether financial breakdowns of student fees are obtainable. – The First Year Administrator found out how this is obtained. Students requested a guide that all of them could look at, so the First Year Administrator will contact the Freedom of Information team and see what can be done.

• Previous Action Point – The First Year Student Representative to draft a first edition of the newsletter and send it for checking to the UG Education Officer – The First Year Student Representative was not present at the meeting.
• **Previous Action Point** – *UG Administrators to investigate the possibility of a pin board for the common room* – The First Year Administrator will investigate this; believing that a white board had been purchased for the common room but hadn’t yet been put up.

### 3. REVIEW HANDBOOK

Students were invited to make comments and suggestions regarding the Undergraduate Student Handbook. It was noted that the Handbook is currently quite text-heavy, and some information could be condensed. The Student Support information was also printed twice. It was suggested that links to further information could be provided, and contact details could also be put with relevant sections.

### 4. REVIEW STUDENT SUPPORT ARRANGEMENTS

Students expressed that most people don’t know who their Personal Tutor is. The Senior Tutor explained that training is being provided for new Personal Tutors and it was agreed that any student going from first to second year, or second to final year, should see the tutor of the year that they are currently in. It was suggested that a mini open day for module choices in week 30 or 31 would be useful to help students be more informed about choosing their modules for next year. It was noted that first-year students may be “intimidated” by lecturers and therefore may not use their Personal Tutor as much.

• Action Point – investigate whether it would be feasible to have a mini open day next year to help students decide which modules to take.

### 5. IDENTIFY ISSUES TO TAKE FORWARD TO THE DEPARTMENTAL MEETING

Students identified the following issues to take forward to the Departmental Meeting:

• For the Government Student Conference, is there a possibility of hiring either a Frontrunner or a part time student temporary paid position to help with the organisation?

### 6. STUDENT MATTERS

There were no student matters.

### 7. ANY OTHER BUSINESS

The Senior Advisor mentioned that the Department will have five new academic members of staff in the Autumn Term. It was also noted that students are mainly happy with coursework only modules.
ACTION POINTS

- Action Point - Moodle to be discussed at the Departmental Meeting by the UG Education Officer.

- Action Point - Support classes for stata to be investigated by the UG Education Officer at the Education Meeting.

- Action Point - The First Year Administrator will investigate whether a general report for breakdown of Government student fees is obtainable.

- Action Point - The First Year Administrator will investigate why there is no white board currently in the common room.

- Action Point – investigate whether it would be feasible to have a mini open day next year to help students decide which modules to take.