Department of Government

UG Student Staff Liaison Committee Meeting

Wednesday 27th January 2016, 2-3pm in Room 5B.303

Minutes

Attendees:

Chair: John Bartle (Director of Education)

Present: Theresa Crowley, Natasha Ezrow, Anna Bewick, Daniel Gobbitt, Becky Fray, Callum Hodgson, Helene Kjerstad, Gro Marthinussen, Teresa Sorono, Ioana Voina, Dorotea Nemcic, Kamesha Adamson, Merel Ypinga, Velma Loh

Apologies: Muhammad Zaini, Roxana Dumitrescu, Cheveon Badi, Leanne Marshall, Melina Andreou, Anis Hassan Zainal, Jingyi Mo

a) To approve minutes of the last meeting and discuss any matters arising from those minutes

With the addition of Dorotea Nemcic as an attendee, the minutes of the meeting held on 21st October 2015 were agreed as an accurate record.

1. Update of previous meeting action points

- GV103 – the module outline was amended and uploaded online.
- BSc vs BA – inter-departmental discussions are ongoing, taking into account the views of student representatives.
- Moodle – whilst it is agreed that Moodle is a very useful information tool, excessive reliance on this source can create a culture of dependence between teacher and student. A careful balance has to be struck between providing too little and too much material on Moodle. Students should be encouraged to seek out their own independent learning and research. Students should also make use of their teacher’s office hours and feel that they can approach them.

  Action: Students should advise their administrators of any resource that they feel would be useful to have on Moodle.

- STATA – it is felt that there is already enough support at class level and students should make use of their teacher’s office hours. There may also be useful online tutorials. A recent assignment for GV207 was set at the end of the autumn term which meant this had to be completed over the Christmas holiday, during which time students had no access to STATA.
**Action:** The department should consider appointing a group of STATA mentors made up of those students who had taken GV207 the year before. GV207/GV300 teachers will be advised to adjust their assignment deadlines as required.

- Mini open day – it is not felt that this idea is feasible as it would be too time consuming for academic staff. Alternative suggestions are:
  - increase the number of personal tutors and decrease the amount of module choice
  - post podcasts on line in which module supervisors explain what their module entails and what students can expect to learn and
  - to have a drop-in session in the common room during welcome week in which academic staff can answer any questions in relation to modules and pre-requisites which need to be made clear at the start

**Action:** to be discussed further; Director of Education, Senior Adviser & Undergraduate Administrators

2. **Provide submitted ARC**

The Annual Review of Courses report was distributed.

3. **Updates on any planned curriculum changes**

Capstone Project – The Director of Education discussed the current proposal and advised that this was a compulsory, credited module that the University wanted put in place in every department. This would affect all current first year students and would begin in March 2016.

**Action:** The UG Education Officer and First Year UG Administrator would discuss further and create the first year module outline which can be uploaded online and set up on FASER

4. **Identify issues to take forward to the Departmental Meeting**

- STATA suggestions
- Podcasts for module outlines
- Moodle
- Careers advice – GV711 not generally felt to be beneficial

5. **SAMT – Student assessment of modules**

Online participation has been poor so the department may revert to using the paper format which will have to be completed before students leave their classes.
6. **Student engagement and events**

- Student Conference – taking place on Saturday 23\textsuperscript{rd} April. All students are invited to attend and/or participate in this event.

**Action:** The Second Year UG Administrator to contact Bintu Sarah Sakor to find out if she needs more 2\textsuperscript{nd} year participation on her committee

- ‘Question Time’ style, round table event in conjunction with the Politics Society – select a different topic each time, discussed amongst an academic panel followed by an audience participation Q&A.

**Action:** Director of Education to arrange

- UN Society currently runs the ‘1 for 7 billion’ campaign and would like the Department of Government to engage with this.

**Action:** UN Society can contact Anna Bewick to arrange a meeting

7. **Student matters**

- GV313 – assignment feedback has been unsatisfactory; this is due to the GTA’s serious illness. The Director of Education is aware and action was taken.
- GV300 – the exam paper will be checked by an external examiner to ensure that the STATA questions relate to what has been taught during the year.
- GV103 – there has been issues with the marking but the Director of Education is working with the module supervisor to ensure that all students received formative feedback as soon as possible.

8. **Any other business**

None

**Date of next meeting:** Wednesday 27\textsuperscript{th} April 2016, 1-2pm in the Common Room