Minutes

Attendees:

Chair: John Bartle (Education Director)

Present: Natasha Ezrow (Education Officer UG), Theresa Crowley (Senior Advisor), Anna Bewick (Departmental Manager), Becky Fray (First Year UG Administrator), Zoe Dexter (Student Engagement Intern), Andrei Duma (UG Faculty Convenor),

Course Reps: Final/Third Year representatives – Julianna Doughty, Anette Wig

Second Year representatives – Helene Kjerstad, Tiah Harrison, Vilde Gravdal, Sissel Shi, Rania Hamana

First Year representatives – Shiobhan Low, Anamika Shaivya, Robert Veliant, Taner Mustafa

1. Apologies: Sallyann West (Second and Third Year UG Administrator), Gro Marthinussen (Third Year representative)

2. To approve minutes of the last meeting and discuss any matters arising from those minutes

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

3. Update of previous meeting action points

No updates discussed.

4. Chair’s report on the recommendations from the recent Undergraduate Periodic Review

The Education Director welcomed everyone to the meeting, thanked the Course Reps for signing up and explained the importance of the SSLC in relation to quality assurance across the university and nationally.
There have been a number of changes made since the last academic year, as follows:

- The revised Personal Tutor system is now up and running; each academic member of staff has been allocated approximately twenty five students to tutor, during their office hours

- The turnaround time for feedback has been increased from two to three weeks to ensure improved feedback is provided by all teaching staff. The department has produced new guidelines on feedback and this will be discussed further at the upcoming Education Away Day

  **Action:** Course Reps to advise if the quality of feedback does not improve, at the next SSLC meeting

- GV207 Political Analysis will become compulsory from 2017-18 because of the curriculum structure and the need for Capstone training and enhanced employability

  **Action:** The First Year UG Administrator to email the module outline to all Course Reps

- The summer term will be used primarily for Capstone purposes (GV164). First and Second years will be able to meet with their supervisors during office hours and there will be a large number of employability events taking place across the university

- The department held a round table event in October on the US Election and another event, British politics after Brexit, is scheduled for 23rd November. Departmental Seminars are ongoing throughout the year; details are on our webpage, social media, ‘govnews’ student bulletin and posters around the department

  **Action:** Course Reps to put forward student suggestions for future events

- There are new questions on the National Student Survey this year set up to ensure that departments respond to requests from students and communication is improved when action is taken

- An Education Away Day is taking place on 7th December. Part of this day will include discussing proposed changes to first and second year modules in order to embed employability and improving feedback

- The eNROL session will be moved to the summer term as the process feels rushed. Course reps advised that the eNROL system needs to show more information which is currently found in numerous other places which have to be searched for separately
Course Reps advised that some core modules have deadlines in the same week and that as these modules are not chosen by students, they have no choice but to complete them, which seems unreasonable. The Education Director advised that this should improve with the proposal for 20 week modules.

5. Social Media and Student Engagement

The following updates were advised:

- Employability information will be circulated via social media
- The Moodle link to the new student feedback form will be circulated to course reps and should be promoted to students. A paper version will be made available outside the UG administration office
- Course reps were advised that Dr. Tom Parr is the department’s new Student Engagement Officer
- The department has a new blog webpage; course reps are invited to submit their ideas to the Student Engagement Intern
- The Student Engagement Team is running a project called the ‘Inter-departmental Challenge’ which will take place in January. This will be marketed as a re-fresher event. Course reps advised planning ahead for this event as dissertations are due in on 27th January and there are other coursework deadlines that would need cross checking

6. GV213 Feedback – Helene Kjerstad

The second year course rep advised that students felt they were excluded from discussion at times during the lecture and the GTA was not engaging with them. It would be beneficial to provide the GTA with a microphone so that all discussions could be heard

**Action:** The Education Officer UG will take this forward

7. Identify issues to take forward to the Departmental Meeting

It was agreed that the following course reps would represent the group at the Departmental meeting on 9th November:

- Julianna Doughty – Final Year representative
- Tiah Harrison – Second Year representative
- Robert Veliant – First Year representative

GV711 - clarification is required as to the enrolment conditions for final year students

**Action:** The Departmental Manager will raise this issue with the module supervisor and advise.
8. **Student Matters**

The Course Reps advised that their training occurred too close to the first SSLC meeting.

**Action:** The Departmental Manager will raise this issue with the Student Union who make these arrangements.

The Course Reps asked how they should communicate with their cohorts. The Education Director advised that attending large events and lectures would provide them with an opportunity to address more students. The First Year UG Administrator advised that if an email communication needed to be sent to all students, they should send the details through and it would be sent out from the admin office on their behalf.

The Student Union is currently creating a website specifically for Course Reps. The Course Reps advised that a lot of students don’t know what a course rep is and can it be advertised anywhere. The First Year UG administrator advised that this information is found in the student handbook.

**Action:** The administration team will look at other ways to advertise course reps

9. **Any other business**

None

**Date of next meeting:** Wednesday 25th January 2017, 2.00-3.00pm in room 5B.303