UNIVERSITY OF ESSEX
ESSEX PATHWAYS DEPARTMENT
STUDENT STAFF LIASION COMMITTEE
Friday 10 February 2017
MINUTES

Chair Dr Ritta Husted
Present Haji Yakubu, Silvia Lefley, Anyarath Kitwiwattanchai, Tinger Wei, Maria Dede, Sofia Kipjatkova, Qiyun Luo, Eleanor Conway.
Apologies Vinnosh Jaya, Sanghwa Lee, Sierra Brown, Chia-Jung Lu
Secretary Mrs Jayne Summers

STARRING OF AGENDA ITEMS
Noted No additional items were starred. The unstarred items on the agenda were deemed to have been received or noted and approved as appropriate.

MINUTES OF THE LAST MEETING
Approved The minutes of the meeting held on 10 November 2016

MATTERS ARISING FROM THE MINUTES
Noted There were no matters arising.

DIRECTOR OF EDUCATION’S REPORT
Noted The Chair welcomed everyone to the second Student Staff Liaison Committee Meeting of the Academic year and asked all members to introduce themselves.

Reported The Chair thanked the Representatives for taking on the role and reminded them how important the student voice is. The Representatives were encouraged not to wait until a meeting if they needed to raise any issues which are a cause for concern. Personal tutors are also there to help and advice.

The Curriculum Review is a review of our courses which has been running for 2 years. The department is undergoing changes in order to accommodate the recruitment of more Home students in the future. The first, and immediate, change is the name of our Department which is now “Essex Pathways Department”. We anticipate the module combinations for some of the pathway courses will change from 2017-18 as well and moving to 30 credit modules across the board. The Academic Skills credit will also change to a 30 credit module; we are currently working towards a different approach to this module whereby it supports subject modules’ tasks and assignments in a much more obvious way. We will be setting up a focus group for the International Foundation and Year 0 current and previous students in order to ensure that the student voice is a very firm part of our review and that students’
suggestions and recommendations are taken into account when making adjustments to our portfolio. The focus group meetings will last for 1 hour and there will be a £5 voucher for all who attend.

Action
Promote focus groups (International Foundation Programme/Year 0 representatives)

STUDENT REPRESENTATIVES’ REPORTS

Reported
International Foundation Programme/Year 0
The Rep explained that some of the students are dissatisfied with the Maths module. Some of the students are struggling with the content while others are finding the content boring. The Chair explained that students will all have different abilities and she understood that some students may not find the module as engaging as others and some would struggle. To ensure that the Maths module caters more fully for all abilities and becomes more applicable and relevant to other subject modules there will be a substantial review of the Maths module in preparation for 2017-18 as part of the Curriculum Review considerations.

Reported
The Facebook page has been set up but not all students have joined it because they like to speak directly to the Representative regarding any issues.

Reported
International Year One
Some of the students have asked if the Library can be opened 24 hours a day or open earlier for example 7.30 – 8.00 so that students can study before class. The Representatives were reminded that the reading room is open 24 hours a day.

Reported
Students have complained about the noise at night from other students. It was suggested that the students speak to their residential assistant the number is on the Kitchen Board. The assistant will then have a word with the students making the noise. If the noise continues the students can contact security they are there to help.

Reported
Students have complained about the Management and Marketing module, the lecture is not informative and is not explained in class. Some of the students find it boring.

Action
Review the IY1 Marketing and Management module in terms of teaching approach and delivery. (IY1 Course Director)

PERSONAL TUTOR ATTENDANCE REPORT

Reported
Paper SP16-02 was presented to the committee and discussed at length. Personal tutors will be contacting their students in the Spring Term and all students must make contact with their personal tutor and turn up to the arranged meeting. All Representatives were asked to please ensure all students are aware that their personal tutors will be in touch and respond. An e-mail will be sent to Representatives for distribution.

Action
Personal Tutor meeting e-mail to be sent to Representatives for distribution to all students. (Anyarth Kitiwattanachai)
STUDENT SATISFACTION SURVEY LAUNCH

The Student Satisfaction Survey is no longer running if students want to see the responses from last year’s survey they are available on the Website. The SAMT surveys will be sent out for completion towards the end of the Spring Term.

FEEDBACK ON ASSESSED WORK

The International Year One Representative explained that some of the feedback had been late and that this makes the students nervous, they think there is something wrong, they also confirmed they were not notified the feedback would be late. The Chair advised that communication would be sent out earlier if there was going to be a delay in feedback. A Committee member asked the Representatives to remind all students to collect their work when notified by their administrator.

Action

That Module Leaders inform their students in a timely manner prior to the feedback deadline of any delays in coursework feedback, the reasons for the delay and the new achievable deadline. (Module Leaders)

Jayne Summers
Senior Administrator
February 2017

SUMMARY OF ACTIONS

<table>
<thead>
<tr>
<th>No</th>
<th>New actions</th>
<th>Person responsible</th>
<th>Outcome</th>
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<tbody>
<tr>
<td>1.</td>
<td>Promote focus groups</td>
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