UNIVERSITY OF ESSEX
INTERNATIONAL ACADEMY
STUDENT STAFF LIASION COMMITTEE
Friday 6 November 2015
(14.00 – 15.00)
MINUTES

Chair Dr Nilüfer Demirkan-Jones
Present Mrs Silvia Lefley, Mr Mahdi Ghuloom, Miss Dalal Alowidy, Mr Francisco Gomar Cabrera,
Apologies Dr Ritta Husted, Dr Wendy Archer, Dr Anyarath Kitwiwattanachai, Miss Hiroko Oishi
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 28 April 2015.

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

DIRECTOR OF EDUCATION’S REPORT
Reported The Chair welcomed everyone to the first Student Staff Liaison Committee Meeting of the new Academic year and asked all members to introduce themselves. The committee were reminded of the new attendance process ‘count me in’ and the importance of full attendance. The Chair asked all representatives to remind their fellow students about the guidelines on missed classes and all this information can be found on the University of Essex website. If the representatives have any questions relating to attendance they can send them to their administrator.

The Personal Tutor system is now in place in all departments. The Chair confirmed that Personal Tutor for the Essex English Language Programme is the GVD tutor. On IA pathways courses, students are allocated to Personal Tutors. A Personal Tutor is an advisor who can be contacted for help with general and academic enquiries; they are there to advise all students on what is available at the University. The Committee were asked if they were aware of the Personal Tutor system, to which they replied they were. The Committee also confirmed most students had been seen by their Personal Tutor.

External Examiners are part of the UK education system. They are employed by the University for 3 or 4 years and they provide guidance and support regarding the courses at the International Academy. We are given a report at the end of each year
and this is discussed at each Programme Board, with a view to further improve our courses. The Chair reminded the students that they are required to attend their Programme Board.

The Curriculum Review is a review of our courses which was put in place by the University last November. During the first year, we were required to review the coherence within each course that we provide, which also included assessment and feedback strategies for learning. We also reviewed the issues of equality and diversity. This year we are required to review the use of technology across courses and to improve our practice, where necessary. Your input at these meetings is important to us and you will be invited to attend the relevant review group meeting: Essex English Language Programme Review, Undergraduate Programme Review or Postgraduate Programme Review. The Chair asked the Committee to ensure that they are able to attend once the invite is sent out and if they cannot attend could they please send written feedback to the Chair.

**MEMBERSHIP AND TERMS OF REFERENCE**

Approved The Programme Board Membership and Terms of Reference 2015-16.

**STUDENT REPRESENTATIVES’ REPORTS**

**Essex English Language programme**

Reported The course is going well, and the programme has helped the students to improve their language proficiency. However, some students are not happy with the self-study classes and would like to have 3 classes a day instead of 1 or 2. Also some students find the 5 week course too short. The Chair explained the intake structure to the Representative and reassured that students can continue studying on the course beyond the first five weeks.

**International Foundation Programme/Year 0**

Reported On the whole most students are happy with the course. However, the Computer students are struggling with their Computers and Electronics module; they cannot always hear the lecturer because he does not use the microphone. The Representative reported that the students are stressed.

There is no reporting system in place when the students forget to use ‘count me in’. The secretary explained that the University had not put a reporting system in place for this type of problem and that it is the responsibility of all students to remember to tap in.

The students have complained about classes after 5.00pm

The subscriptions to online journals at the Library are limited.

Action Check with all Departments if online subscriptions to journals can be shared and speak to Library regarding availability of on-line journals. (Dr Nilüfer Demirkan-Jones)

Students studying on a Tier 4 VISA are unsure of how much attendance is expected. The Chair explained that full attendance was expected of all students and the Academic Manager explained the International Academy attendance procedure to the Representative.
International Diploma

Reported
Overall the students are happy with their classes and lectures. They have reported that they do not have enough material to work with after the classes are finished and they do not know where to find the material. The Chair encouraged all Representatives to speak to their tutors about extra material and to check the library for module reading lists.

Action
Chair to speak to Course Director. (Dr Nilüfer Demirkan-Jones)

FEEDBACK ON ASSESSED WORK

Reported
Your feedback regarding your assessed work is very important to us and this will be an agenda item for each meeting. By now you will all have been provided with a schedule for the deadlines for your assignments and tests. This plan should have clear instructions on when you are required to submit your work and when you can expect your work back from your tutors. For undergraduate students the feedback turnaround time is 3 weeks and for postgraduate students the feedback turnaround time is 4 weeks. Your feedback from your tutors should include how well you have done in your assessment, and identify any improvements you need to make for your next assignment, and provide guidance as to how you can improve your work.

Jayne Summers
Senior Administrator
November 2015

SUMMARY OF ACTIONS

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<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>Check with all Departments if online subscriptions to journals can be shared and speak to Library regarding availability of on-line journals</td>
<td>Dr Nilufer Demirkan-Jones</td>
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<tr>
<td>2.</td>
<td>Chair to speak to Course Director regarding extra materials that the ID students could be provided with</td>
<td>Dr Nilufer Demirkan-Jones</td>
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