

**Faculty: FASS**

**Department: International Politics**

**Date/Time: 2 pm, 10th November 2021**

**Reps in Attendance:** 1st year Reps – Jacob Lanzer, Ben Smith; 2nd year Rep – Poppy Allen; Welsh Medium Rep – Aaron Jones; Joints Hons Rep – Edward Buxton; 3rd year Reps – Zuzanna Komosinska, Flora Stanbridge; International Students Rep – Huda Ighna ur Rehman

**Staff in Attendance:** Milja Kurki, Simon French, Tony Orme (via Teams)

(Hazel Couch & Eifion Sven-Myer – notetaking)

**Apologies/Absent:**

**Agenda**

1. **Previous Minutes:** Approved

2. **Matters arising from previous minutes:**

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| **Action Number:** | **Action:** | **Action Status and Outcome:** | **Whose Action:** |
| 1 | Yr. 3, pt. 7 – changes to special circumstances and extension requests have been communicated to students by JV | **completed** |  |
| 2 | Yr. 1, pt. 2 – social event for 2nd years planned; discussed further under Chair’s business | **ongoing** | MK |
| 3 | Issues with Student Welfare Services | **ongoing** | MK |

1. **Library and Information Services**
   1. Update from Simon French:

* HO Library has resumed 24 hour opening and aims to return to full pre-pandemic service wherever possible
* Click & Collect service still running but likely to be phased out by end of Semester 1
* Hugely increased range of online electronic and digital resources available via Primo
* ‘More Books’ service allows students to request the purchase of books the library doesn’t currently have – up to 10 requests per student per year
* Inter-library loan service also returning, though book deliveries may experience delays
* Students will be notified by email and social media of any further library service changes
* Contact SF for any help or issues around sourcing IP books, articles, etc. – either in person in the library or via Teams

3.2. Student feedback:

* Is there still a 2 – 3 day delay when requesting physical books?

SF: Library is no longer quarantining books for 72 hrs, so you should be able to collect a book within 24 hrs, if available

* One student had an issue accessing the library using their Abercard

SF: May have been before 24 hr access was instigated; Abercard access still required for Track & Trace and to limit numbers in the library

* Query about book drop at Old College

SF: Book deposits still in place at Old College and Fferm Penglais

* Query about the length of time it takes to obtain electronic rights for newly published books

SF: Depends on the specific rights AU has as an academic institution with a particular publisher. Academic use licence required. Once licence is acquired, almost instant access to the content. Copyright generally allows up to 10% of a book to be digitised e.g. 1 chapter

* Is there a price limit on book requests via More Books?

SF: Books under £50 purchased within 3 working days; more expensive books have to be approved, but he’s never had a refusal

4. **Employability and Careers**

4.1. Careers Service review: Tony Orme present via Teams, but audio not working. MK goes through Careers report:

* ‘What not to miss in Interpol’ handbook for 1st years lists Careers sessions e.g. CV writing, interviews, etc. Available to all years, not just 1st years.
* Series of webinars with guest speakers organised
* Drop-in sessions available
* 1:1 appointments available for individual careers advice

4.2. Student feedback:

* How long is careers service available to students after graduation?

TO – Careers service available to AU graduates for life

4.3. Technical issue of lack of audio for participants joining on Teams to be taken forward to L & T committee

5. **Student Matters**

**Year 1 / Module / Rep Role**

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|  | **Comments/Feedback:** | **Action  (where applicable):** | **Whose Action:** |
| **1** | Some complaints about a Part 1 module that students felt was not relevant to their study scheme, just a lot of guest speakers; a more substantive module that ties in to their degree scheme was requested  2nd yr Rep: the aim of the module is for you to enjoy the lectures | Take forward to L & T committee |  |
| **2** | Complaints about another Part 1 module – PowerPoints were gone through too fast, not enough time to take in the information  Comments from 2nd and 3rd yr Reps:   * lectures reduced to 45 mins, need to get through a lot of info * go through Panopto recordings, which can be paused, to take notes * 1st yr modules are preparing you for workload in future years * Lectures not enough in themselves – need to work in own time, prepare for seminars, workshops, etc. * More emphasis in Induction week on the transition in learning between school and university might be beneficial * **Specific advice needed perhaps for 1st years on how to take lecture notes** | Take forward to L & T |  |
| **3** | Criticism of another Part 1 module – pre-recorded lectures feel like a waste of money.  General consensus is that pre-recorded lectures don’t work – should be synchronous online, or in-person | Take forward to L & T |  |

**Year 2 / Module / Rep Role**

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|  | **Comments/Feedback:** | **Action  (where applicable):** | **Whose Action:** |
| **1** | Feels very different from last year – much more worthwhile attending lectures in person |  |  |
| **2** | Request for mock exams/assignments at the start of term | Discuss at L&T |  |
| **3** | Positive feedback on a 2nd yr module – unique format, develops useful skills e.g. scheduling your own work |  |  |
| **4** | Int. Students Rep  Essay writing and study skills sessions requested by 2nd yr international students  Discussion about accessibility of information on AU website, which is ‘like a labyrinth’, as study skills sessions are available somewhere.  Suggestion to use Tell Us Now to feed back to AU on more systemic issues. |  |  |
| **5** | Jt. Hons Rep  Feedback from some students that they don’t feel they belong in either department | Socials planned can help |  |
| **6.** | Welsh Medium Rep  Some initial confusion over timetable of module taught jointly with Cardiff Uni. Also Coleg Cymraeg portal less user-friendly than AU  A comment also on Accommodation website and Careers website in terms of provision of Welsh medium. |  | HL?  TO |

**Year 3 / Module / Rep Role**

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|  | **Comments/Feedback:** | **Action  (where applicable):** | **Whose Action:** |
| **1.** | Attendance record tab on Student Record has been removed – will it come back? General agreement that it is really useful  2nd yr Rep asks what students should do if they can’t attend a lecture. Discussion of attendance policy & recording and what has been communicated to students and what the expectations are regarding seminar and lecture attendance. | Take forward to L & T committee |  |
| **2.** | Survey by 3rd yr Rep on face-to-face v. Teams teaching:   * 57% prefer face-to-face lectures * 37% prefer synchronous online lectures if recording quality is good * Vast majority prefer in-person seminars * Significant preference for teaching in IP building itself, esp. main hall   Positive comments on dissertation module |  |  |
| **3.** | Issue with a particular module – all lectures recorded from past years, poor quality, hard to understand, esp. for 2nd language English students.  Students unhappy that they weren’t given the opportunity to change to a different module (or that nature of the delivery was not clarified).  **Request for CAPTION / TRANSCRIPT of lecture recordings** | Take forward to L & T |  |
| **4.** | International Students’ Rep:  Some criticism that 3rd yr modules focus too much on UK politics  Visa rule changes need to be clearly communicated to students | Raise visa issue with appropriate dept. |  |

7. **Chair’s Business**

7.1 Social events

* Pizza / quiz night to be arranged – consensus for a joint event for 2nd and 3rd years, ideally in first week of December

7.2 Diversity Working Group (DWG)

* General approval for Diversity prize

7.3 NSS

* In general, feedback was good. One issue raised was about assignment feedback: action point – survey of students for their views
* Reminder to feed back on individual modules through the MEQs

8. **Learning and Teaching Opportunities**

9. **Any other** **Business**

9.1. The requested vending machine will be installed shortly