

**PWYLLGOR YMGYNGHOROL I STAFF AC
IS-RADDEDIGION**

**STAFF STUDENT CONSULTATIVE
COMMITTEE**

Dyddiad: Dydd Iau 25 Ebrill 2013

Date: Thursday 25 April 2013

Amser: 4.00y.h

Time: 4.00pm

Lleoliad: Ystafell Gorllewin,
Adeilad Gwleidyddiaeth Ryngwladol

Place: West Room,
International Politics Building

MINUTES OF THE STAFF STUDENT CONSULTATIVE COMMITTEE

Present:

Lucy Taylor	Chair/Director of Undergraduate Studies
Huw Bennett	Deputy Director of Undergraduate Studies
Huw Lewis	Welsh Medium member of Teaching Staff
Glesni Davies	Academic Administrator
Bev Herring	Departmental Link Careers Adviser
Annie Carruthers	Undergraduate Secretary/Minute Taker

Joe Worthington	First Year Representative
Ben Holihead	Second Year Representative
Grace Burton	Third Year Representative
Andras Lederer	Third Year Representative
Henrik Jenssen	International Students Representative

Apologies:- Kris Stoddart Deputy Director of Undergraduate Studies

Absent:-

Sebastian Balcombe	Second Year Representative
Sophie Davies	Joint Honours Representative
Jacob Ellis	Welsh Medium Representative
Jonjo Robb	First Year Representative
Lukas Brueck	Exchange Students Representative
Lucy Sharman-Davies	Exchange Students Representative

1. Welcome and Introduction from the Director of Undergraduate Studies

Dr Lucy Taylor welcomed everyone to the meeting and introduced everyone to Bev Herring who has been tasked to get Inter Pol students interested in Careers and get ideas for what to do next year.

2. Focus on Careers – Bev Herring

Bev then went on to introduce herself – has been in the role since January 2013 and is responsible for the Careers service of six Departments. A report was then circulated around the panel (End of Year Report 2010-2011). Bev stated that in terms of engagement in careers education – no engagement in anything that's Welsh – although the Internship topic proved successful. The aim is to make it as interactive as possible. Bev explained that students tend not to take part in Group sessions, however, the one to one drop in clinics were inundated. The student reps suggested that the reason for the low participation in Group sessions could be due to communication – students get too many emails and don't read them all. It was added that many first years don't want to think about creating CV's and even the older years may not realise the importance of CV's or think they have the skills to write them but don't.

ACTION: It was decided that involvement with Careers should occur earlier on in the Academic Year. Both LT and BH agreed to discuss the insights from the meeting and factor these into discussions concerning the careers policy in the Department for next academic year.

3. Minutes of the Meeting held on Wednesday 6 March 2013

(4) Provisional registration has taken place.

(4c) Lucy Taylor inquired whether anyone has written to the Pro Vice Chancellor regarding the exam timetable. Andras stated he has but has had no reply thus far.

(6) Lucy Taylor had reminded staff that they should keep their Blackboard sites up to date and update lectures as appropriate. Also the Dissertation meetings with year two students are due to take place shortly. Efforts will be made to record these and make recordings available.

(7) Dr Taylor has reminded staff that they should be in their office for their office hours. She added that funding to support internships will be made available next academic year through a competitive process, probably with two deadlines per year.

4. Items from the Director of Undergraduate Studies

A hand-out on skills teaching in seminars had been forwarded to all SSCC members and was discussed. All of the student representatives agreed it was a good idea. Lucy Taylor stated that she was interested in getting students to write a lot in order to give them lots of practice – instead of one essay and one exam there would be two shorter essays and one final larger essay. Grace added that this type of approach in Seminars would encourage critical engagement. Andras suggested that it would be useful if the PTTS explain how to approach and structure an essay to students. Grace also suggested that presentations were an important area in need of attention. LT suggested that perhaps this could be addressed in another module, and was a good idea.

ACTION: The second 500 word exercise would be swapped in pairs – students can evaluate each other’s work. Dr Taylor will add an element of ‘interpretation’ to the structure of the plan.

5. General matters raised by the Undergraduate Students

6. Matters raised by First Years Representatives

Joe commented that for the essay submissions after Easter, the submission boxes weren’t available early enough - as a result had to submit essays into the office.

ACTION: Early submissions box will be put up more in advance in future.

7. Matters raised by Second Year Representatives

Ben inquired whether Undergraduates would be able to use the staff kitchen – Dr Taylor said no. Ben also asked why students have to submit an essay cover sheet with their electronic version on Blackboard – Glesni replied that this was because it was thought at one stage that essay submissions would only be done electronically. It was suggested that for next academic year the electronic copy did not need to have a cover sheet, but students must put their UCAS number as a header.

It was also noted that students who wanted to study European Politics next year can’t as there aren’t any modules on it. Lucy Taylor responded that there is a limited pool of people to convene modules and the European Politics situation is difficult but noted that this is a very valuable comment.

ACTION: Consider using student number as form of verification on electronic copies rather than essay cover sheets. Lucy Taylor will pass on the comments regarding lack of European Modules.

8. Matters raised by Final Year Representatives

Andras voiced his concern over modules; stated that his Study Scheme was cancelled in the First Year and a petition was signed by 150 students in Department. Andras stated that in that case it was due to lack of Theory modules and now there will be a lack of European modules. Andras added that as the Director of Undergraduate Studies change on a yearly basis it is not possible to plan ahead. Huw Bennett replied to these comments; three structural issues, where the University is located, its size and the Department doesn’t have much control over who is appointed into roles.

Grace commented that it would be an idea to reassure students regarding the Department’s status in the new Institute. The issue of Graduation was raised - some students have been told whilst others haven’t – this is proving to be an issue especially for international students. It was noted that having essay deadlines on the same day as the Dissertation deadline was a cause of stress for students. Grace also suggested that module handbooks should be released earlier.

ACTION: Lucy Taylor agreed to email students to update them on the status of the Department within the Institute. In regards to essay and Dissertation deadlines colliding – Dr Taylor will highlight

this for next time. In addition, she will look into the possibility of developing a short handout with lecture slots, assessments and key texts to be made available earlier than the module handbooks.

9. Matters raised by Welsh Speaking Representatives

No representative present.

10. Matters Raised by Joint Honours Representative

No representative present.

11. Matters raised by International Students Representatives

Lack of modules was highlighted – this was discussed in detail earlier in the meeting.

12. Any other business

Lucy Taylor thanked everybody for attending. Meeting adjourned at 17:50.