

## Minutes of the Staff-Student Consultative Committee

10 May 2018

### Present

James Vaughan (Director of Undergraduate Studies)  
Huw Lewis (Employability and Enterprise Officer and Director of Welsh Medium Studies)  
Glesni Davies (Academic Operations Officer)

Simon French (Hugh Owen Library)  
Anna McAdam (IP Careers Consultant)

James Murdoch (First Year Representative)  
Tihomir Hristov (First Year Representative)  
Jenny Melum (Third Year Representative)  
Sarah Lehmkuehler (International Students Liaison officer)

### Apologies

Charalampos Efstathopoulos (L&T officer)  
Iva Todorova (Joint Honours Representative)

### **1. Minutes from Previous Meeting**

1.1	Noted	Minutes from previous meeting were confirmed
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### **2. Matters arising from the Minutes and additional items by the Director of Undergraduate Studies**

2.1	Reported	Action points from the previous minutes, DUS to set up meeting with students in regards to the Russian Security module, DUS noted that a meeting had been set up but no students turned up.
2.2	Reported	Action point regarding printers in study area, printers had been taken away from staff offices when the university moved to central printers so it was noted there would be none purchased for the study room.
2.3	Reported	The outcome of the re-structure was reported and the following members of staff will be leaving for various reasons – Innana Hamati-Ataya, Ayla Gol, Gary Rawnsley, Kristan Stoddart, Iain Johnson-White, Meighen McCrae, Jenny Edkins, the department wishes to extend its gratitude for their contribution.
2.4	Reported	Pre-registration would be unaffected as a result of re-structuring.
2.5	Reported	First year peer mentoring would be advertised soon.

### **3. Matters concerning Careers/Employability**

3.1	Noted	Careers drop ins would continue until the end of term.
3.2	Noted	The Careers office will stay open all summer

3.3	Noted	Final year 'boot camp' will take place in June
3.4	Noted	Second Year AberForward summer internship, if interested contact Anna
3.5	Noted	AberConnections portal reminder, paid positions
3.6	Noted	Business start-up week is in June

#### 4. Matters Concerning the Library

4.1	Noted	As it is exam period access to the library is by library card only
4.2	Noted	Drop-in sessions have now finished but if there are any issues please e-mail Simon
4.3	Noted	There will be stock moves as Thomas Parry library is moved over, apologies for any disruption
4.4	Noted	New self-issue machines have been installed.
4.5	Noted	Discussion on loan periods.
4.7	Noted	Not directly related to library but regarding fresher's reading list can it be sent out sooner.
	Action	DUS noted that letters can be only be sent out at certain points due knowing who's places are confirmed, he agreed that the reading list needed to be re-vamped so he would look at this prior to September.

#### 5. Matters raised by First Year Representatives

5.1	Noted	Issues with recording on War, Strategy and Intelligence module, no volume.
	Action	Remind staff to turn on volume/use microphone etc and remind staff in September the mechanics of Panopto

#### 6. Matters raised by Second Year Representatives

6.1	Noted	Module convenor on one lecture turned off Panopto when talking about exams.
6.1.1	Noted	DUS had no problem in staff turning Panopto off as some sections may contain questions and answer so it may not be appropriate to record but agreed that staff need to give advance warning.
	Action	DUS to advise staff in the new term to advertise in advance if there are sessions not being recorded.
6.3	Noted	Students who have been accepted onto Parliamentary placement are not happy they have not been placed yet.
6.3.1	Reported	There are various hurdles in placing student, such as political preference, MP's availability and the department is trying very hard to find a place for everyone, this may not be possible for all who have applied
6.3.2	Noted	Suggestion of can applicants this year have first priority next year
	Action	L&T Agenda item to discuss parliamentary placement

6.4	Noted	Issues with strike action and attendance students being marked as absent.
6.4.1	Noted	Judgement was not made on attendance, if students are concerned regarding low attendance they can contact DUS.
6.5	Noted	Students concerned regarding affect on marks due to lectures not delivered.
6.5.1	Noted	Exam papers should not contain any compulsory questions of elements missed due to strike action
6.5.2	Noted	Department would be looking closely at discrepancies in strike modules

### **7. Matters raised by Third Year Representatives**

7.1	Noted	Unhappiness with PhD students marking essays at degree level
7.1.1	Noted	Only experienced PhD students are teaching on second and third year modules, individual modules convenors would then be responsible for moderation so department is confident that the marking process is done fairly as it goes through moderation and external examining

### **8. Matters raised by Joint Honours Representatives**

8.1	Noted	The representative was not present at the meeting
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### **9. Matters raised by Welsh Medium Representatives**

9.1	Noted	The representative was not present at the meeting
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### **10. Matters raised by International Students Liaison Officer**

10.1	Noted	Concerns were raised regarding some lecturers speaking to fast.
10.2	Noted	Student to raise this directly with module convenors

### **11. Matters raised by Employability Liaison Representative**

11.1	Noted	The representative was not present at the meeting
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### **12. Additional Items from Employability Officer, Student Experience officer and L&T officer**

12.1	Noted	No additional items to raise
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### **13. Any other business**

13.1	Noted	No further business
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