

Minutes of the Staff-Student Consultative Committee 15 November 2017

Present

James Vaughan (Director of Undergraduate Studies)
Charalampos Efstathopoulos (L&T Officer)
Glesni Davies (Academic Operations Officer)

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

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

Apologies

Elin Royles (Employability and Enterprise Officer and Director of Welsh Medium Studies)
Jacob Brice (Welsh Medium Representative)
Sophie Royle (Employability Liaison Representative)
Tyler Brook (Third Year Representative)
Sabrina Mangham (Second Year Representative)

1. Minutes from Previous Meeting

1.1	Agreed	It was agreed that the minutes of the SSCC meeting of 3 May were an accurate record of proceedings.
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2. Matters arising from the Minutes

2.1	Noted	No matters were arising from the previous minutes
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3. Matters Concerning Careers/Employability

3.1	Noted	Anna McAdam confirmed that she is still running two drop-ins in the department on a Monday afternoon and Tuesday afternoon
3.2	Agreed	After consultation with the representatives present, it was agreed that the drop-ins would continue during the exam period.
3.3	Noted	Elin Royles continues to send weekly newsletters out in regards to all the employability events
3.4	Noted	There has been good attendance in centrally organised workshops, such as CV writing, PG study and E-mentoring sessions.
3.5	Noted	Anna mentioned Aber connections, jobs portal, events automatically registered, a lot of students are not aware of this.

3.6	Noted	It was noted that the Careers Fair would run this year again, Civil Service, IP alumni back next Tuesday, employer activity , need students to attend, very well attended civil service fast stream
3.7	Noted	An IP alumni is coming to talk to students
3.8	Noted	Next Semester there will skills checklist that personal tutors will have to refer to in their meetings with tutees
3.9	Noted	There will be a question in regards to careers on the MEQ
3.10	Noted	Careers are interested to find out what workshops students want
3.11	Noted	Elin is doing certificate of employability, this certificate will demonstrate students engagement with employability events

4. Matters concerning the Library

4.1	Noted	Simon reported that the Level D renovation was still on schedule to open in January 2018
4.2	Noted	Simon continues to hold his Tuesday drop-in in the department from 11.30-12.30, he is also available at other times in the Library if students want to get in touch with him.
4.3	Noted	One representative mentioned that for one particular course there was only one book available in the library and with 50+ people it was very hard to get hold of that book, it was noted that through Primo you can request that books are bought back

5. External Examiners Report (UG)

5.1	Noted	The DUS explained the External Examiner role, indication from reports, happy degree scheme diversify form of assessment, taken on board, refresh. Inconsistencies, word count etc but this is something that is discussed with the externals
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6. Annual Monitoring of Taught Schemes (UG)

6.1	Noted	Action plans, major reforms, modules, degree schemes. There are two new degree schemes coming on board in September 2018 and discussions of new degree schemes for 2019 also.
6.2	Noted	Rationalisation, merge 2 degree schemes SS and IS, will replace Strategy Intelligence and security , good feedback from representatives
6.3	Noted	Peer observation of teaching
6.4	Noted	Admissions, school visits, lots happening
6.5	Noted	MEQ lectures/Seminars
6.6	Noted	SSCC, Peer mentoring officer, ad hoc?
6.7	Noted	Portfolio review, this year
6.8	Reported	The Social Science degree scheme had been abolished
6.9	Noted	Behind the headlines, skills and employability, module levelisation, continues.

7. NSS Action Plan

7.1	Noted	Response to NSS last year very good with 75% take up
7.2	Noted	Timetabling lower, teaching on Wednesday, students unhappy but it was explained that we cannot fit all teaching into one day
7.2	Noted	Attendance tell convenors to update attendance record if lectures are cancelled
7.3	Noted	Issues with classes for joint honours ongoing, tell personal tutor or DUS and deal with on an ad hoc basis.
7.4	Noted	Students Union link to Department now, try to bring into lectures??

8. Matters referred to SSCC by the Institute LTC

8.1	Noted	No matters to raise
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9. Enhancement of Learning Opportunities

9.1	Noted	Diversification or assessments, Oral presentations and so on. Staff encouraged to put 10% element seminar participation and will be in all first year modules next year. Department is trying to bring the normal culture at first year so that students get used to participation.
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10. Matters raised by First Year Representatives

10.1	Noted	Behind the Headlines workshop spent two hours looking at article, wish more time would have been put into how to write assignments, essay writing skills etc,
	Action	Action students to put on MEQ for feedback to convenor
10.2	Noted	2 or 3 lectures on the same topic on Exploring the International, DUS can deal with specific cases

11. Matters raised by Second Year Representatives

11.1	Noted	No representatives were present at the meeting
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12. Matters raised by Third Year Representatives

12.1	Noted	Not many issue to raise just to say that the Dissertation module was running well and most students are happy and positive about the module. Noted Ethical approval is important.
12.2	Noted	Some modules which had two assignments did not have feedback released ready for the second assignment.
	Action	DUS to look into specific cases if students bring them to light

13. Matters raised by Joint Honours Representatives

13.1	Noted	No additional items to raise
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14. Matters raised by Welsh Medium Representatives

14.1	Noted	The representative was not present at the meeting
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15. Matters raised by International Students Liaison Officer

15.1	Noted	Some essays were being marked down as the option of staff was different of that of the student, given them a disadvantage
	Action	Any individual cases to be raised to DUS and DUS to raise with staff
15.2	Noted	References technique some lectures prefer different style
15.3	Noted	Some International Students felt that they had a language obstacle with essays and did not know where to go for help, it was noted that help is available through the International English Centre and that students should be made aware of that.
15.4	Noted	Students felt if that they may be marked down and disadvantaged due to language skills in seminars, scared to make mistakes, seminar tutors provide atmosphere where they should not feel like that.

16. Matters raised by Employability Liaison Representative

16.1	Noted	The representative was not present at the meeting
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17. Additional Items from Employability Officer, Student Experience officer and L&T officer

17.1	Noted	No additional items to raise
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18. Any other business

18.1	Noted	No further business
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DUS thanked all participants and the meeting ended at 16.00