

Minutes of the Staff-Student Consultative Committee - 21 November 2018

Present

James Vaughan (Director of Undergraduate Studies)
Huw Lewis (Employability and Enterprise Officer and Director of Welsh Medium Studies)
Donia Richards (Academic Registry Officer)
Simon French (Subject Librarian, Hugh Owen Library)

(First Year Representative) – Oliver Parry
(First Year Representative) – Sam Hall
(Second Year Representatives) – Emily Shaw
(Third Year Representative) – Sarah Lehmkuehler
(Joint Honours Representative) Caoimhe Mallon
(International Students Liaison officer) – Vacant (Sarah Lehmkuehler – agreed to take on in meeting)
(Welsh Medium Representative) – Vacant

Apologies

Sabrina Mangham (Year 3 Representative)
Toni Orme

1. Minutes from Previous Meeting

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| 1.1 | Noted | Minutes from previous meeting were confirmed as a true reflection |
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2. Matters arising from the Minutes and additional items by the Director of Undergraduate Studies

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| 2.1 | Reported | Action point: First Year Reading List – this is to be revamped and send out earlier. |
| 2.2 | Reported | Action point: Parliamentary Placements – the changes requested have been made and brought forward. |
| 2.3 | Reported | The Director of Undergraduate Studies explained how the meeting worked to the new Representatives and asked if everyone had attended the training provided for representatives, if not to make sure to attend these. |
| 2.4 | Reported | There were 2 posts not filled:- Welsh and International Officer Representatives |
| 2.5 | Reported | <p>The Director of Undergraduate Studies brought a number of important documents to the meeting and discussed them in detail:-</p> <ul style="list-style-type: none">- Teaching Programme for 2019-20 – Semester 1 and 2 (final version to be available just before Easter ready for Pre-Registration for 2nd and 3rd year students).- Proposed Core Module changes to International Politics single honours degree scheme for 2019/20- ATMS 2018 Action Plan <p>Representatives were asked to feed back any comments that they had on the document to the Director of Undergraduate Studies, Dr James Vaughan.</p> |

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| | | Other documents - Module Evaluation Questionnaire - NSS Question Results |
| 2.6 | Noted | Overall statistics for MEQs was 89% and the Department were please with this. |
| 2.7 | Noted | 94.6% was gained in the NSS on Question Number 27, other areas did not score as well. |
| 2.8 | Noted | It was suggested to have a SSCC noticeboard and some drop in hours within the Department. |
| 2.9 | Noted | Students Union activities were also discussed |
| 2.10 | Noted | Staff/Students Community question:- How could that be improved upon? |
| 2.10 | Action | Any ideas/feedback on the Staff/Student Community question to let the Department know. |

3. Matters concerning Careers/Employability

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| 3.1 | Noted | Tony Orme was unable to attend but provided information which was tabled to the meeting, as follows:- |
| 3.2 | Noted | Careers Talks to Groups of Students – First years and “returners” were given presentations on Aber Careers during Induction Week. |
| 3.3 | Noted | Careers/Employability Sessions Curriculums – An additional Careers Lecture was given to First Year students as part of the Behind the Headlines module on 1 st /2 nd November |
| 3.4 | Noted | Careers Event – The Civil Service Fast Stream presented on relevant careers to students. On Wednesday, 21 st of November, there is a talk on Careers by an InterPol PhD Student in the Department |
| 3.5 | Noted | Careers Fair: The University Careers Fair was promoted to InterPol Student in October |
| 3.6 | Noted | Drop-ins and Guidance – Both drop ins and guidance sessions have been attended by InterPol Students so for this semester specific CV checks were offered to InterPol student applying to take part in the Parliamentary Placement Scheme. |
| 3.7 | Noted | Drop-ins – Held in the Interpol/History Building Foyer, weekly as follows: Monday – 1.30 – 2.30 p.m. (Most weeks) Wednesday – 9.30 – 1-.30 (Most weeks) Additionally, drop-ins are held each AM and each PM in the Careers Office in the Union Building. |
| 3.8 | Noted | Guidance Interviews: 45 minute appointments, in the Careers Office in the Union Building - These are available every morning and every afternoon during term time |

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| | | <ul style="list-style-type: none"> - If you want to specifically see Tony then I offer them, as follows:- - Tuesday – 9.30, 10.30 and 11.30 a.m. Thursdays – 2,3 and 4 p.m. - To book either do this in person at the Careers Office; by ringing 01970 622378 or by going on to “Aber Connections” on www.aber.ac.uk/careers and looking for “appointments” |
| 3.9 | Noted | It was noted that employability events/meetings were always on Wednesdays and that some Wednesdays were very heavy and that a number of students were taken away with sports activities. |
| 3.10 | Action | Jeff Bridoux, Benjamin Harries and Toni Orme to look into this and further dates. |

4 Matters Concerning the Library

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| 4.1 | Noted | Simon French was in attendance, and explained, if students had any Library Issues to bring them forward in the meeting or to email him direct with any queries/problems as they arise. He also noted the following:- |
| 4.2 | Noted | A number of changes had been made to: collections, floor plan updates and primo had been changed and been made more modern. |
| 4.3 | Noted | 40 books could be taken out at one time |
| 4.4 | Noted | Loans - for 1 week |
| 4.5 | Noted | No more Library Fines |
| 4.6 | Noted | Level E is being refurbished and there is a board in the Library for any Feedback |
| 4.7 | Noted | 1 st year representative noted that he could not find Articles on Primo/JST – Simon explained how to best use these sites |
| 4.8 | Action | If this happens again contact Simon, or if anything is missing to contact member of staff (Module Co-ordinator) |
| 4.9 | Noted | 3 rd year representative noted that the new loans system was good there are more books available. |
| 4.10 | Noted | 3 rd year representative noted lack of articles, TNF not available but J-Store was ok, and access to document supply within the National Library. |
| 4.11 | Action | Simon French asked for more feedback on what articles and he could then look at document supply, subscriptions, digitising and putting on reading list. Advised to ask member of staff (Module Co-ordinator). There should be no problem with document supply within the National Library. |
| 4.12 | Noted | 1 st year representative noted there was only hard copy of Ken Booth’s book and no digital version |
| 4.13 | Action | Student advised to contact member of staff (Module Co-ordinator), and/or mention it in MEQ, so that member of staff can look at having chapters digitised or having the MC to re-visit and offer an alternative text. |
| 4.14 | Noted | Joint Honours representative noted that a reading for a seminar was not available. |
| 4.15 | Action | Joint Honours representative was asked to send the name of the book and this could be looked into further. |

5 Matters raised by First Year Representatives

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| 5.1 | Noted | Last year on Behind the Headlines, assignments marks for the first assignment had not been released before the next assignment and students were not able to make use of that feedback in order to help/improve, for their next assignment. |
| 5.2 | Action | Dr James Vaughan explained that this should not happen and there should be a 3 week gap. Dr Vaughan will feedback to members of staff and Module Co-ordinators as necessary. |
| 5.3 | Noted | It was noted that deadline for Assignment crept up fast on students and a requested for reminders in Lectures, as good practice at the end of Lectures. |
| 5.4 | Action | It was explained that time management skills and student responsibility was key here. Dr Jim Vaughan agreed to remind staff to make this point to students. |
| 5.5 | Noted | Power point slides were small (font also), some were not in full screen and students felt they could not see everything clearly. When possible, power point slides should be uploaded prior to deliver as this is useful to students. |
| 5.6 | Action | Dr James Vaughan will contact staff regarding these issues. |

6 Matters raised by Second Year Representatives

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| 6.1 | Noted | Power point slides were small (font also), some were not in full screen and students felt they could not see everything clearly. Occasionally, power point slides were uploaded prior to deliver which was useful to students. |
| 6.2 | Action | Dr James Vaughan will contact staff regarding these issues |
| 6.3 | Noted | An Intelligence lecture had not been recorded on Panopto. |
| 6.4. | Action | Dr James Vaughan agreed to look into this, but explained possibly because of content/ confidentiality. |

7. Matters raised by Third Year Representatives

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| 7.1 | Noted | It was noted that some Dissertation Supervisors that were allocated, were not relevant for some students |
| 7.2 | Noted | Dr James Vaughan gave details of how Dissertations Supervisors are allocated and confirmed and encouraged students as good practice, to talk to any member of staff regarding their Dissertation. |
| 7.3 | Noted | No microphones were available in one of the Teaching room recently |
| 7.4 | Action | Raise in Module Evaluation Questionnaires. |
| 7.5 | Noted | Room allocation was noted as not ideal for some Seminars, set up in room was not suitable for the Seminar. |
| 7.6 | Action | Staff to look at allocated rooms from the Timetable Office and ensure room is appropriate. |
| 7.7 | Noted | Students attending the Crisis games will not be disadvantaged in any way, it is the Student's responsibility to catch up after attending. |
| 7.8 | Action | Students to inform Module Co-ordinators if attending crisis games. |

8 Matters raised by Joint Honours Representatives

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| 8.1 | Noted | Joint Honours – it was felt that there was overlap with different things for example start of term events, how to use library? |
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| 8.2 | Action | Dr James Vaughan agreed to look into this but this is a long term issue. |
| 8.4 | Noted | Some Workshops and Lectures had clashed and deadlines for some modules were close |
| 8.5 | Action | Student could change modules or make use of recording. If a serious issue to contact Personal Tutor. |
| 8.6 | Noted | Do Joint Honours Student have 2 personal tutors? |
| 8.7 | Action | Donia Richards to look into this. |

9 Matters raised by Welsh Medium Representatives

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| 9.1 | Noted | Welsh Medium Representatives - Vacant |
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10 Matters raised by International Students Liaison Officer

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| 10.1 | Noted | Sarah Lehmkuehler agreed to speak on behalf of the International Student Liaison Officer Representative as this post has not been filled |
| 10.2 | Noted | Exchanges Student entering in Semester 2, could not located relevant information eg essay referencing information |
| 10.3 | Action | Dr James Vaughan to liaise with Dr Patrick Finney regarding this and also speak to Dr Charalampos Efstathopoulos and suggest uploading generic information eg referencing to all Modules on BB for the Academic Year. |

11. Matters raised by Employability Liaison Representative

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| 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

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| 12.1 | Noted | No additional items to raise |
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13 Any other business

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| 13.1 | Noted | Student were aware that the Provisional Examinations Timetable had been released, but had not seen an e-mail from the Department. |
| 13.2 | Action | Donia Richards to circulate to all students as soon as possible. |
| 13.1 | Noted | Date of Next Meeting – possibly last Wednesday in January |
| 13.2 | Action | To be confirmed by e-mail in due course |
| 13.3 | Noted | No further business |