

Minutes of the Staff-Student Consultative Committee 7 March 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)

James Murdoch (First Year Representative)
Tihomir Hristov (First Year Representative)
Sabrina Mangham (Second Year Representative)
Susannah Williams (Second Year Representative)
Iva Todorova (Joint Honours Representative)
Sarah Lehmkuehler (International Students Liaison officer)
Sophie Royle (Employability Liaison Representative)

Apologies

Anna McAdam (IP Careers Consultant)
Jenny Melum (Third Year Representative)

1. Minutes from Previous Meeting

1.1	Noted	Minutes from previous meeting were not available during meeting
-----	-------	---

2. Matters arising from the Minutes and additional items by the Director of Undergraduate Studies

2.1	Noted	No matters were arising from the previous meeting
-----	-------	---

3. Matters concerning Careers/Employability

3.1	Noted	Anna McAdam was unable to be present at the meeting but she did send a brief update via e-mail
3.2	Noted	Main events for careers over the next couple of weeks are 'Working for the Foreign and Commonwealth Office, due to be held Monday 12 March in the Main Hall, International Politics & Aberystwyth Spring Careers Fair to be held Tuesday 13 March.
3.3	Noted	Anna McAdam is continuing to offer drop-in sessions for students

4. Matters Concerning the Library

4.1	Noted	Renovations have been made and the new library is now open
-----	-------	--

4.2	Noted	Simon French continues to offer drop-in sessions in the Department on Tuesday mornings at 11.30 or he advised students to drop him an e-mail if they wanted advice.
4.2	Noted	A representative pointed out the colour coded on 24 hour loans and 3 day loans, the confusions between red and yellow. Simon agreed that this was a historic issue and would bring it up again.

5. Matters raised by First Year Representatives

5.1	Noted	There were issues with the process of exchange programme and the inconsistencies between the International office process and the departmental process. International office only required students to submit 250 words and no interview but the department offered a more competitive process. It was noted by the DUS that we do have limited spaces so the process in the Department had to be as fair as possible.
5.2	Noted	Students would like staff to tell them if lectures were actually happening as there are a lot striking so students are not actually sure of what lectures are on or not.
	Action	DUS to e-mail staff a reminder to let their students know.
5.3	Noted	There is an event abroad on the 30 th and 31 May that will affect 13 people across 1 st and 2 nd year, a point was raised if the exam timetable could ensure that no exams were scheduled during those days for the students concerned. The DUS pointed out that the exam timetable is organised centrally and is not controlled by the department, we would not normally make any specific requests for individual students.
5.4	Noted	Could e-mails be sent with English medium first as students have to scroll past a long list before getting to the English, it was noted that it was University policy that Welsh must always come first.

6. Matters raised by Second Year Representatives

6.1	Noted	It was noted that students concerned about content missed during strike action and if they were going to be assessed on this. DUS reported that as the strike was still going ahead it was difficult to report on this at the moment, but the department would hope to keep track on this and to ensure when exam papers are set that any component that has not been taught would be left out of the choices of questions.
6.2	Reported	DUS reported that individual extensions will not be offered to students due to strike action but staff may well move deadlines as a whole, this would be in fairness across the board.
6.3	Noted	Noted that there were no 24 hour computer off campus, DUS replied that this is obviously not a departmental matter but with the Old College regeneration this may be something that students may want to raise in regards to the Old College project.

6.4	Noted	It was noted if a printer could be put into the Study Area
	Action	Look into printers in study area
6.5	Noted	It was noted there had been issues with the Russian Security module and some students had issues with the process,
	Action	DUS to set up meeting with students concerned and Module convenor

7. Matters raised by Third Year Representatives

7.1	Noted	The representatives were not present at the meeting
-----	-------	---

8. Matters raised by Joint Honours Representatives

8.1	Noted	No additional items to raise
-----	-------	------------------------------

9. Matters raised by Welsh Medium Representatives

9.1	Noted	The representative was not present at the meeting
-----	-------	---

10. Matters raised by International Students Liaison Officer

10.1	Noted	Concerns had been raised by some exchange students regarding the strike. DUS noted that they should gain credits and that there were no plans at the moment to boycott marking
10.2	Noted	Attendance issues, low student numbers. DUS reported that at the moment the department could not take any action against low attendance as it had to ensure staff had cancelled lectures/seminars off the record so no students had been called in during the strike period
10.3	Noted	One module the lecturers just flips through PowerPoints, this was an issue for students with language skills. DUS responded that students could raise this with himself (out of the SSCC situation) or if they were uncomfortable then this could be done through MEQ or Your voice matters.

11. Matters raised by Employability Liaison Representative

11.1	Noted	No additional items to raise
------	-------	------------------------------

12. Additional Items from Employability Officer, Student Experience officer and L&T officer

12.1	Noted	No additional items to raise
------	-------	------------------------------

13. Any other business

13.1	Noted	No further business
------	-------	---------------------