

MINUTES OF MEETING 4: 27 APRIL 2017 – to be formally approved at Meeting 1 of 2017/8

PRESENT: Zaid Naser Aldeen, Shaun Ang, Natalie Belgrove, David Bence, Sam Brill, Philipp Cheng, Philip Cooper, Claudia Cuellar Hattam, Kristof Ehringer, Jane Hunt (Secretary), Sarah Jones, Richard Knight (Chair), Bobo Kuan, Sophia Lavecchia, Dana Lattouf, Romance Levy, Joanna McHugh, Helen Rhodes, Tony Roath, Matt Rusling, Keiran Shergill, Laura Stubbs, Gaviya Uthayakumar, Zeynep Yalabik. **In attendance:** Margaret Greenwood for Item 9.

| PARA | Richard Knight, Chair, opened the meeting by welcoming all attendees. | ACTION |
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| 033 | <p>APOLOGIES FOR ABSENCE Received from Lucas Baynes, Ombeline Denant, Rachana Erkale, Paarth Gupta, Anna Heis, Diana Moore, Jens Roehrich, Karoline von Oppen, Eliza Shaw, Tom Woods.</p> | |
| 034 | <p>MINUTES OF LAST MEETING (Paper 018) The Minutes of 13 February 2017 were agreed (proposed by Philipp Cheng, seconded by Tony Roath).</p> | |
| 035 | <p>MATTERS ARISING, INCLUDING ACTIONS ON ITEMS RAISED AT PREVIOUS SSLC MEETINGS <i>This item was taken out of sequence prior to Sarah Jones’s arrival</i></p> <p><u>Para 029 NSS</u> – Philip Cooper reported that all programmes had achieved the 50% threshold with BAF responses particularly strong, in the 80%, but BBA at 58% as of 24 April. Timing of Easter vacation and FYP commitments (for BBA) could be having an effect. He had been urging completion, especially now the SU boycott had ended. Chair and Philipp Cheng to post Facebook reminders.</p> <p><u>Para 030 SEO Events update</u> - Laura Stubbs said two further BAF mentors were sought. BBA mentor training was taking place at the same time as the current meeting, hence a number of absences.</p> <p><i>Sarah Jones joined the meeting.</i></p> <p><u>Para 024 Support for Unit Choices</u> – Unit choice presentation events had taken place for all 2017/8 year 2 and final year students. Laura Stubbs requested feedback as new formats had been used (Panopto, Moodle). Sarah Jones said that subject mappings had now also been made available. The Chair said it had been difficult to recruit students to help at the events, especially BBA4 – who may have had FYP commitments.</p> <p><u>Para 024 BBA Housing</u> – The Chair had been in touch with BBA3 Placement Reps Beanie Watson and Harry Cobbold, but had not yet received a response. Sarah Jones had received the results of a survey sent to Years 1, 2 and 3 – an encouraging number of responses. She was working with Reps to put actions in place. It was suggested that a Q&A session could be run with the Accommodation Office. Probably too late in the process for this year, but could be requested for next academic year. Matt Rusling mentioned that this could take place in PDP sessions, so guidance could be directed towards particular needs and preferences.</p> <p><u>Para 024 Offer-holder Open Days</u> – On behalf of Diana Moore, the Secretary reported that seven events had taken place this season – a mixture of single-programme and all-programme events. All had gone smoothly - special thanks to the student helpers who had made a fantastic contribution. Sarah Jones commented how much easier this made the running of the open days and she encouraged all students to participate.</p> | <p>Student Chairs</p> <p>Reps (re feedback)</p> <p>SJ/MR</p> |

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| 040 | <p>ANNUAL REVIEW OF THE FEEDBACK POLICY (Papers 020 a and b) Philip Cooper said the papers would be presented at the next SLTQC and he did not propose substantial changes to either. The Chair asked Reps to look through the documents and send any comments to him.</p> | Reps/ Chair |
| 041 | <p>ANNUAL REVIEW OF THE PERSONAL TUTORIAL SYSTEM (Paper 021) Margaret Greenwood, Senior Tutor, presented her report. Developmental work during the year had been concentrated in four main areas:</p> <ol style="list-style-type: none"> 1) On-line system for recording personal tutor meetings and other support interactions 2) Staff development and training 3) Development of on-line resources for students and staff 4) QA33 – Quality assurance code of practice – personal tutoring <p>1 and 3 had proved so successful they were being adopted more widely by the university. The new reporting facility in (1) was limited to certain staff to ensure student confidentiality.</p> <p>Different student support mechanisms existed in the faculties, e.g. SEOs did not have the same responsibilities and scope as those in SoM. This meant SoM students could have difficulty answering NSS questions referring to different levels of provision (e.g. ‘careers advice’).</p> <p>Romance Levy asked whether ‘confirmation of tutor/tutee contact’ only applied to ‘in-person’ communications. It was confirmed that a contact could be other than by face-to-face meeting (eg by email) and that continued non-response would be a basis for concern.</p> <p><i>Margaret Greenwood left the meeting.</i></p> | |
| 042 | <p>ANNUAL UGSSLC REPORT The Chair said that a report summarising UGSSLC activity in 2016/7 had to be submitted by 2 June to the Students’ Union. This was a <i>pro-forma</i> document that he and Philipp Cheng would complete with the assistance of the Secretary.</p> | Chairs/ Sec |
| 043 | <p>ANY OTHER BUSINESS Beanie Watson (BBA3 Placement Rep) had queried the £1,000 fee charged for BBA FYP sponsors to cover ‘administrative costs’, which was a potential source of dissatisfaction for students. Sarah Jones said that all BBA3’s had been emailed about the fee - this was the first she had heard of an issue. The Chair confirmed that BBA4 had also received the email. It was decided that Sarah would contact Beanie and look into this issue with her.</p> | SJ |
| | <p>There was no further business and the Chair closed the last meeting of 2016/7 at 2.05 pm.</p> | |