

UNIVERSITY OF GLOUCESTERSHIRE

Faculty of Education, Humanities and Sciences

FCH STUDENT STAFF LIAISON COMMITTEE (SSLC)

Minutes of meeting held on Wednesday 21st January in CEAL 102 at 2.15pm

Membership:

STAFF

Keith Sharp	Campus Dean FCH	✓
Duncan Lean	Student Representation & Experience Coordinator	✓
Dai Jones	Faculty Co-ordinating Senior Tutor	✓
Chris Peers	Campus Resource Manager	✓
Hazel Willis	Deputy Head of Natural & Social Sciences	✓
Debbie Thacker	Deputy Head of Humanities	✓
Nina Iffland	FCH Help Zone Manager	A
Andrea McGowan	Senior Lecturer in Primary English	✓
Lizzie Harkness	Student Union Education and Welfare Officer	x
Sarah Kennedy	Learning Centre Manager	✓
Denise Puxty	FCH Campus Office Operations Manager	✓

STUDENTS

Charlotte Ferguson (Chair)	Psychology	✓
Richard Charlesworth	Education	✓
Krystina Bones	Psychology	✓
Katie Hammond	English Literature/Creative Writing	✓
Adam Henry	Landscape Architecture	✓
Luke Warner	Creative Writing	✓
Donna Kai Wilson	Creative Writing	✓
David Attwood	Education	✓
Emma Haskayne	English Language	x
Joshua Allen	English Language	A
Chris Oakman	History	x
Jo Padwick	Religion, Philosophy and Ethics	x
Andrew Hughes	Sociology	x
Jasmine King	History	x
Vincent Costello	Post Graduate Certificate in Education, Primary	A
David Dovey	Teacher Training	x

In Attendance: Sandra Henderson Officer, Vera Telford , Careers Advisor, Anna Donough for Nina Iffland, Help Zone.

FCSSLC.09.01 Apologies

FCSSLC.09.01.01 There were Apologies from Dominic Stapleton, Heather Simpson, Kirsty Dudek, Nina Iffland and Louisa Jessup, (Help Zone), Marie Palmer, Hannah Townsend, Faye Ramsay, Joshua Allen, Vincent Costello.

FCSSLC.09.02 Matters arising

FCSSLC.09.02.01 The Chair referred to the minutes of the first meeting held on 27th October 2008 (confirmed as an accurate record) and noted that all actions had been taken: FCSSLC.08.05.02; Emma Haskayne and Jasmine King had attended the FASQC meeting with Ian Thackray. FCSSLC.08.07.02; Timetabling to avoid Wednesday afternoons (sport) was currently in process. FCSSLC.08.08.01; Locker Provision had been actioned with extra lockers available and being used. FCSSLC.08.08.03; A reminder to all students and staff about the security of Bikes on campus had been sent out. FCSSLC.08.10.02; The Learning Centre Manager, Sarah

Kennedy, inadvertently left off the list of invitees for the first meeting was now present and Learning Centre opening hours were widely noted around the campus, on the web page and plasma screens.
FCSSLC.08.09.03; All students should now be aware of their Academic Review Tutors.

FCSSLC.09.03 National Student Survey (NSS) (SREC/SU Sabbatical)

FCSSLC.09.03.01 Duncan Lean clarified and explained the importance of the National Student Survey carried out amongst 3rd year students prior to graduation and encouraged information to be disseminated to 3rd year students to make them aware of the survey and the importance of completing this survey on line, in the Learning Centres or at the Help Zones, with token rewards of pens and sweets to encourage completion during the current two weeks.

FCSSLC.09.04 Job Shop Temps

FCSSLC.09.04.01 The Dean, Keith Sharp, explained the ‘on Campus Student Employment’ project and said that the aim was to progressively, year on year, identify roles for student employment to cover regular staff posts where applicable and set up the University’s own Temp Agency. Some work could attract credits towards modules through work based learning. Personnel had formally agreed to the Job Shop with a requirement for Departments to approach the Job Shop in the first instance for employment of students up to 100 hours with students registering with the Job Shop or registering on line as a first step.

FCSSLC.09.05 Careers Centre (Careers)

FCSSLC.09.05.01 Vera Telford, Careers Advisor, was introduced and spoke about the Careers Centre, its role, the link for FCH Careers Advisors and the drive to encourage students to use the Careers Centre more. Vera noted that the Centre would like to have student views on the use of the Careers Centre, how information about the Careers Centre could be more widely disseminated to make more students aware. She noted that there was basic contact in the first year with specific Departments approached during the second year to look at careers menus and greater involvement in the final year towards employment after graduation.

FCSSLC.09.05.02 It was suggested that the Careers Centre could become more visible in the Refectory, Main Foyer, the Learning Centre and at Careers Events to promote focus groups and workshops to cover issues from CVs to links into work based learning. Vera asked for contact to be made through the Careers Centre and would be happy to meet with individuals or groups to take Groups and Workshops forward.

FCSSLC.09.06 Equality and Diversity

FCSSLC.09.06.01 Duncan Lean spoke about the legal requirement for the University to address Equality and Diversity noting that there would be a review of these issues led by the Director of Communications, Paul Drake, to provide an action plan over two years to eliminate discrimination including age, sexual orientation and religious beliefs amongst other issues. Any input would be appreciated and could be fed back to Anna Donough, Disability Advisor, or Paul Drake.

FCSLCC.09.07 Students Items

FCSSSLC.09.07.01 Recycling Facilities: In the absence of Richard Charlesworth who wished to raise this issue, the lack of recycling provision in the FCH Residences and accommodation was raised. Chris Peers noted that the situation was improving gradually with the provision of recycling bins to residential areas but off site landlords do not offer the facility. It was noted that waste could be brought onto Campus for recycling in the correct way where practical. Chris Peers asked that recycled waste was not mixed in bins as this rendered the whole bin un-recyclable.

Action: Chris Peers/Andy Simpson

FCSSSLC.09.07.02 Card Charging: The Chair noted the lack of machines on Campus to charge cards for Learning Centre purchases, i.e. for printing. The Learning Centre Manager was asked if provision of on-line top up could be considered, but noting that the top ups for the on line shop were taking 24 hours to clear before these funds could be used, it was not clear if the same system would be suitable. This would be taken to the newly formed Faculty ICT Users Group for resolution.

Action: Dai Jones

FCSSSLC.09.08.02.1 The request for more printers for use by students would be resolved as soon as possible with Clive Fenton (ICT Manager).

Action: Hazel Willis/Chris Peers

FCSSSLC.09.07.03 Furniture in CEAL: The Chair noted that the use of the PCs on top of the high cupboards in the CEAL Building was restrictive when using the chairs provided as the cupboard doors restricted leg movement. It was noted that the design was deliberate to prevent long term use of the computers. It was agreed that this item would be taken to Martin Jenkins, CEAL Manager, to look at the possibility of providing more low level PCs if the number of PCs provided is not considered sufficient.

Action: Chris Peers/Martin Jenkins

FCSSSLC.07.04 Other Student Issues:

Remote access to the 'n' drive for students

Action: Sarah Kennedy/Clive Fenton

Complaints about the cost of printing, especially for the assignment questionnaires for Psychology and the issue of print credits

Action: Hazel Willis

A request from Duncan Lean to report on the amount of 'spam' and University email received by students and if this was a cause for concern. Spam email was being addressed by Sarah Kennedy and Clive Fenton.

Action: Sarah Kennedy

A problem had been noted during the first week of term when a module was missing from the timetable and a lecture was missed. Dai Jones would take this to the Student System user group.

Action: Dai Jones

FCSSSLC.09.08 Staff Items (Staff Vice-Chair)

FCSSSLC.09.08.01 Impact of the shape of the Academic Year: It was noted that the start of the term was particularly early giving no time for proper rest and many students felt unprepared for the new semester so soon after Christmas and New Year. Some work was due in by 7th January and this had been difficult even though the Learning Centre had re-opened from Saturday 3rd January. An extra week was requested.

Action Dai Jones

FCSSLC.09.08.02 Assessment Feedback issues: Dai Jones noted concerns from staff that assignments were not being picked up after marking and comments needed to be read to guide future pieces of work. It was noted that some students had complained of lecturer's comments not being legible. Hazel Willis noted that the ICT Working Group were considering on-line submission, assessment and marking and the implications of introducing the system in the future. It was also suggested that, in the interim, assignments could be picked up from the relevant Academic Review Tutors for feedback and any issues about legibility.

FCSSLC.09.08.03 Other Staff issues: Sarah Kennedy raised the problem of the closing down of the Learning Centre for 9pm each evening and the problems of late printing within the closing down half hour period from 8.30 to 9pm. It was noted that the Assignment drop boxes were not a problem as these were secure. It was agreed that notices could be displayed stating the closing down period and the request to not print after 8.30pm or to seek an agreement to a directive to inform students that printers would not be available after 8.30pm

Action Sarah Kennedy

FCSSLC.09.09. SU Items (SU Sabbatical)

FCSSLC.09.09.01 Duncan Lean highlighted the possibility that the Summer Ball would not be held unless 2000 tickets could be sold within a two week period between 26th January and 2nd February. The date for the Ball was 16th May, ticket price was £35.00 but because the Ball had made a significant loss last year it would not be held unless advanced sales were sufficient to cover the costs.

Action: All Reps

FCHFE.09.10 Any other business

FCHFE.09.10.01 Chris Peers reported good news about the use of the Hardwick Gym and Sports Facilities, praising Matt Wickers for arranging a large number of activities for both staff and students to enjoy. She encouraged the use of this facility now that it was available.

Action: All Reps

**FCHFE.09.11 Date and Time of Next Meeting:
The next meeting will be Monday 20th April 2009 at 2.15pm in the
CEAL Building CE 102**