

UNIVERSITY OF GLOUCESTERSHIRE

Faculty of Education, Humanities and Sciences

FCH STUDENT STAFF LIAISON COMMITTEE (SSLC)

Minutes of meeting held on Monday 27th October 2008 in CEAL 102 at 2.15pm

Membership:

STAFF

Keith Sharp	Campus Dean FCH	A
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	✓
Andrea McGowan	Senior Lecturer in Primary English	✓
Lizzie Harkness	Student Union Education and Welfare Officer	✓

STUDENTS

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

In Attendance: Sandra Henderson Officer.
Ian Thackray in his capacity as Chair of Faculty Academic Standards & Quality Committee (FASQC)

FCSSLC.08.01 Welcome and Apologies

FCSSLC.08.01.01 Dai Jones welcomed everyone to the first meeting of the SSLC and sat as Chair for this first meeting.
There were Apologies from The Dean, Keith Sharp who was away abroad on business, Heather Simpson, Education & Learning and Richard Charlesworth, Teacher Training.

FCSSLC.08.02 Introductions/Terms of reference

FCSSLC.08.02.01 The Chair asked for individual introductions and explained the Terms of Reference for the SSLC. It was explained that the Committee had been formed to liaise with students and staff, staff membership was as above with, ideally, one student representative from each course. (It was subsequently noted that there was an omission in the staff membership and that the Learning Centre Manager would be invited to attend the next meeting). Issues not resolved at SSLC would be taken to FCH Faculty Board and any issues not resolved at Faculty level would be taken to the

Student Affairs Committee supported by Hazel Willis, Duncan Lean the Chair and Vice Chair from the SSLC.

FCSSSLC.08.02.02 Duncan Lean outlined his role as support to the student representatives should they require advice, training, help with organisation issues, posters, business cards, plasma screen information and other general advice.

FCSSSLC.08.03 Election of Chair and Vice Chair

FCSSSLC.08.03.01 Dai Jones asked for volunteers for the Chair SSLC and the Vice Chair SSLC and two volunteers were duly allocated. Charlotte Ferguson was made Chair and Andrew Hughes Vice Chair for this term of office (one Academic Year).

FCSSSLC.08.03.02 The meeting procedure was explained and it was noted that the next meeting would be held on 21st January 2009 (Amendment to the Agenda: noted that 21st January was a Wednesday and not a Monday). Dai Jones would meet with the Chair and Vice Chair to draw up the Agenda nearer the time and any items brought up after the Agenda had been produced could be dealt with under Any Other Business.

FCSSSLC.08.04 Election of Student Representatives for Faculty Board

FCSSSLC.08.04.01 It was explained that there were two Faculty level committees that would require student representatives: Faculty Board (understood to be 6 Representatives) and Faculty Academic Standards and Quality Committee (FASQC) (2 representatives)

FCSSSLC.08.04.02 7 Student volunteer Representatives were accepted for Faculty Board:
Emma Haskayne
Joshua Allen
Andrew Hughes
Jasmine King
Krystina Bones
David Dovey
Adam Henry

FCSSSLC.08.05 Election of Student Representatives for FASQC (for 11/12/08 meeting)

FCSSSLC.08.05.01 Ian Thackrey explained that FASQC was concerned with the review and validation of programmes, approved and monitored with annual reports from each course and other functions. 2 student representatives would be required for each committee meeting producing a Thematic Review to develop new policy and proposals. FASQC meets 7 times a year, two meetings had already been held. On 1st December there would be a joint meeting to discuss reports and the next FASQC meeting will be held on 11th December.

FCSSSLC.08.05.02 Two volunteer representatives were appointed to attend FASQC:
Emma Haskayne and
Jasmine King
who would meet with Ian Thackray in the near future.

Action: Ian Thackray

FCSSLC.08.06 Feedback from Faculty Course Boards

FCSSLC.08.06.01 It was reported that some concern had been expressed about the length of some of the Induction Week events, in particular the trip to the Forest of Dean and the long gaps between events for those students living out of the area. Dai Jones said that the Induction Week events were under constant review.

FCSSLC.08.06.02 It was noted that some bursaries had been deferred.

FCSSLC.08.06.03 It was noted that the Gloucester Suite space would only be teaching space for a further year and then would be used as office space with alternative, superior, teaching space provided. Catering issues had also been addressed by the Campus Resources Manager.

FCSSLC.08.07 Timetabling of modules on Wednesdays

FCSSLC.08.07.01 There was discussion about the occasional timetabling of modules on Wednesday afternoons which were to be left free for sporting activities. It was noted that the Help Zone Manager had managed to intervene on occasions to change the timetable to allow participation in sporting events but that it would be recommended to Course Leaders that no compulsory modules would be timetabled for Wednesday afternoons in future.

FCSSLC.08.07.02 Hazel Willis said that she could speak to Course Leaders for NSS and Debbie Thacker for Humanities to look into this area, noting that Education did not teach on Friday.

Action: Hazel Willis & Debbie Thacker

FCSSLC.08.08 Locker Provision

FCSSLC.08.08.01 The Campus Resources Manager had noted the requirement for lockers to provide safe storage for students to store Motorbike helmets and outdoor gear whilst at University and had arranged to provide two storage areas: with one set in the Priory (full length locker and four smaller units) which would require card access and one set near TC009 in the alcove. Keys would be provided for the academic year on payment of a returnable deposit.

FCSSLC.08.08.02 There was a request for more lockers for general use, book storage etc.

Action: Chris Peers

FCSSLC.08.08.03 Bike thefts were prevalent and the Campus Resources Manager advised students to purchase the strongest lock available, a 'D' lock, for both bikes and any removable wheels. Saddles should be removed where possible also. An advice message would be sent to all students.

Action: Duncan Lean

FCSSLC.08.09 Discussion Topics

FCSSLC.08.09.01 It was noted that the new Help Zone had been a success and all students were finding it very useful.

FCSSLC.08.09.02 Notes on how to get Apple Mac users onto the network were available in the CEAL Building.

FCSSLC.08.09.03 Reassurance was given that Academic Review Tutors should be available to consult and times of availability should be posted on the Academic Review Tutors' office doors. A list of staff assigned as Academic Review Tutors would be produced with clarification of their roles and joint Academic Review Tutors and their roles would also be clarified. This would be taken to the Student Affairs Committee for further discussion on the role of the Academic Review Tutors and their expectations and for information and modified guidelines to be produced.

Action: Dai Jones, Debbie Thacker, Hazel Willis

FCSSLC.08.09.04 The Feedback from the Freshers' Fayre held at the Park was good overall but thought to be too Park orientated and many FCH students stayed at FCH. It was noted that the general feeling was that the Ball was not worth £25 and decoration promised had not materialised.

FCHFE.08.10 Any other business

FCHFE.08.10.01 Reporting from the Course Boards, it was noted that mature students found the compulsory modules were a good introduction to academic life but changes were under consideration for next year to address presentation and differing attitudes to the skills modules, with FASQC managing the process.

FCSSLC.08.10.02 It was noted that a representative from LIS had inadvertently not been invited to this meeting which would be rectified by inviting Sarah Kennedy, Learning Centre Manager, to the next meeting in January and providing her with the minutes of this meeting. It was noted that a request would be made to the Learning Centre Manager to make more widely known the out of hours opening times for the use of part of the Learning Centre, i.e. 6am to 2am.

Action: Sandra Henderson

**FCHFE.08.11 Date and Time of Next Meeting:
The next meeting will be Wednesday 21st January 2009 at 11.15am in the CEAL Building CE 102.**

Post meeting note: Richard Charlesworth expressed an interest in being a representative on Faculty Board.