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## University of Gloucestershire

### Faculty of Sport, Health & Social Care

#### Staff Student Liaison Committee

Meeting held on Wednesday 3<sup>rd</sup> December 2008 at 11.15, in OX-TC117 at the Oxstalls Campus.

#### Membership:

Andy Pitchord (Chair)	Deputy Head of Department Sport & Exercise	A
Jo Hardman (Vice-Chair)	Principal Lecture (Students)	√
Charley Cooney	(SU Campus Sabbatical Sports Officer)	A
John Deane	(Associate Dean/Head of Department Sport & Exercise(HoD)	√
Mark Elliot	(Senior Co-ordinating Tutor)	A
Duncan Lean	(SREC -Student Representation & Experience Co-ordinator)	√
Madeleine Howe	(FASQC Chair)	A
Liz Rudge	(Help Zone Manager)	√
Ali White	(Senior Co-ordinating Tutor)	A
Carole Wrightson	Learning Centre Manager	√

#### In attendance:

Juile Heyden (Officer)	Senior Administrator	√
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#### Student Reps:

Lauren Albans	Health and Social Care (HH) Level I	x
Chris Arnold	Sports Development (SPD) Level III	x
Joel Arnold	Performing Arts (PFA) Level I	x
Annabel Asole	Health and Social Care Practice (HSP) Level I	x
Amy Birkett	Health Community and Social Care (HH) Level I	x
Kirsty Boswell	Health Community and Social Care (HH) Level II	x
Kirsty Chamberlain	Sports Education (SI) Level II	√
(Lisa) Thanh Chiu	Performing Arts (PFA) Level I	x
Shaun Cobden	Sport Science (SPS) Level I	A
Jonathan Cook	Sport Science (SPS) Level I	x
Ashleigh Cope	Sports Development (SPD) Level I	x
Mark Donochie	Sport and Exercise Sciences (SX) Level III	A
Alexandra Giles	Social Work (SW) LII	x
Ashley Harris	Sports Development (SPD) Level I	A
Charmaine Hofmann	Health Community and Social Care (HH) Level II	A
Melanie Holmes	Sports Therapy (SPT) Level I	√
Jemima Howe	Sports Education (SPE) Level I	√
Daniel Humphris	Sports Education (SPE) Level 1	√
Katy Jones	Health Community and Social Care (HH) Level II	x
Sian Jones	Children and Young People's Practice (CYP) Level II	x
Rob Kinaham	Social Work (SW) LII	A
Charlotte Knowles	Social Work (SWU) LI	x
Jennifer Lewis	Health and Social Care Practice (HSP) Level II	x
Ella Morton	Sport Science (SS) Level III	x
Elizebeth Neale	Mental Health Practice (MHP) Level I	x
Ann Marie O'Loughlin	Social Work (SW) LII	x
Hannah Pearson	Sports Education (SI) Level II	x
Beverley Pitter	Social Work (SW) LII	A
Kathryn Powell	Sports Education (SI) Level III	√
Mike Powell	Sport Fitness (SPF) Level I	√
Elizabeth Rawlings	Sports Therapy (SPT) Level I	√
Susie Sheppard	Sports Education (SI) Level III	A
Sarah Starr	Social Work (SWU) LI	x
Joanna Surowiec	Sport and Exercise Sciences (SX) Level II	√
Rebecca Welch	Social Work (SW) LII	A
Lisa Wilber	Sports Coaching (SPC) Level I	A
Chloe Wilks	Health Community and Social Care (HH) Level II	x
Samantha Whorlow	Sport Science (SS) Level III	x

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**OX/SSLC/08.08**

**Welcome and Apologies**

The Vice-Chair welcomed everyone to the meeting and outlined the Agenda. Apologies were received from Charley Cooney, Mark Elliott, Madeleine Howe, Ali White, Shaun Cobden, Mark Donochie, Ashley Harris, Charmaine Hofmann, Rob Kinaham, Beverley Pitter, Susie Sheppard, Rebecca Welch, Lisa Wilber.

**OX/SSLC/08.09**

**Minutes of previous meeting (17<sup>th</sup> October 2008)**

The minutes of the meeting held on Friday 17<sup>th</sup> October 2008 were accepted as an accurate record with the following amendment.

All references to the Library to read Learning Centre.

**OX/SSLC/ 08.10**

**Matters arising from the Minutes**

OX/ SSLC/08.02

Election of SSLC Chair

Elected Co-Chairs Jemima Howe and Kath Powell.

OX/ SSLC/08.03

Nomination for FASQC

Joanna Surowiec nominated.

OX/ SSLC/08.04

Nomination for Faculty Board

Kirsty Chamberlain and Melanie Holmes nominated.

OX/SSLC/08.06

L11/111 Returners meetings

Vice-Chair agreed, it would be best to hold returners meetings in the first week of term.

OX/SSLC/08.06

Fresher's Fayre

SREC reported, the Fresher's Fayre would run on just one day again next year, and student ambassadors would be available to take groups to the Park.

OX/SSLC/08.06

Sports clubs

SU working with club captains on various club issues. Student Reps reported, students were joining local clubs as they were unhappy with current perceived pressures of joining university clubs. Agreed, SREC to raise with SU.

**Action: SREC**

OX/SSLC/08.06

Ball

Issues raised with SU relating to the Ball had been responded to in 'SPACE'.

OX/SSLC/08.06

Buses

Bus timetabling issues raised with Andy Simpson (Operations Manager), and response awaited. SREC to chase response for the next meeting. Reps said students are requesting a twice an hour service and a late night bus on a Monday (club night in Cheltenham). SREC to raise with Andy Simpson.

**Action: SREC**

OX/SSLC/08.06

TC017

Writing facilities & problems with the blinds raised with Campus Operations Group, and response awaited. Vice-Chair to chase response for the next meeting.

**Action: Vice- Chair**

OX/SSLC/08.06

Communication

SSLC Minutes to be posted on the Student & Faculty Web Pages once finalised.

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OX/SSLC/08.06 Accommodation Door Bells  
Harry Hawkins to investigate, and Vice-Chair to chase response for the next meeting.  
**Action: Vice-Chair**

OX/SSLC/08.06 Learning Centre – late night opening  
Late opening of SC130/SC134 via card access to be raised with Faculty Executive.  
**Action: HoD S&E**  
  
Reps said, students were experiencing difficulties opening powerpoints on WebCT, and the Vice-Chair agreed to email staff requesting they ensure they save as 97-2003 version.  
**Action: Vice-Chair**

OX/SSLC/08.06 Accommodation issues  
Student Services had confirmed service agreements regarding accommodation repairs are in place. However, the leaking toilet issue continued for 10 weeks, and SREC agree to raise this again with Student Services.  
**Action: SREC**

OX/SSLC/08.06 Catering  
Cafe Direct opening times, supply of water, & catering prices raised with Campus Operations Group, and response awaited. Vice-Chair to chase response for the next meeting.  
**Action: Vice-Chair**

**OX/SSLC/08.11 Student Representatives Items (Reps)**  
  
Assessments  
SPT – Level I  
Issues with the assessment, split week apart mean half class get extra week. The in-class test and presentation elements are random, could the elements be set alternately, as this also gives some an advantage. Agreed, Vice-Chair to raise with Course Leader.  
**Action Vice-Chair**

SPE – Level I  
Assessments for SPE spread out so a gradual build up, feels good.

Sport Kit  
SPE – Level 1  
Students experiencing issues with sport kit, i.e. jumpers ordered Fresher's week have not arrived. General discussion on current problems with sport kit:- SU experiencing same problem; need consistency ie. team hoodies same colour would look better and help those in two teams; suggested package deals for courses ie SPT; SPT kit is compulsory, but doesn't fit all; kit arrived is not what was ordered. Vice-Chair added, supplier needs to be ethical/fair trade Co, and supply suitable kit for activity ie breathable. Vice-Chair agreed to follow up outstanding orders, and discuss future supply with SU.  
**Action: Vice-Chair**

Room numbering  
Students not able to find lecturer rooms they don't understand numbering. Suggested areas of the building could be colour coded ie red/green zones, this could also help dyslexic students. Vice-Chair to forward suggestion to Campus Operations Group.  
**Action: Vice-Chair**

Bar opening

Can the bar be extended to 12 on a Friday? SREC said, opening hours are governed by licensing laws.

Tutor time

SPF – Level I

Foundation students coming from Access courses are finding it is a big jump i.e. 9 hours in lectures, and require more support/tutor time. HoD S&E said, the SPF Course Leader is also there ART, so opportunity to talk after directly after modules.

Study Sills

SPF- Level I

Study Skills session delivered in week 6, needs to be earlier. Suggested could run session during Induction; offer master classes to all years; need help referencing CD's. Learning Centre Manager noted, study skills guides are on the Learning Centre Website, and SIA's in the Learning Centre are always happy to help. Vice-Chair to consider adding to induction/returners programmes.

**Action: Vice-Chair**

Gym Access

SPF Level I

Sport Fitness queried fee access to gym, other courses get free access to the Labs. HoD S&E, said he could not justify free access all year, but would discuss free access i.e. at module assessment period. Agreed, HoD S&E to discuss access and requirements with Course Leader.

**Action: HoD S&E**

Resources

SX Level II

Not enough books available before assessment. HoD to remind MTs to inform Learning Centre of assessment deadline and to use short loans.

**Action: HoD S&E**

Accommodation

PFA Level I

Upper Quay accommodation issues persist, struggling to sleep due to noise. Other students complaining about noise from PFA students i.e. singing and practicing. SREC to raise noise issues with Student Services

**Action: SREC**

Level III Fun Day

Reps said, the recent fun day was very good and passed students expectations.

**OX/SSLC/08.12**

**Level I Induction Feedback from CeAL (Vice-Chair)**

The 2008 Induction Evaluation summary was outlined, and the Vice-Chair invited reps to attend the planning meeting for next year's induction. SREC to put 'shorten' version of evaluation on the SU Web site.

**Action: SREC**

**OX/SSLC/08.13**

**Staff Items (Vice-Chair)**

Progression Awards

An issue of Playwork part-time students not being entitled to Progression Awards has been raised with Education Welfare. Awards only apply to undergraduate full-time students, and it is felt this impacts on the part-time student experience. Vice-Chair to raise with Faculty Board.

**Action: Vice-Chair**

Student seminar attendance

HoD S&E reported, student attendance at seminars was mixed across the University and the University's Retention & Progression Group were

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considering compulsory attendance from next year. The Vice-Chair agreed to take this the next SAC Meeting.

**Action: Vice-Chair**

#### ART Tutee's

The Vice-Chair said, ART's were not getting responses from their tutee's. Following a short discussion it was agreed to run a 'pilot' scheme where ARTs hold meetings during compulsory modules, this should be useful to students particularly around the results period.

**Action: HoD S&E/Vice-Chair**

**OX/SSLC/08.14**

#### **Any other business**

##### Learning Centre

The Learning Centre Manager reported the noise in the learning centre was causing concerns with staff, and students were complaining. Even the quiet room LC103 was being abused, staff have approached both individuals and groups but once they leave bad behaviour returns. Reps agreed, it is hard to concentrate in the Learning Centre due to the noise, and asked if it would be possible to ban facebook access? The Learning centre Manager noted that the guidelines do state the Learning Centre is for Academic purposes but they would not like to look like enforcers.

The HoD S&E said, he would explore with the Faculty Dean if either SC130/SC134 could be opened and students who wished to log onto facebook could be directed to use this facility.

**Action: HoD S&E**

Reps said, internet access at Upper Quay was awful. SREC to raise with Student Services.

**Action: SREC**

##### Validation Reviews

SREC asked reps to email him if they were interested in being involved in the validation review events for Health & Social Care, and Playwork.

**Action: SREC**

##### NSS

HoD S&E reported the National Student Survey will begin in January (applies to Level III students). Last year the Faculty had a good response, and students need to be aware this impacts on the league tables. He alerted Level III students that he or Course Leaders would be attending compulsory lecturers to promote the survey, however, it is not compulsory. SREC added, the SU would also be promoting the survey.

##### Reps training

SREC reported, student reps were happy with the recent training provided on Campus.

##### Date of next meeting

SREC agree to email reps for their availability during week 23<sup>rd</sup> February.

**Action: SREC**

The Vice-Chair concluded the meeting by thanking reps for attending and their time was appreciated.

**OX/SSLC/08.15**

#### **Addendum**

Following the SSLC meeting the Vice-Chair and SREC were asked to meet with Social Work students regarding student issues.

##### Accommodation

The main issue is that some security guards seem to be letting themselves into the flats during the evening and some of the students are feeling uneasy

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about this. They want to know why there is a need for the security guards to be in the flats during the evening.

There were also some issues relating to maintenance and the response time to get things seen to - leaking toilets and lights not working in rooms.

Vice-Chair to raise with Student Services

**Action: Vice-chair**

Lecture room temperature

They raised a continuing issue relating to room temperature in the new build, and the fact that some of the rooms are very cold! Vice-Chair to raise with Campus Operations Group

**Action: Vice-Chair**

**Action Points**

<b>Minute Number</b>	<b>Action Point</b>	<b>Action By</b>	<b>Forward to Action Group/Meeting</b>
<b>OX/SSLC/ 08.10</b> (OX/SSLC/08.06)	Sports clubs	SREC	SU
<b>OX/SSLC/ 08.10</b> (OX/SSLC/08.06)	Buses	SREC	Operations Manager
<b>OX/SSLC/ 08.10</b> (OX/SSLC/08.06)	TC017	Vice-Chair	Campus Operations Group
<b>OX/SSLC/ 08.10</b> (OX/SSLC/08.06)	Accommodation door bells	Vice-Chair	Student Services
<b>OX/SSLC/ 08.10</b> (OX/SSLC/08.06)	Learning Centre – Late night opening	HoD S&E	Faculty Exec
<b>OX/SSLC/ 08.10</b> (OX/SSLC/08.06)	PowerPoint Versions	Vice-Chair	
<b>OX/SSLC/ 08.10</b> (OX/SSLC/08.06)	Accommodation issues	SREC	Student Services
<b>OX/SSLC/ 08.10</b> (OX/SSLC/08.06)	Catering	Vice-Chair	Campus Operations Group
<b>OX/SSLC/ 08.11</b>	Assessments SPT	Vice-Chair	
<b>OX/SSLC/ 08.11</b>	Sport kit	Vice-Chair	SU
<b>OX/SSLC/ 08.11</b>	Room numbering	Vice-Chair	Campus Operations Group
<b>OX/SSLC/ 08.11</b>	Study skills	Vice-Chair (on-going)	
<b>OX/SSLC/ 08.11</b>	Gym access SPF	HoD S&E	
<b>OX/SSLC/ 08.11</b>	Resources	HoD S&E	
<b>OX/SSLC/ 08.11</b>	Accommodation PFA	SREC	Student Services
<b>OX/SSLC/ 08.12</b>	Induction Feedback	SREC	SU
<b>OX/SSLC/ 08.13</b>	Progression Awards	Vice-Chair	Faculty Board
<b>OX/SSLC/ 08.13</b>	Student seminar attendance	Vice-Chair	SAC
<b>OX/SSLC/ 08.13</b>	ART tutee's	HoD S&E/Vice-Chair	
<b>OX/SSLC/ 08.14</b>	SC130/134 opening	HoD S&E	
<b>OX/SSLC/ 08.14</b>	Upper Quay internet access	SREC	Student Services
<b>OX/SSLC/ 08.14</b>	Validation Reviews	SREC	
<b>OX/SSLC/ 08.14</b>	Date of next meeting	SREC	
<b>OX/SSLC/ 08.15</b>	Accommodation	Vice-Chair	Student Services
<b>OX/SSLC/ 08.15</b>	Lecture room temperature	Vice-Chair	Campus Operations Group

**Distribution List:**

Membership

**Copied to:-**

Mike Cogger (Dean of Faculty/Faculty Board)

Diane Colvin (Team Leader Campus Services/Campus Operations Group)

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Stewart Dove (Head of Student Services)  
Paul Hartley (Chair of SAC)  
Ian Pain (SU General Manager)  
Andy Simpson (Operations Manager)