

UNIVERSITY OF GLOUCESTERSHIRE

BUSINESS SCHOOL

Staff Student Liaison Committee (SSLC)

Minutes of a meeting held on Wednesday 29th October 2008 in TC014

Name	Membership	Present
Kevin Richardson	Acting Dean Business School Chair (1 st meeting)	✓
Claire Wellings	Faculty Rep Coordinator	✓
Duncan Lean	Student Representation & Experience Coordinator	✓
Colin Simpson	Faculty Coordinating Senior Tutor	✓
Julie Wintle	Park Helpzone Manager	✓
Pat Sandiford	Faculty Manager Business School	X

	Park Student Representatives	Level
Mark Hayward	Marketing Management	3
Lenka Edge	Events Management	2
Cristina Serbah	Int. Business and Marketing	2
Rich Mehta	Computing	3
Mica Harris	Law	2
Gareth Evans	Business info technology/ ICT	3- top up
Pamela Chan	Business Info Technology	1
Rowdy Kit Fabon	Marketing Advertising and Coms	2
Jamila Bakawala	Financial management	2
Everton Richards	Financial Management	2
Eleanor Prince	Business management	2
Tom Lagden	International Tourism management	3- top up

In Attendance Daphne Comfort (Officer)

PK.SSLC.08.01 **Welcome and Apologies**
KR welcomed everyone to the meeting.

PK.SSLC.08.02 **Introduction & Terms of Reference**
KR asked those present to introduce themselves. DL explained that this was to be a student led committee and that KR was chair for the 1st meeting only.

PK.SSLC.08.03 **Election of Chair and Vice Chair**
DL asked for students to put their names forward for the post of chair and subsequently a show of hands for each candidate in turn. Lenka Edge was elected as chair and Richard Mehta as vice chair for this committee.

PK.SSLC.08.04 **Election of Student Reps for Faculty Board**
KR explained the remit of the Faculty Board. Students were asked to put their names forward and after a show of hands, five

students were elected. They were: Gareth Evans, Mark Heywood, Richard Mehta, Everton Richards, Eleanor Prince.

PK.SSLC.08.05

Election of Student Reps for FASQC

KR explained the remit of FASQC. Students were asked to put their names forward and after a show of hands, three students were elected. There were Mica Harris, Lenka Edge and Everton Richards.

PK.SSLC.08.06

Discussion Topics

Freshers Fair

Generally comments about the Freshers Fair were positive. Students felt that drinks at the Ball held at the Racecourse were much too expensive.

Induction

A student who came through clearing and lived off site, did not feel involved. JW confirmed that there had been meetings for students who lived off site but thought this system could be improved. **Action: JW**

Senior tutors had organised events for returning students but it appeared that 3rd year computing students had not been notified about them.

ARTs

CS explained that starting in this academic year, there will be a phasing-in of a system whereby all students will have their academic tutor for the whole of their course. Current level 1 students will be the first cohort to keep their ART for all three levels. They will meet three times a year in level 1 and twice a year in levels 2 and 3. There would also be an annual Academic Health-check. CW said that the desire for such a system came out strongly in the Student Survey and from other students' feedback. KR suggested that this system could be adopted from January 2009. CW agreed to initiate this in the Dept. of LTH as a trial for the faculty. **Action: CS**

Top-up Students

There was discussion with Top up students, who seemed to be having particular problems and KR suggested that they need a 'Personal Map' and that this is potentially a role for the Help Zone. **Action: JW**

KR asked the two 'top-up' students, Richard Mehta and Gareth Evans, who were present at the meeting if they would be prepared to join a working group with two staff to try to identify problems and come up with solutions. **Action: CS**

Assignment Room

There had been recent problems with the assignment hand-in system due to staff shortages which impacted on the hand-in room opening hours. There were hand-in difficulties experienced by students with disabilities. Students had experienced problems at Reception due to lack of operational knowledge by temporary staff. **Action: DL, KR, PS**

There was discussion about producing the module guides electronically.

CeAL Building

There was discussion about lack of space for group meetings at the Park as there is in the CeAL Building at FCH. Students were told that they are at liberty to book space in the CeAL Building and this could be done through Barbara Rainbow, CeAL administrator (x4683). Students were also reminded that there are bookable rooms on Park campus in the LRC for undertaking group work.

Bus Service

Students were concerned a change in the Intersite Bus service to the Railway Station and not sufficient advertising of bus changes, prices and times. **Action: DL**

Electronic Services

Students were reminded that the Helpzone is there to assist with any problems using electronic services.

PK.SSLC.08.07

AOB

No other business was brought to attention of chair

PK.SSLC.08.07

Date of next meeting

21st January 2009, 11.15, TC103