

Final

## University of Gloucestershire

### Faculty of Sport, Health & Social Care

#### Staff Student Liaison Committee

First meeting held on Friday 17<sup>th</sup> October 2008 at 2.15, in OX-LC202 at Oxstalls Campus.

#### Membership:

Andy Pitchord (Chair)	Deputy Head of Department Sport & Exercise	√
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)	√
Liz Rudge	(Help Zone Manager)	A
Pat Train	(LIS) covering for Carole Wrightson	√
Ali White	(Senior Co-ordinating Tutor)	√
Carole Wrightson	(LIS)	A

#### In attendance:

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

Lauren Albans	Health and Social Care (HH) Level I	x
Joel Arnold	Performing Arts (PFA) Level I	x
Amy Birkett	Health and Social Care (HH) Level I	√
Kirsty Boswell	Health and Social Care (HH) Level II	x
Kirsty Chamberlain	Sports Education (SI) Level II	A
(Lisa) Thanh Chiu	Performing Arts (PFA) Level I	x
Shaun Cobden	Sport Science (SPS) Level I	√
Jonathan Cook	Sport Science (SPS) Level I	√
Ashleigh Cope	Sports Development (SPD) Level I	x
Melanie Holmes	Sports Therapy (SPT) Level I	x
Jemima Howe	Sports Education (SPE) Level I	√
Daniel Humphris	Sports Education (SPE) Level 1	x
Katy Jones	Health and Social Care (HH) Level II	x
Ella Morton	Sport Science (SS) Level III	√
Hannah Pearson	Sports Education (SI) Level II	A
Kathryn Powell	Sports Education (SI) Level III	√
Elizabeth Rawlings	Sports Therapy (SPT) Level I	A
Susie Sheppard	Sports Education (SI) Level III	√
Lisa Wilber	Sports Coaching (SPC) Level I	√
Chloe Wilks	Health and Social Care (HH) Level II	x
Samantha Whorlow	Sport Science (SS) Level III	x

#### OX/SSLC/08.01

#### Introductions/Terms of Reference

The Chair welcomed everyone to the first meeting, and outlined the how the University had collected student views prior to SSLC. A flow chart was tabled showing how student issues are to be dealt with via SSLC. The Chair highlighted the training sessions currently available for student representatives.

All Members introduced themselves. Staff outlined their roles on SSLC, and where relevant how they would feedback issues to relevant areas for resolution.

Duncan Lean, the Student Representation and Experience Co-ordinator (SREC) outlined his SU role within the University, and issued student

representatives business cards with details of how to contact representatives ie. Text-a-rep; Email-a-rep.

**OX/ SSLC/08.02**

**Election of Chair**

The Chair proposed the Election take place at the December meeting allowing further student representative recruitment across the Faculty.

**Action: Elect at December meeting**

**OX/SSLC/08.03**

**Nomination of student reps for FASQC**

The Chair proposed the Nominations take place at the December meeting again allowing further student representative recruitment across the Faculty.

**Action: Nominations at December meeting**

**OX/SSLC/08.04**

**Nominations of student reps for Faculty Board**

The Chair proposed the Nominations take place at the December meeting allowing further student representative recruitment across the Faculty.

**Action: Nominations at December meeting**

**OX/SSLC/08.05**

**Feedback from Faculty Course Boards**

The Chair noted that Faculty Course Boards are currently being held, and feedback will be received at the December meeting.

**OX/SSLC/08.06**

**Student Representatives Reports (Student Reps)**

The Chair asked student reps to feedback on the following areas: - Induction; Help Zones; ART System.

LI Induction

All Level I representatives reported the icebreakers and activities were good opportunities to meet and bond with others. Varied responses on activities:- SPS the 'exercise' was good but could have done more; SPE, lots to do reached end of week and realised didn't know where to buy food shopping; SPC, busy week Course Leader very helpful; HH field trip/case studies included using buses was all good.

Vice-Chair added, there would be an opportunity after Christmas for representatives to bring induction issues to next year's induction planning meetings.

LII/III returners meetings

Only LIII reps in attendance.

Found the Welcome Talk, dissertation and workshops helpful. However those who did not attend did not get an opportunity to collect Dissertation guides, Vice-Chair to note for next year.

**Action: Vice-Chair**

Other campuses focus on areas ie. Dissertation/PGCHE/Course meetings on one day. Vice-Chair said, due to rooming issues Oxstalls is unable to hold all meetings on one day. Representatives asked if meetings could be arranged on other days, and not Wednesdays as sports club compete and joints have modules on other Campuses. Vice-Chair to note for future consideration.

**Action: Vice-Chair**

Vice-Chair reported, the Business School held a 'Returners Saturday', and asked representatives if the thought this would be viable for Oxstalls. Representatives felt most students would have Saturday jobs and this was unlikely to work.

Fresher's Fayre

Fresher's Fayre one day 11 –5 one place?

Reps felt it was too busy and suggested two places and/or times. Some students had got lost in Cheltenham so arrived late by which time some teams had left. Chair questioned bus travel arrangements, and Vice-Chair said student ambassadors were supposed to take to students to the park. JD suggested two times, 10 – 3 and 6 – 9. Chair/SREC suggested holding a Fayre at Oxstalls. Vice-Chair agreed to ask for question on Fayre to be added to next years' CeAL evaluation. SREC will feed responses to SU.

**Action: Vice-Chair/SREC**

#### Sports clubs

Chair said, issues had been raised lack of places left for 1<sup>st</sup> years to join clubs. SREC to investigate.

**Action: SREC**

#### Other events

All Level I students welcomed the free food on Friday, there was a good choice and this was a great way to end the week. Level III representatives suggested free food for returners would be good tactic.

#### Ball

Drink prices were expensive, and had to wait for buses to fill. SREC to feed responses to SU.

**Action SREC**

#### Buses

Level III representatives said, students were shocked at the changes to bus services and 50p charge, this had not been well advertised before they returned. Some felt misled, the service to Oxstalls is hourly and it read buses would be every half hour. It appears Cheltenham students are better off, and Oxstalls are not. Level I noted, they were told at Open Days the buses were free, the HoD noted the University bus still is. Vice-Chair noted, this is impacting on joint students, some are choosing to change to single Hons and this could compromise courses. SREC to raise with Andy Simpson.

**Action: SREC**

#### TC017

Representatives reported, lectures in this room are disrupted as there are no writing facilities. Blinds are not effective, can't see yellow/blue when sun is out. Students were advised to get notes from WebCT, then finding they are not there. Chair noted, the room was designed for active learning – note taking not a priority, and it is expected the process for delivery would change. Module tutors are responsible for putting information on WebCT, and will need to be made aware if this is not the case. It was agreed, the issue of the blinds would be passed to Campus Operations Group by the Chair.

**Action: Chair**

#### Communication

HoD asked if students were happy with cohort communication. Level III were happy to communicate via their Course Leaders, and noted some emails came via Carol Cole. SREC said, we need to be promoting student representatives, the business cards should help. Also the website would be a good place for promotion, and students representatives were asked to send any suggestions to SREC. HoD suggested, student representatives identify themselves during compulsory modules.

**Action: Student Representatives**

HoD noted, SSLC & Course Board Minutes will be available on the Faculty WebCT.

**Action: HoD/Chair**

Vice-Chair said. It was intended to produce a photo/notice board which would highlight student matters, and a list of student representatives would be included in the next OxTales.

**Action: Vice-Chair**

#### Accommodation Door Bells

Level I students asked if anything could be done about 'persistent' student use of the door bells i.e. on return from nights out they ring all bells until someone lets them in. Chair to raise with Student Services.

**Action: Chair**

#### Library late night opening at FCH

Level III said this is well used and asked is more space could be provided at FCH or another 24hrs? HoD said, he would ask the Dean if Oxstalls could open SC130/SC134 via card access until 11pm.

**Action HoD**

#### Accommodation issues

Level I reported, a student have a leaking toilet for 1.5 weeks and no light in the shower, others had no oven for two weeks and they were not offered any reduction or replacement room. Following discussion it was felt student services should provide reassurance to students, and measureable time scales for repair. Chair to raise with Student Services.

**Action: Chair**

#### Washing machines/tumble dryers

The washing machine/tumble dryers are out of order far too often, and also eats money. Going off campus is expensive. SREC said this was being dealt with today.

#### Catering

Café Direct is supposed to be open from 10am, but staff are never ready at 10am. Students felt the catering prices are expensive and they expect lower –i.e. sandwiches are cheaper in supermarkets. Service in the refectory is slow. Level I students asked if water fountains could be provided in the TC block. HoD suggested jugs of water should be provided in Cafe Direct at least. Chair to raise with Operations Group.

**Action: Chair**

#### HelpZone/ARTs

HoD reported, this was the first year for HelpZones and ARTs. ARTs will be expanded to all three levels. ARTs provide students the opportunity to raise issues outside of the curriculum.

Level III representatives asked if the HelpZone had a campus focus? Students were still being passed on, shouldn't the advisors find out who can help and let students know? HoD noted, all sport courses are new this year, some with new course leaders, therefore, a lot of new modules codes etc, he acknowledged some Campus focussed training was needed, and agreed to note for review.

**Action: HoD ongoing**

Level I representatives said it was good to review how things were going with their ART. Vice-Chair said, as an ART she was having difficulty in contacting some students, had tried email. It was agreed Level I representatives would encourage their cohorts to respond to ARTs, and Vice-Chair to consider other options for communicating.

**Action: Level I Student representatives/Vice-Chair**

Representatives said, setting up internet takes time both in halls and Level II/III moving into accommodation, some students will not have immediately access, this should be taken into account when trying to make contact. Vice-Chair to send Oxstalls email reminding students of support available and encourage them to contact HelpZones/ARTs.

**Action: Vice-Chair**

Timetabling – module choices

Jo H noted, timetabling for Level I blue printed 1<sup>st</sup> yr. Representatives said they were happy with their timetables.

Level III representatives said, there was little of no choice. Vice-Chair noted, Level II had 7 hours of lectures on a Friday. HoD agreed to raise these issues with S&E Directors of Studies and check with Sara Coleman if this was an issue in Health & Social Care.

**Action: HoD**

**OX/SSLC/08.07**

**Any Other Business**

The Chair thanked everyone for attending in particular the Student Representatives for their participation, and said this is how we would expect the meeting to run. Minutes will be circulated via email, and responses to actions will be on the agenda for the 3<sup>rd</sup> of December 2008.

**Date of next meeting Wednesday 3<sup>rd</sup> December 2008 at 11.15, OX-TC117 at Oxstalls Campus.**

**Action Points**

Minute Number	Action Point	Action By	Forward to Action Group/Meeting
OX/ SSLC/08.02	Election of Chair	SSLC	3 <sup>rd</sup> December
OX/ SSLC/08.03	Nomination for FASQC	SSLC	3 <sup>rd</sup> December
OX/ SSLC/08.04	Nomination for Faculty Board	SSLC	3 <sup>rd</sup> December
OX/SSLC/08.06	LII/III returners meetings	Vice-Chair	n/a
OX/SSLC/08.06	LII/III returners meetings	Vice-Chair	n/a
OX/SSLC/08.06	Fresher's Fayre	Vice-Chair/SREC	SU
OX/SSLC/08.06	Sports clubs	SREC	SU
OX/SSLC/08.06	Ball	SREC	SU
OX/SSLC/08.06	Buses	SREC	Operations Manager
OX/SSLC/08.06	TC017	Chair	Campus Operations Group
OX/SSLC/08.06	Communication	Student Representatives	n/a
OX/SSLC/08.06	Communication	HoD/Chair	Faculty Admin
OX/SSLC/08.06	Communication	Vice-Chair	n/a
OX/SSLC/08.06	Accommodation Door Bells	Chair	Student Services
OX/SSLC/08.06	Library – late night opening	HoD	n/a
OX/SSLC/08.06	Accommodation issues	Chair	Student Services
OX/SSLC/08.06	Catering	Chair	Campus Operations Group
OX/SSLC/08.06	HelpZone/ARTs	HoD	n/a
OX/SSLC/08.06	HelpZone/ARTs	Student Representatives/Vice-Chair	n/a
OX/SSLC/08.06	HelpZone/ARTs	Vice-Chair	n/a
OX/SSLC/08.06	Timetable	HoD	n/a

Final

**Distribution List:**

Membership

**Copied to:-**

Mike Cogger (Dean of Faculty/Faculty Board)

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

Stewart Dove (Head of Student Services)

Paul Hartley (Chair of SAC)

Ian Pain (SU General Manager)

Andy Simpson (Operations Manager)