

Agenda

Membership

Voting Members

Vice-President (Education)	Sophie Blanks	SB
Academic Rep (BOC)	Position empty	
Academic Rep (BRC)	Matthew Harris	MH
First Year Students' Officer	David Middleton	DM
International Students' Officer	Agnes Saaren	AS
Mature and Part-time Students' Officer	Jenni Blocks	JB
Postgraduate Students' Officer	Daisy Smale	DS
Student Trustee	DS	
2 x Senior Student Voices	tba	

Non-voting Members

Head of Student Engagement	Mike Riley	MR
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1. Welcome & Apologies

Apologies:

Mature and Part-time Students' Officer	Jenni Blocks	JB
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2. Approval of Minutes and Matters Arising

Initial meeting for 2017 - no previous minutes

3. Updates

a. Vice-President (Education)

Student Reps

New logo has been designed, the programme updated, and training sessions run for new and current reps on each site. There was a low-ish turnout but caught up with others 1-1.

Currently at 275 Student Reps this year.

Online Submissions

This semester any lecturer who wanted to could be part of the pilot and there are now lecturers from all departments involved.

Feedback has been positive from students and, as expected, it is creating a lot of pressure as those students without the option are voicing their dissatisfaction with having to provide paper copies of their work.

Postgraduate Space

There isn't any spare space. We were going to check through the Student Attendance Management (SAM) system to see who uses what, but the system is not fully functional yet so we don't have that information.

When SAM is online and working we should be able to highlight empty or underused space and then source an allocation for Postgraduate study space.

Joint Honours

First year had joint honour induction. Handbook sent out and 2 academic advisers allocated to join honours students, one from each department.

There has been a lot of good feedback from joint honour students.

Held a joint honours forum at the start of the year, 8 students attended, was useful as they raised issues SB was previously unaware of. There are ongoing issues in Media and Musical Theatre within the Music department, the SU and the University are working to resolve the issues.

Departments are re-writing joint honour programmes as previously written as single ones but have taken the benefit of Joint Honours out and leaves all the issues

Stress Less

b. Bishop Otter (Chichester) Campus

Academic Block being used well

SAM issues but being resolved.

DM – Need to have the opportunity to book study spaces for groups rather than for individuals, SB looking at capping for 3 hours at a time, as opposed to being able to book out for 12 hrs in one go.

Action

SB will talk to Anna O'Neil (AO'N), Director of Learning and Information Services, about the booking of study spaces.

There is a bug in the system locks computers at midnight to last person booked in to use the computer, so the next user needs to log out and back in again.

Action

SB to check progress of fix of the bug with AO'N

c. Bognor Regis Campus

Tech Park Overspent to date, but progressing.

St Michael's Institute of Education want it be renovated and look more like the Dome for Business School.

The new screening room is a good resource for film showings, etc.

More chill-out space required – library has become the place where everyone goes to 'chat'.

No individual study rooms in Bognor.

4. Standing Items

a. Student Voice Programme

i. Renamed – Student Reps

Nationally recognised as Student Reps so more in line with what students expect.

ii. Student Rep Council

All reps meet at the end of the year. Useful for trend spotting and to draw out common themes. Will be held towards the end of the semester, ideally as late as possible.

Thinking of providing Dominos to encourage reps to come.

Could go for January instead as no need to do now, thinking of w/c 29th January, 2018

Business students 10 wk placements and Primary Ed 10wks

Create a Facebook group for Student Reps and updating the Student Rep page in line with the newly designed website, launched in January.

Re-iterate that need their feedback.

AS: How many Student Reps are International?

SB – Unknown, could look to do some work around information and assistance for international students and recruiting International Student Reps
International student rep working group

Action

SB to create a Facebook group for Student Reps and find out how many are International Students.

b. Student Led Teaching Awards

i. Date for 2018

Last year it was later in the summer, previously it had been around April. Are the Committee Happy for it to be in the summer? Academic Committee agreed with the event being held in the summer after all teaching and marking completed.

ii. Name for new award for innovation in teaching

Essentially for online submission, might encourage those reluctant to be involved to participate.

Suggestions: Creativity, Forward Thinking, Progressive, Creative Development, etc., but committee like Innovation.

Actions

SB to confirm date for Teaching Awards in the summer and check with the Trustees for the name of the new award, with the committee happy with Innovation in Teaching.

5. Campaigns

a. Online Submission – Update

SB updated in earlier report

DS some courses had an issue as their hand in date was before they returned from the holidays, as it needs to be a paper copy the date had to be changed, were they able to complete their submission online the original date could have been used and it would not have been an issue.

- b. Stress Less – Working group (4th to 8th December, 2017 & 26th March to 20th April, 2018)

Fruit (supplied free by Elior – University caterers) and bottles of water to hand out tomorrow (BRC – taking the 11.55am bus, around lunchtime) and Friday (BOC, around lunchtime). SB requested assistance from Academic Committee, MH, DS and DM will assist if possible, around exams and deadlines. None of the yoga teachers responded, but will try again for next time later in the Spring Semester. Leicester's Stress Less campaign included LUSH coming in to make BathBombs, SB to investigate. Looking to bring in a Mindfulness practitioner in to run sessions. More puppies – didn't include for this week, as they had just been in the previous 2 weeks, for next Stress Less period make sure puppies not in during the previous weeks. Also look to include colouring and painting sessions.

Actions

Committee to assist with distributing fruit and water

SB to contact Yoga teachers re-session for end of Spring Semester Stress Less, source a mindfulness practitioner and contact LUSH after checking with Rich Askey (RA) to see if they would visit the University to make bath bombs.

SB to check for colouring and painting supplies.

- c. Student Employability Week (President Campaign - LE)

- i. Should employability be a module on each course?

Presidents campaign – good campaign, AS worked a lot with employability, have booths in the LRC to hand out papers about opportunities available for work, sessions for international students to outline what they can do for work.

Careers fair requested, check with the Careers service to see if happening again, supposed to be in the Spring but could be too late. Careers mail-outs send out to all students, but full-time roles not applicable to those studying full-time, need to break up full-time roles to final years, part-time/volunteers for 1st and 2nd year students. Spring – employment over the summer good for 1st & 2nd year students, less appropriate for 3rd years. Employability placement sessions are included in a module, but difficult to make them not optional. Professional resilience – Music Performance module, more about how to relax, not stress about applications, look after yourself. Life Skills module could be useful. Employability skills you attain from each module highlighted in the handbook. Employability session incorporated in each year. Marketing forums – businesses visit and students work in groups with them to problem solve.

Bring to Council

Module – should every module/course/programme have sessions on study skills. How to reference, read 4 books in one week, etc., accessing journals, Apprenticeship modules – have skill sessions included, useful; for a reference point.

Actions

SB to pass on recommendations to Lauren Ellis (LE), SU President, for modules on employability and life skills, as well as study skills and referencing.

LE to check when the Careers fair is and to coordinate having sessions for International students to find out what opportunities are available to them.

LE to bring motion to Student Council regarding compulsory inclusion of modules for employability, study and life skills sessions.

6. Further items

- a. Timetabling of Session outside of 9:00am – 5:00pm
 - i. University has requested feedback from students on early (pre-9:00am) and late (post-5:00pm) lectures, tutorials, etc.

Timetabling is an issue, through a lack of space.

Ok, as long as the earliest and latest not in the same day.

If students are travelling to the other sites for early starts, issue of accessing them in time based on current transport. 8:00am start doable, but may be an issue for mature and/or part-time students. Not many students with dependents but have a lot of commuting students. Likely the core/compulsory modules within the day, optional modules on around times.

Action

SB to feedback to University that Academic Committee do not have an issue with early or late lectures or tutorials as long as late and early are not on the same day, to stretch a working day out to 10+ hours.

7. Any Other Business

Postgraduate timetabled sessions

DS: Her course have timetabled lessons throughout the Easter break but just for one module, so students are expected to come in for just 3 hours in those weeks. In all other aspects the timetable runs along with undergraduate ones
Issue for students with dependents as may be an issue for them too.

SB: could be a mistake, as not usually the case. Could get everyone in the module to push those sessions back to in line with the undergraduate timetable.

Action

DS to check in with other students on the course and work with them to get the lesson moved, If unsuccessful, refer back to SB.

8. Date, time and location of Next Meeting

tbc