STUDENT STAFF CONSULTATIVE COMMITTEE

Programme Title

Minutes of the meeting held on 24 October 2018 at [location]

**Present**

Scott Summers (Convener) Student, Level 4

Jean Grey Student, Level 4

Kurt Wagner Student, Level 3

Kitty Pryde Student, Level 1

Professor Charles Xavier Programme Leader

Hank McCoy (Secretary) Programme Administrator

**Apologies**

Piotr Rasputin Student, Level 2

# WELCOME AND APOLOGIES

 The Convener welcomed members to the meeting. Apologies were recorded as above.

# MINUTES OF PREVIOUS MEETING

 The minutes of the meeting of 25 April 2018 were approved as an accurate record subject to the clarification of one point regarding the number academic skills workshops offered in March.

# ACTION STATUS REPORT AND MATTERS ARISING

Members RECEIVED an update on matters discussed at the previous meeting. The following points were noted:

|  |  |  |
| --- | --- | --- |
| **Issue raised**  | **Responsible** | **Status** |
| Students requested clarity on expected timescales for return of marked assignments. | Programme Team | Updated assessment schedule published on Moodle with expected return dates of all assignments. The Programme Leader will keep students informed if there are likely to be any delays in returning individual modules (eg because of staff absence). |
|  |  |  |
|  |  |  |

1. **STUDENT ISSUES**

**4.1 General feedback**

* Library resources
* Timetabling
* Personal Academic Tutors

**4.2 Level 1 students**

* Induction. Students were happy with the content of the induction although they reported that there was a lot of information to take in at once. It was suggested that the session on accessing electronic library resources could be held later or repeated at a time when students were starting to research their assignments. The Programme Leader agreed to discuss this with the Academic Learning Centre.

**Action: Programme Leader**

* Overcrowding in laboratories. Students complained that practical classes were too full, making it difficult to see and reducing opportunities to participate fully. The Programme Leader agreed to split the class into two groups for the next semester.

 **Action: Programme Leader**

* Statistics module. A number of students were struggling with this module and they were anxious about the upcoming exam. Students from later years reassured the Level 1 representatives that most of them would pass the module if they worked through all the formative exercises provided. They also explained how the module was helping them with understanding research papers and preparing for their honours projects.

**4.3 Level 2 students**

**4.4 Level 3 students**

**4.5 Level 4 students**

# ANY OTHER BUSINESS

During this part of the meeting the Programme Leader can update students on important developments affecting the programme. It may be useful to set aside some time to discuss possible changes to modules or issues raised by the student survey.

# DATE OF THE NEXT MEETING

 The next meeting would be in spring of 2019, date to be confirmed.

Name of person writing the minutes

Date

Optional – you can gather all the actions agreed above into an action table:

|  |  |  |
| --- | --- | --- |
| **Issue raised**  | **Responsible** | **Deadline** |
| Induction session on accessing electronic library resources could be held later or repeated at a time when students were starting to research their assignments. | Programme Leader, Academic Learning Centre | In time for next academic year |
| Overcrowding in laboratories. The Programme Leader agreed to split the class into two groups for the next semester. | Programme Leader | Start of Semester Two |
|  |  |  |