UNIVERSITY OF ESSEX  
INTERNATIONAL ACADEMY  
STUDENT STAFF LIASION COMMITTEE  
Wednesday 27 April 2016  
(10.00 – 11.00)  
MINUTES

Chair: Dr Nilüfer Demirkan-Jones
Present: Dr Ritta Husted, Liz Algar, Anyarath Kitwiwattanchai, Madhi Ghuloom
Apologies: Silvia Lefley
Secretary: Mrs Jayne Summers

STARRING OF AGENDA ITEMS
Noted: No additional items were starred. The unstarred items on the agenda were deemed to have been received or noted and approved as appropriate.

MINUTES OF THE LAST MEETING
Approved: The minutes of the meeting held on 1 February 2016.

MATTERS ARISING FROM THE MINUTES
Noted: Information on points 1 and 5 were circulated to the committee and completed.

DIRECTOR OF EDUCATION’S REPORT

a) Student engagement during welcome week and during the Academic Year.

Reported: Student numbers in welcome week were very low and this is a cause for concern. The situation is not helped by the University allowing late registration. A large numbers of students miss out on very important information which they need. The committee discussed this at length and suggestions were made to duplicate the welcome talks in week 2 and invite all students to attend. The committee also discussed student engagement throughout the year and how to ensure that the students attended all events including non-compulsory events.

b) Curriculum Review Update

Reported: The review will be completed by the end of Academic year 2015-16 with implementation and further evaluation during Academic year 2016-17. We are confident that the assessment is satisfactory and that the milestones have been met. The student rep was asked about the Lynda.com project which he did not know about. The Chair explained the project to the rep. A committee member discussed the Pearson trials. The Chair asked the member to report back to the Education Committee.

Action: Report back on Pearson trials to the Education Committee (Liz Algar)
STUDENT REPRESENTATIVES’ REPORTS

International Foundation Programme/Year 0

Reported

The Rep reported that a student was unhappy that the Course Director had been copied into an e-mail that had discussed a problem with the second marking of an assignment. A Committee member explained the procedures regarding second marking and confidentiality and assured the Rep that all procedures are followed correctly by the Department.

CONTINUING SUPPORT FROM PERSONAL TUTOR

Reported

Committee member summarised the paper.

FEEDBACK ON ASSESSED WORK

Reported

International Foundation/Year 0 rep confirmed all feedback had been provided on time.

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Jayne Summers
Senior Administrator
August 2016

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SUMMARY OF ACTIONS

<table>
<thead>
<tr>
<th>No</th>
<th>New actions</th>
<th>Person responsible</th>
<th>Outcome</th>
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<tbody>
<tr>
<td>1.</td>
<td>Report back on Pearson trials to the Education Committee</td>
<td>Liz Algar</td>
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