UNIVERSITY OF ESSEX
INTERNATIONAL ACADEMY
STUDENT STAFF LIASION COMMITTEE
Tuesday 28 April 2015
(14.00 – 15.00)
MINUTES

Chair Dr Nilüfer Demirkan-Jones

Present Dr Ritta Husted, Miss Jennifer Obainuju Okoye, Mr Zixuan Ye, Mr Chris Ramos Cobreros, Mrs Duaa Alqattan

Apologies Dr Wendy Archer, Mrs Silvia Lefley, Mr Achilleas Kyriacou, Mr Owen Daynes, Miss Nigar Eyvazoua

Secretary Mrs Jayne Summers

STARRING OF AGENDA ITEMS

Noted Item 4 was additionally 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 4 February 2015.

MATTERS ARISING FROM THE MINUTES

Noted A request by the IA711 Module Leader was made to re-word the following minute to avoid misrepresentation of what actually has happened on the module:

Students who are studying the IA711 Management course are struggling with this module. They do not know how to study and do not know details of tests.

The minute is amended as follows: Students who are studying the IA711 Management course are struggling with this module. They do not know how to study although they are given information regarding the tests.

DIRECTOR OF EDUCATION’S REPORT

Reported The Chair discussed the response rate to the Staff Student Satisfaction Survey and the fact that the response had been very low, the Chair asked the students why they thought this was. The Student reps replied that they are invited to complete so many surveys and that the students get tired of filling them in. The Chair asked the student reps to encourage every student to complete this survey.

The Chair asked the students if they had any issues to raise regarding the Personal Tutor System. The EELP rep explained that they felt it was better to have one of their current tutors as a personal tutor, The Chair explained that in general we try not to give you a tutor you are already in contact with and feel it is better for you to have a tutor external to you course.

The IFP/Year 0 rep said it was good to have someone you could go too if they had any problems or challenges, but she did not think everyone had this view. The Chair
asked her to feedback to the students that we are here to help.

The Graduate Diploma rep reported that all students felt everything was okay.

For the new Academic Year 15/16 all students will be able to see who their personal tutor is through myessex.

The Chair asked the reps to remind all students taking exams to eat and sleep well and to keep to a timetable with a balance between work and rest.

The Attendance monitoring system is currently being improved and the Peer Mentoring system is in place and 7 students have volunteered. Training sessions start on 29/04/2015.

The Chair took the opportunity to thank all Reps and explained that we take everything the reps suggest seriously and we have valued their input.

STUDENT REPRESENTATIVES’ REPORTS

Essex English Language programme

Reported

The EELP rep thanked all the staff from the EELP programme who they had found very helpful. The rep went on to comment that students do not like the rooms in the VB building.

Graduate Diploma

Reported

The Graduate Diploma Rep said that the students had time management problems with all their assignments. The Chair told the Rep that assignment dates are staggered to enable the students to work comfortably; the deadlines are reviewed annually. One of the EAP classes will cover the themes of time management and exam taking skills to help the students. The Chair asked the Rep to remind all Grad Dip students to confirm their offers for October 2015

SETTING UP STUDENT FOCUS GROUPS FOR CURRICULUM REVIEW

Reported

Once the exam period has finished, the Chair will be speaking to all Reps and arranging the focus groups.

FEEDBACK ON ASSESSED WORK

Reported

All Reps agreed the feedback they had received had been very useful and helpful.

Jayne Summers
Senior Administrator
April 2015