UNIVERSITY OF ESSEX
INTERNATIONAL ACADEMY
SSLC MEETING
Wednesday 29th January 2014
(4.00 – 5.00pm)

MINUTES

Chair          Liz Algar (Chair)
Present        Dr Wendy Archer (International Diploma Course Director), Shadiah Husein & Yu Yang (MA TESOL Reps), Muhammad Zulane (International Foundation Rep),
Apologies      Dr Desmond Thomas (MA TESOL Course Director), Marilyn Shanks (Welfare Officer)
Secretary      Jayne Summers (Senior Administrator)

1. MINUTES
Approved       The Minutes of the meeting held on 5th November 2013 were agreed as a correct record.

2. MATTERS ARISING
Noted          All action points completed

3. UNDERGRADUATE ANNUAL REVIEW OF COURSES (ARC)
Reported       The Chair explained the purpose of the Undergraduate Annual review of Courses (ARC) report was to review and evaluate the courses and to inform of quality assurance and enhancement. The chair further explained that the department had to develop an action plan to ensure the enhancement of the courses under review and ensure excellence in the quality of the education and identify and share good practice. The chair confirmed that all recommendations in the action plan would be completed within the timescale. If any of the Reps have any further questions about the report they can e-mail the chair (mealga@essex.ac.uk) and she will be happy to respond.

4. STUDENT SATISFACTION SURVEY REPORT 2013 (SSS)
Reported       The Chair explained the SSS report is a summary of the results for the 2013 Student Satisfaction Survey completed by International Academy students as part of the University survey of its 1st and 2nd year undergraduate students. The chair guided the Reps through the table in the report and went on to explain that these results are taken very seriously by the department and asked the Reps encourage all students to complete the 2014 SSS.

5. COURSE REPRESENTATIVES’ REPORTS

MA TESOL
Reported       That most of the teachers use Moodle but some use ORB and the students feel it would be better if all of the tutors could use Moodle.
Reported       That the students are now doing rationales, reports and reflections which they are not familiar with. The students would like to have samples of previous work to help them with their work. Samples of microteaching would have helped the students last term.
The microteaching marks were low and the students were not sure why they had lost marks.

Reported
That students are still struggling with obtaining certain books from the Library. The students feel the Library should have more copies of a particular book when it is recommended for a module. The situation becomes very frustrating when 8 students require the same book and there are only 2 copies. There is also a book on the recommended list which the Library does not have and the LRC only has 2 copies, again this is frustrating when you have 20 students all trying to book out the same book.

Action
Chair to raise all the above with the Course Director. (LA, DT)

Reported
The Reps reported that one student had complained to the m about the attitude of the Accommodation Office and wanted to know how and where she/he should make a complaint. The Reps were advised that the Welfare Officer would speak to them about this situation.

Action
Welfare Officer to speak to Reps. (MS)
Reps to contact chair once Welfare Officer had spoken to them. (SH, YY)

Reported
The Reps asked if they could be allowed to use the Microwave in the IA Social Space.

Action
Secretary to enquire if this would be possible. (JPS)

International Foundation/Four Year Degree

Reported
Most of the students have 5 modules some of the modules have mock tests as well real tests but not all. The students feel that they would benefit from mock tests in all their subjects this would then help them to see how they can improve for the real tests.

Reported
In order to proceed onto the Accelerated Route students must achieve 60% or above in each module. This is not always possible because some of the remaining coursework is scheduled for after the Accelerated Route entry exam. Students would like more tests and assignments before the entry exam so that they can achieve the 60% pass rate. The chair explained that there could be lots of reasons why this is not possible, for example the materials may not have been taught at that point and therefore the tests and assignments cannot be take place earlier.

Action
Chair to raise all the above with the Course Director. (LA, RH)

6. WELFARE OFFICER

Reported
The Welfare Officer was unable to attend but reported she had no issues to raise.

7. ANY OTHER BUSINESS

POSTGRADUATE ANNUAL REVIEW OF COURSES (ARC)

Reported
That the Draft Post Graduate Annual Review of Courses Report 2012-13 was a late edition and it was not possible to send out prior to the meeting. The Chair explained the purpose of the Draft Postgraduate Annual review of Courses (ARC) report was to review and evaluate the courses and to inform of quality assurance and enhancement. The chair further explained that the department had to develop an action plan to ensure the enhancement of the courses under review and ensure excellence in the quality of the education and identify and share good practice. The chair asked the reps to look through the report and if they have any comments of feedback to send them by e-mail to Nilufer Demirkan-Jones (ndemirk@essex.ac.uk)

Action
Comments and Feedback to Nilufer Demirkan-Jones. (All Course Reps)
8. DATE OF NEXT MEETING

Noted The Chair asked the reps if they would like to have a meeting in the Summer term. The Reps said no they did not feel it was necessary. The Chair concluded that if any of the Reps had a question they wanted to raise with her from now until the end of the Academic Year they could e-mail her and she would be happy to respond (mealga@essex.ac.uk). Finally the Chair once again stressed the importance of completing the Departments and the Universities surveys and asked the Reps to encourage the students to complete the SAMT and SSS surveys when they are due.

Jayne Summers
Senior Administrator
February 2014