UNIVERSITY OF ESSEX
INTERNATIONAL ACADEMY
STUDENT STAFF LIASION COMMITTEE
Monday 1 February 2016
(14.00 – 15.00)
MINUTES

Chair Dr Nilüfer Demirkan-Jones
Present Mrs Silvia Lefley, Dr Ritta Husted, Mrs Anyarath Kitwiwattanachai, Miss Bolu Salako, Mr Francisco Gomar Cabrera, Miss Nurdana Tazhigayevra,
Apologies Mrs Liz Algar, Mr Ghuloom Mahdi
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 6 November 2015.

MATTERS ARISING FROM THE MINUTES
Noted There were no matters arising.

DIRECTOR OF EDUCATION’S REPORT

a) Student engagement during welcome week
Reported The Chair explained to the representatives that student engagement during welcome week had been poor, out of 250 students only 50 attended the welcome week events arranged by the International Academy. As a Department we would like to know how we can encourage students to attend our events in the future. Representatives were asked to find out if students did attend any IA welcome events what they thought of the event and if they did not attend, why?

Action To ask all students their views on welcome week (All Student Representatives).

b) Curriculum Review Update
Reported We are in year 2 of the curriculum review and we are reviewing and checking all our practices. In the Autumn Term we looked at technology and how we can use technology in the class room. A Committee member explained that she had been in a training session that day. She went on to explain about the training session and how the technology could be used and said she intended to see if she could use the technology in future classes. The Chair asked the Committee member to report back at the next SSLC meeting once she experiments with this new technology.

Action Committee member to report back on technology used in future classes. (Mrs Anyarath Kitwiwattanachai)
Within the framework of the Curriculum Review, we continue to work on the 2-year masters course. Within the plan we have also been asked to review the Essex English Language Programme entry points. We currently have 8 entry points and a suggestion has been made to reduce the number to 5. The Chair explained that she would e-mail the students on the EELP course for their views. This suggestion will also be discussed at the Education Committee Meeting.

To e-mail EELP students for their views on entry points.
(Dr Nilufar Demirkan-Jones)

**STUDENT REPRESENTATIVES’ REPORTS**

**International Foundation Programme/Year 0**

**Reported**

That there was no interaction from some tutors, they talk through the slides in a lecture but do not elaborate further.

The Maths and Statistics module test for Foundation Year students. The first term test was a one-hour test, which many students did not complete. Students enquired if more time could be allocated for the test or if the content could be reduced to accommodate the time.

**Action**

IFP/Year 0 Course Director to speak to colleagues (Dr Ritta Husted)

**Reported**

We would like to raise the issue discussed at the previous meeting with regards to teaching after 6.00pm. Are there any updates or changes that might occur next year, the issue has been raised throughout the university with students concerned about lateness of classes especially for those students who have 09.00 and 10.00am classes.

The IFP/Year 0 Course Director explained that unfortunately we are bound by the Timetable policy and its constraints and there is no option but to timetable students and tutors when both are free.

**International Diploma**

**Reported**

Overall the students are happy with their classes and lectures.

**STUDENT SATISFACTION SURVEY LAUNCH**

**Reported**

Each year the University launches its Student Satisfaction Survey which runs from January to April. The survey covers questions about your time at the University and the University values your feedback. There are various prizes this year including a departmental prize of a £50 Amazon voucher for each course. The University also has a prize of an IPad to give away. The reps were asked to encourage their fellow students to complete the survey.

**FEEDBACK ON ASSESSED WORK**

**Reported**

All Representatives were happy with their feedback.
ENGAGEMENT WITH PERSONAL TUTOR

Reported Paper SP/02 Students’ engagement with personal Tutor was discussed at length. The Representatives said they were happy with their personal tutor. They went on to explain that some students do not know why they need a personal tutor and that the personal tutor system had not been explained to them. The Committee agreed that if a student had not attended events in welcome week they would not know about the personal Tutor system. The representatives were asked to e-mail out the 4 questions on the ‘Student engagement with personal tutors’ paper (SP15/02) and to ask for feedback.

Action To e-mail questions and ask for feedback (All Student Representatives)

RESPONSE TO STUDENT SATISFACTION SURVEY

Reported The chair discussed the Survey with the Committee.

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>To ask all students their views on welcome week</td>
<td>All Student Representatives</td>
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<td>2.</td>
<td>Committee member to report back on technology used in future classes</td>
<td>Mrs Anyarath Kitwiwatthanachai</td>
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<td>3.</td>
<td>To e-mail EELP students for their views on entry points</td>
<td>Dr Nilufer Demirkan-Jones</td>
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<td>4.</td>
<td>IFP/Year 0 Course Director to speak to colleagues regarding feedback received on teaching</td>
<td>Dr Ritta Husted</td>
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<tr>
<td>5.</td>
<td>To e-mail questions relating to personal tutor system and to ask for feedback</td>
<td>All Student Representatives</td>
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