1. WELCOME AND INTRODUCTION

The chair welcomed everyone to the first Staff Student Liaison Committee Meeting of the new Academic year and asked all members to introduce themselves.

2. MINUTES

Approved

The Minutes of the meeting held on 30th April 2013 were agreed as a correct record.

3. MATTERS ARISING

Reported

No Matters arising.

4. MEMBERSHIP AND TERMS OF REFERENCE

Noted

The chair explained that the Student Staff Liaison Committees (SSLC) is made up of elected student representatives and members of staff. They provide an accessible arena for students to discuss with staff issues connected to teaching, learning and student support. They also provide an opportunity for the academic department/school/centre to consult with students and receive feedback on new proposals.

5. SAMT REPORTS

Noted

The chair explained that SAMT stood for Student Assessment on Modules and Teaching. Each course has its own report from the last Academic Year and the Reps were asked to have a look through and see what the previous students had thought of the courses. This feedback is taken very seriously by the department and we look forward to having this year’s student’s feedback later in the Academic Year.

6. STUDENT HANDBOOKS

Noted

The chair reminded the Reps that the Undergraduate and Postgraduate Handbooks were on Moodle and asked the Reps to draw all the students’ attention to these books because they contain all the information that students require throughout the Academic Year. In particular information on attendance is included and all students must note this.
7. ATTENDANCE AT LECTURES, CLASSES, AND TUTORIALS

Noted That Chair explained to the Reps the importance of attending all Lectures, Classes and Tutorials and asked them to pass this information onto their fellow students.

8. COURSE REPRESENTATIVES’ REPORTS

MA TESOL

Reported That the biggest problem they all have is with the SK021 module. The students would prefer early direct feedback, they do not feel that they are knowledgeable enough to do self and peer assessment. They are happy with the content but the delivery is a problem as they feel the lecturer is not prepared for this type of module.

Action Chair to feedback to Course Director (LA, DT)

Reported The Reps advised that their fellow students were having trouble hearing and understanding 1 or 2 tutors. The tutors were either speaking too quickly and some of the students could not understand them or the tutors speak too quietly and this makes it hard to hear. They also reported that one of the tutors seems very tired.

Action General reminder to be sent to all tutors across all courses re:- speed and level of speech (CD’s)

Reported Students have been sent an e-mail from an advisor introducing himself. They do not understand what the e-mail is about and why it has been sent so late in the term and what an advisor is.

The Welfare Officer explained what the advisor system was and that she had spoken directly to students about their advisor during the welcome week. The reps explained that some of the students had not been at the University in welcome week and had missed this information. The Welfare Officer appreciated that further clarification should have been sent out to all late comers.

Action Welfare Officer to speak to Advisors, frequently asked questions sheet will be circulated to all students along with a business card from all advisors (MS)

International Foundation Programme

Reported Some students are having problems parking and this is making them late for their lectures.

The Welfare Officer responded to this saying that students need to manage their time better and arrive early so that they do not miss lectures, classes and tutorials.

Reported There are problems in the class rooms with the AV equipment and projectors not working making the class difficult for the tutor and students.

The chair explained that all problems with AV equipment and projectors were reported immediately to the appropriate department in order to minimise disruption to both staff and students.

Essex English Language Programme

Reported Students need IELTS to gain entry to other departments and would like more focus on IELTS classes and help in passing the IELTS test. They do not feel there is enough class content for IELTS preparation; some tutors do not do any IELTS content. The Rep said that students had mentioned that they may withdraw and join CESC.

Action Chair to speak to the Course Director (LA, CE)
9. ANY OTHER BUSINESS

Reported: There had been problems with the Listen Again Service. The Committee were advised that the current system is being upgraded. Reps were advised to check with their tutor to establish if their class had the Listen Again Service.

Reported: This year there had been a problem getting Student Reps and that some of the courses still only had 1 rep. It was explained that this had been taken out of the Departments control and is now being done by the Student Union. The Committee were advised that all Departments were making similar complaints and that this had now been flagged to a higher level.

10. DATE OF NEXT MEETING

To be confirmed

Jayne Summers
Senior Administrator
November 2013