UNIVERSITY OF ESSEX
INTERNATIONAL ACADEMY
STUDENT STAFF LIASION COMMITTEE
Tuesday 4 November 2014
(13.00 – 14.00)
MINUTES

Chair Dr Nilüfer Demirkan-Jones
Present Dr Wendy Archer, Mrs Silvia Lefley, Miss Jennifer Obainuju Okoye, Mr Achilleas Kyriacou, Mr Owen Daynes, Mr Yiheng Guo, Mr Zixuan Ye, Mr Chris Ramos Cobreros, Mr Gabidulla Ospankulov
Apologies Dr Ritta Husted
Secretary Mrs Jayne Summers

STARRING OF AGENDA ITEMS
Noted Item 11 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 24 April 2014.

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

DIRECTOR OF EDUCATION’S REPORT
Reported The Chair welcomed everyone to the first Student Staff Liaison Committee Meeting of the new Academic year and asked all members to introduce themselves. The committee were informed that the University had recently re-structured its administration system and we now have two Pro-Vice Chancellors each responsible for Education and Research as well as a Deputy Pro-Vice Chancellor. This in turn had changed the structure of the department; we have a Head of Department, Director of Education, Director of Employability, Graduate Director and Undergraduate Director. The Chair told the committee she had taken on the role of Director of Education and is working closely with all colleagues in the International Academy.

The committee learned that the main concern is students’ well-being and academic progress. There is a Personal Tutor system in all departments. A Personal Tutor is an advisor who you can contact for help with general and academic enquiries; they are there to advise you on what is available for you at the University. The Committee were asked if they had received all information relating to the Personal Tutor system, to which some replied they had not and did not know who their Personal Tutor was.
MEMBERSHIP AND TERMS OF REFERENCE

Approved The Programme Board Membership and Terms of Reference 2014-15.

STUDENT REPRESENTATIVES’ REPORTS

Essex English Language programme

Reported The course is going well, the University is a friendly environment and the students are happy with the teaching. However, some students are not happy with their classrooms, particularly the Valley Building classrooms, which are hot in the summer and cold in the winter. The Chair explained that the classrooms are allocated by the timetable office and many factors are taken into consideration when allocating rooms. The Chair noted the concerns of the EELP representatives for now and will look into getting alternative rooms for next academic year.

International Foundation Programme/Year 0

Reported The students had mentioned that they do not feel there is enough contact with the subject specific tutors. The Chair explained to the committee that all tutors have an office hour. If a student needs to meet with a tutor they need to check when their office hour is and then sign up.

The maths students do not think the maths homework is being graded fairly. The tutor has a specific way in which the working out should be done and the students feel that as long as the answer is the correct how it is worked out should not be penalised.

Action To contact IFP/Year 0 Course Director (Dr Nilüfer Demirkan-Jones)

Reported The law students asked if their IA120 classes on a Tuesday could follow each other and not have a 1 hour gap.

Action To check the law timetable and liaise with the IFP/Year 0 Course Director (Mrs Jayne Summers)

International Diploma

Reported Some of the students who have not previously studied on a Foundation Year are finding the course difficult. The International Diploma Course Director reminded the ID representatives that all the tutors have additional tutorial classes which offer students extra support if they require it. The Course Director asked the reps to encourage all the students to go along and get help.

Graduate Diploma

Reported On the whole there are no problems at this point. The representatives asked several questions on how and when to report a problem. The Chair explained the procedure for reporting any problems and told all representatives that her door is always open.
FEEDBACK ON ASSESSED WORK

Noted Your feedback regarding your assessed work is very important to us and this will be an agenda item for each meeting. By now you will all have a schedule for the deadlines for your assignments and tests. This plan should have clear instructions on when you are required to submit your work and when you can expect your work back from your tutors. For undergraduate students the feedback turnaround time is 3 weeks and for postgraduate students the feedback turnaround time is 4 weeks. Your feedback from your tutors should include how well you have done in your assessment, and identify any improvements, with guidance; you need to make for your next assignment.

Action To re-circulate assignment deadlines to Graduate Diploma students (Dr Nilufer Demirkan-Jones)

ANY OTHER BUSINESS

Noted All Undergraduate student representatives to remind the students that they need to collect a USB stick from the main office (room 4.117) as soon as possible.

The Postgraduate and EELP USB sticks will be available shortly.

Student representatives to feedback to all students that submitting an assignment is no excuse for not attending a class.

Jayne Summers
Senior Administrator
November 2014

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 contact Departmental Co-ordinator of personal tutor system to check that each student has a designated PT</td>
<td>Dr Nilufer Demirkan-Jones</td>
<td></td>
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<tr>
<td>2.</td>
<td>To contact IFP/Year 0 Course Director regarding subject specific modules</td>
<td>Dr Nilufer Demirkan-Jones</td>
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<td>3.</td>
<td>To check the law timetable and liaise with the IFP/Year 0 Course Director</td>
<td>Mrs Jayne Summers</td>
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<td>4.</td>
<td>To re-circulate assignment deadlines to Graduate Diploma students</td>
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