

INSTITUTE OF EDUCATION AND HUMANITIES

STUDENT STAFF COMMITTEE FOR THE CENTRE FOR PROFESSIONAL LEARNING & LEADERSHIP, PGCE (PCET) PORTFOLIO

AGENDA/MINUTES OF THE MEETING HELD ON 11th FEBRUARY AT 2.00 PM VIA TEAMS

PRESENT: Caroline Lewis (Academic Director, Chair), Marion Phillips (Programme Tutor), Katie Gardner (Programme Tutor), Mark Flagg (Programme Tutor), Ruth Cook (Student Services), Alison Evans (Library), Steve Morgan (IT), Najem Boumtiri (Year 1 PT student rep)

IN ATTENDANCE: Lesley Morgan (mins)

Agenda Item	Main Discussion Points	Action Points	Timescale
1. Welcome and Apologies	Apologies were received from Elyse Hopkins (FT student rep), Georgia Crahart (FT student rep) and Philippa Fitzgerald (Yr 2 student rep)		
2. Minutes of the last meeting and update on action points <i>(using traffic light system to ensure feedback loops are closed)</i>	The minutes of the last meeting were confirmed as correct. <u>Action points</u> Student reps to encourage cohorts to complete surveys - ONGOING Student reps to encourage cohorts to complete module Feedback on Moodle - ONGOING Student reps to feedback to cohorts re: professional behaviours - COMPLETE CL to upload reports from professional services to Moodle - COMPLETE Reps to inform cohorts of communication strategy following screening tests - ONGOING CL to feedback to catering re: choices in IQ café - COMPLETE		

Agenda Item	Main Discussion Points	Action Points	Timescale
	MP and KG to check Moodle set up - COMPLETE Student reps to encourage cohorts to feedback on any sessions they would like - ONGOING		
3. Chair's Update <i>Including: significant University news; Academic Discipline/Cluster or Programme events or information; Academic Discipline/Cluster Quality matters – updates on reviews, validations etc</i>	General update The programme team acknowledge that semester 2 of the academic year can be a little challenging as this is where teaching practice can become intense, especially for the FT cohort. Students were reminded of the need to maintain contact with personal tutors for support and the team would be following up with any student who may be a concern over their engagement. Attendance and engagement Students were reminded of the significance of attendance and engagement at all taught sessions. This includes the need for punctuality when returning from breaks and has been noted in particular for the full-time group. Such matters can affect the quality of student experience as well as form part of references produced from the programme team. Mid-session exam board Students were informed that the mid-session exam board would be taking place in April where the results from assessments submitted so far would be considered. The board will also determine the date of submission for any students with failed assessments or extenuating circumstances.		
4. Review of Feedback Traffic Lights <i>Opportunity to review and update traffic lights and discuss progress.</i> <i>This should result in traffic lights altering, being added to, or removed.</i>	No traffic lights to update, should anything arise from today's meeting then this will be circulated to the reps and updated via Moodle.		

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<i>Note: If there's something that is noted as red in your traffic lights and it is not in your control then you should notify the Academic Office.</i>			
5. Progress on Surveys Action Plan <i>This is a live document which can be added to at meetings. This document must be agreed in collaboration with elected Student Reps.</i>	Full-time and part-time year 2 students were asked to encourage their cohorts to complete the PTES survey which they should have been notified about via their email accounts. Students were reminded of the significance of these surveys as a metric of student satisfaction.	Student reps to encourage cohorts to complete surveys	
6. Annual Programme Reviews <i>Provide APR details for comment and review by student representatives as required by AQH Chapter 4.</i>	Nothing to report		
7. Review of Module Feedback <i>Review collected module feedback with the student reps and identify action points and progress.</i>	Some module feedback has been received for two modules so far, mainly from the FT cohort it seems. Feedback has been generally positive and there are some minor areas that have been noted that the team will be looking to address.	Student reps to encourage cohorts to complete module surveys	
8. Learning & Teaching Matters <i>An opportunity to discuss:</i> - Good practice - Annual Programme Reviews - Innovative projects - Resources (library, specialist software, equipment and facilities etc) - Assessments - Feedback mechanisms - Work placements / work experience	Placements A reminder was given that students should be engaging with their placements and any issues regarding this should be raised with personal tutors. The programme team will be monitoring engagement with placement activity. Student Services RC gave a summary on the Student Services. A full report will be available on teams containing all relevant information, opening times, useful links. Library AE gave a summary on the Library services. A full report will be available on teams containing all relevant information, opening times, useful links		

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- <i>Learning spaces (to come before or after resources)</i> - <i>Inclusive teaching</i>	IT SM gave a summary on the IT services. A full report will be available on teams containing all relevant information, opening times, useful links Full-time student reps Not present. No report or feedback received. Year 2 pt student rep Not present. No report or feedback received. Year 1 pt student rep Good module with KG and MP. Only one issue was raised which was naming the tutor on the teaching observation form. Could this be anonymous? RESPONSE The name is there for audit purposes so all information can be verified if needed.		
9. Enhancing learning <i>An opportunity to discuss:</i> - <i>Co-curricular opportunities</i> - <i>Enhancement projects</i> - <i>Student Development</i> - <i>Employability</i> - <i>Learning Community activity</i> - <i>Field trips, site visits</i> - <i>Student-led conferences</i>	We are continuing to look for opportunities to provide a programme of events on continuing professional development that would be useful for the students. Others will be available as and when and communicated to the different cohorts. If there are any ideas as to the types of events the students may like to see then please let the programme manager know. Particularly we would like to know anything students may be interested in studying for the Professional Development and the PCET Practitioner module where we try to offer CPD related classes based on student feedback. Full-time cohort – next session will be on Wed16th and 17th Feb. Part-time year 2 – sessions start on 3rd March.		
10. Any other business	N/A		
11. Date of next meeting	May 6 th 2025 at 14.00 pm via Teams		

Once confirmed, please send a copy of these minutes to studentvoice@uwtsd.ac.uk.