

INSTITUTE OF EDUCATION & HUMANITIES

STAFF STUDENT COMMITTEE FOR PGCE/PCE (PCET) PORTFOLIO, INITIAL TEACHER EDUCATION

AGENDA/MINUTES OF THE MEETING HELD ON 16 FEBRUARY 2022 AT 3.00pm HELD VIA Teams

PRESENT: Caroline Lewis (Programme Director, Chair), Ruth Cook (Student Services), Gareth Seymour (IT), Jane Gwynn (Part-time year 1 student rep)

IN ATTENDANCE: L Morgan (Mins)

Agenda Item	Main Discussion Points	Action Points	Timescale
1. Welcome and Apologies	Chair welcomed everyone to the meeting. Apologies - Marc Flagg, Alison Evans (Library), Ashwath Pazhani (Full time rep), Alex Atkins (P/T Yr 2 rep)		
2. Minutes of the last meeting and update on action points <i>(using traffic light system to ensure feedback loops are closed)</i>	Confirmation of the minutes for previous meeting Action points Student reps to encourage students to complete module evaluations via Moodle. ONGOING Student reps to remind cohorts to begin booking TP visits. CL to send reminder via Teams. COMPLETE CL to upload Student Services, Library, IT reports to Moodle. COMPLETE		
3. Chair's Update <i>Including: significant University news; Academic Discipline/Cluster or Programme events or information;</i>	Chair shared that Robyn Griffiths, year 1 part-time programme representative has stepped down from his role and would like to formally note thanks to him for undertaking the position.		

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<i>Academic Discipline/Cluster Quality matters – updates on reviews, validations etc</i>	No significant news to share at this stage, delighted to be continuing to offer in-person teaching on campus. No developments in relation to validations or reviews at this stage.		
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> <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>	No traffic lights to update, should anything arise from today's meeting then this will be circulated to the reps and updated via Moodle.		
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>	Chair reminded reps that the PTES survey is now live and all full-time and year 2 part-time students will have received an email inviting them to complete this. Students are encouraged to complete the survey as soon as possible as the feedback from this does inform programme development and the results are available for future students. Reminder that the survey closes on 30.04.22.	Student reps to encourage cohort to complete survey if relevant	30.04.22
6. Annual Programme Reviews <i>Provide APR details for comment and review by student representatives as required by AQH Chapter 4.</i>	Annual Programme Review documents will be sent to the student reps and we would appreciate any comment or feedback from this either via email or at the next Staff Student Liaison meeting	CL to send APR documents to student reps	28.02.22
7. Review of Module Feedback <i>Review collected module feedback with the student reps and identify action points and progress.</i>	None available at this stage	Student reps to encourage students to complete module	Ongoing through academic year

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		evaluations via Moodle.	
8. Learning & Teaching Matters <i>An opportunity to discuss:</i> - <i>Good practice</i> - <i>Annual Programme Reviews</i> - <i>Innovative projects</i> - <i>Resources (library, specialist software, equipment and facilities etc)</i> - <i>Assessments</i> - <i>Feedback mechanisms</i> - <i>Work placements / work experience</i> - <i>Learning spaces (to come before or after resources)</i> - <i>Inclusive teaching</i>	Chair thanked students for their continued engagement this year. We are delighted that we are able to continue campus-based sessions and students are reminded to regularly review the information provided by the university regarding current restrictions. There continue to be concerns with students utilising online sessions rather than attending class-based sessions without explanation for this. Small student numbers on campus do affect the quality of the provision therefore we ask that students do attend on campus unless there are significant reasons i.e. health related, isolation needs and to notify the relevant tutor beforehand. In line with the UWTSD policy on recording sessions and in response to student feedback we will no longer be recording sessions automatically. Placement teaching observations are ongoing at the minute but there are some students, particularly in year 2 who have not requested a visit. Students are reminded that they are responsible for arranging the observations as an integral part of their teaching portfolio and we cannot guarantee staff availability should their request be received late in the term. Student Services RC gave a summary on Student Services. A full report will be available on Moodle containing all relevant information, opening times, useful links. It was also noted that student services staff will be available on campus on a rota basis from the end of the month. Also, the Head of Student Wellbeing will begin her role from the end of March. Library A full report will be available on Moodle containing all relevant information, opening times, useful links	Student reps to remind cohorts to book TP visits. CL to send reminder via Teams CL to upload to Moodle CL to upload to Moodle	

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	IT GS gave a summary on Student Services. A full report will be available on Moodle containing all relevant information, opening times, useful links Full-time student representative No representative was present, however, no issues/concerns had been reported Part-time year 2 student representative No representative was present, however, no issues/concerns had been reported Part-time year 1 student representative Feedback from one student was that they were experiencing delays in response to emails. RESPONSE: CL asked the rep to ask the student to get in touch with her direct if this has been an ongoing issue. She also asked the rep to remind the cohort of the 48 hour turnaround to respond to emails (within a working week). Also, if the rep could remind the cohort that when emailing, student email addresses are to be used.	CL to upload to Moodle	
9. Enhancing learning <i>An opportunity to discuss:</i> - Co-curricular opportunities - Enhancement projects - Student Development - Employability - Learning Community activity - Field trips, site visits - Student-led conferences	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.		
10. Any other business	N/A		
11. Date of next meeting	27.04.22 2.00pm via Teams		

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