

SWANSEA BUSINESS SCHOOL, CIPD DIPLOMA IN APPLIED HUMAN RESOURCES STAFF STUDENT COMMITTEE

MINUTES OF THE MEETING HELD ON 3rd April 2019 at 4pm in Coleg Sir Gar, Pibwrlwyd Campus.

PRESENT: CIPD/Business Faculty representation: Julie Thomas (Lecturer), CIPD Intermediate Student Representatives – Jane Sadler, Richard Drummond. Coleg Sir Gar Representative – Alison Williams.

APOLOGIES: Paris Bonfield, IT. Ellie Downes – Library;

Agenda Item	Main Discussion Points	Action Points	Timescale
1. Welcome and apologies	JT explained that Ellie Downes has now left and that the University is currently awaiting a new library representative. Paris Bonfield was unable to make the meeting due to an IT issue in Cardiff but has provided information below.	None	N/a
2. Matters arising from Annual Reviews/Boards of Study and/or Staff-Student Committees	JT explained that she had received an answer from Ellie regarding loan periods and had sent this on to JS. The University loan periods cannot be changed. AW offered to return books for students if she was in the area. JT stated that she had started to number slides, as requested, although the numbers are not very obvious when they are displayed on screen. JT said that she would continue to do this. JT said that she had looked at the timetable and felt that there was no need to adjust assessment dates at the moment as deadlines were more spread out and the nature of assessments was changing due to every 2 units from now on being linked. JS and RD confirmed that assessment dates were not currently an issue.	None	N/a

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	JT stated that the tutorial day in Pembrokeshire had been very well attended. RD and JS said that they had found this reassuring and that there was no immediate need for another one. JT offered to organise another one, if requested. RD asked if the Carmarthen tutorials were well attended. JT said that normally 3-4 students attend, but she had also held tutorials at students' workplaces. AW mentioned that the Cardiff based students were interested in a tutorial near Cardiff. JT said that she had already offered this and that a date would be arranged.	JT to continue to arrange tutorial days.	Monthly/2 monthly basis as required.
3. Matters arising from Student Questionnaires	No matters arising, but some feedback generated from a small representation of the 19 members of this CIPD Programme, as captured below.	None	N/a
4. Items linked to resources that affect the learning and teaching experiences within the School	JS mentioned that sometimes when she opens a Word document from Moodle it says that the content cannot be viewed. She will contact IT about this as it is only affecting her at the moment. AW said that some students had expressed preferences about the room arrangements but as different students liked different formats, the tables would be arranged in an appropriate way each session. PB sent the following to be shared with students: • A reminder about the 24hr 365 day IT Service Desk Support number: 0300 500 5055. • Also during term-time there is a member of the IT team on the IQ IT Service Desk (Swansea) until 8pm Mon-Thursday and 11am-1pm on Saturdays and Sundays term time only. • There are a number of IT guides on the University website along with information on what software is available for student use at home including Cysgliad. www.uwtsd.ac.uk/its • I would like to remind staff and students about Statushub (https://status.uwtsd.ac.uk) to view any updates ongoing issues and planned maintenance. • I would like to remind staff and students to be on guard about phishing / SPAM	JS to contact IT and report back if it is of interest to all.	July 2019.

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	emails. For staff, there is an Information Security Awareness course available on Moodle which can help spot suspicious emails and activity. Lastly, I would just like to remind staff and students to report issues when they occur. The link is: https://webhelp.uwtsd.ac.uk		
5. Comments from Student Representatives with feedback/ responses reported under each issue.	Generally students are very happy with the programme, and proceedings to date; emphasising that comments were very positive. Students had stated that JT was very supportive and that the resources on Moodle were very good. Some students had accepted that they were behind but had a plan to get back on track. AW mentioned that some were going to find it difficult to fit in the Digital Literacy requirements but that she was working on this; options may include using the skills days, having virtual tutors or completing work after May 2020. One student wanted more frequent sessions, but JT stated that the current format would not change, although the student could take advantage of the tutorial days. RD mentioned that JS had appeared in the Western Telegraph, talking about the qualification as a result of the publicity on LinkedIn and Twitter. JT thanked Jane and everyone for taking part in this – hopefully it will help increase numbers for the next intake and had served as good publicity for the companies of those who had taken part.	AW to complete arrangements for the Digital Literacy requirements.	By the end of term, July 2019.
6. Items linked to the academic work of the School	JT mentioned that the EV visit had been very successful and that the Centre had been given direct claim status. JT reiterated the need for students to complete the UKES questionnaire, to give additional feedback to the University. Date of next meeting: 11th December 2019, in Coleg Sir Gar, Pibwrlwyd campus.		