

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

MINUTES OF THE MEETING HELD ON 12th December 2018 at 4pm in Room TL07, Carmarthen campus.

PRESENT: CIPD/Business Faculty representation: Julie Thomas (Lecturer), CIPD Intermediate Student Representatives – Jane Sadler, Richard Drummond. IT representation – Paris Bonfield.

APOLOGIES: Ellie Downes – Library;

Agenda Item	Main Discussion Points	Action Points	Timescale
1. Welcome and apologies	Ellie Downes – apologies. Julie Thomas chaired.	None	N/a
2. Matters arising from Annual Reviews/Boards of Study and/or Staff-Student Committees	No matters to take forward from previous meetings as this was the first one.	None	N/a
3. Matters arising from Student Questionnaires	No matters arising, but some feedback generated from a small representation of the 21 members of this CIPD Programme, as captured below.	None	N/a
4. Items linked to resources that affect the	JT explained the purpose of the meeting and the request to gather information to address any issues/identify any opportunities for further improvement.		

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learning and teaching experiences within the School	Library: JS asked if students could have a minimum of 4 weeks before a book can be reserved and recalled as students are only in the area once a month and are finding it hard to return books in between. JT said that this was unlikely as it was University policy that applied to everyone but would ask Ellie to respond. She added that students could take out books from Pembrokeshire College, if this was closer to them. IT – initial problems with accessing Moodle, but all okay now. IT helpdesk has been very good. RD mentioned problems with photos being accepted. PB said that students could have their photo taken on site, if needs be. JS/RD said that there had been no issues with Turnitin. They said that the Moodle site was very good – well structured, with clear signposts to plenty of material. PB reminded students of the 24 hour IT helpline – 0300 500 5055. The Student Union offers free printing.	JT to ask Ellie about extending initial loan periods.	By end January.
5. Comments from Student Representatives with feedback/ responses reported under each issue.	Generally students are happy with the programme, and proceedings to date; emphasising that many comments were positive and JT, approachable and helpful. Points raised are below: JS mentioned that some students had concerns that hand-in dates were after the next workshop. JT said that it was set up like that so that students had a chance to ask additional questions face-to-face, prior to hand-in. She said she would look at the dates again to see if the schedule could be amended. <i>JT has looked at this – it would mean students have less time to submit assignments initially which is not ideal at the moment. The good news is that from April onwards every 2 modules are linked, which may make hand-in dates less of an issue. There is also more time to submit assignments. JT will review dates for next year.</i> JS said that although recommended reading is labelled as such, some students need reassurance that this is the case as they are finding the workload heavy. JT said she would do this. She also added that the CIPD wanted her to signpost students to enough information in order to meet the Guided Learning Hours, and so enough material would continue to be added to the Moodle site for this to be achieved.	JT to review dates for next year. JT to email students and reassure them.	By April 2019. Completed 17/12/18.

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	JS also said a student had requested that lectures notes/powerpoints have slide numbers highlighted, for ease of reference to specific slides after the materials had been downloaded from moodle. JT apologised as this had been raised informally before and said that she would endeavour to remember next year. JS asked if students needed to complete the recent blog. JT said yes as it would keep everyone on track with their learning and could be used as evidence for the final submission in May 2020. JT said she would remind students of this. JS said that students had raised that the workshops covered a lot of information in one day. JT said that this was necessary in order to achieve the learning outcomes. If less was covered, there would be more reading for students to undertake. JS asked if quicker feedback on assignments was possible. JT said that the University standard was 20 working days, and although the aim would be to get marks back to students as soon as possible, this was difficult due to teaching commitments. JS said that different students had different ideas about the location of workshops. RD said that some didn't like having to pay for parking. JT and PB said that parking was free and that students need to register (please see previous emails). All workshops from now on will be in Coleg Sir Gar. JT added that she could offer tutorials nearer to students' homes, if needs be. JT mentioned that the external examiner from the CIPD will be visiting on 19th February. Therefore students should aim to be up to date by then, if modules are to be signed off.	JT to number slides JT to email students. RD to suggest a date, if students want a tutorial day in Pembrokeshire.	From next workshop onwards. Completed 17/12/18. By end Jan 19.
6. Items linked to the academic work of the School	No additional comments from points raised in 5. Date of next meeting: 3.4.19, in Coleg Sir Gar, Pibwrlwyd campus.		