

INSTITUTE OF EDUCATION AND HUMANITIES

STUDENT STAFF COMMITTEE FOR (DETAIL ACADEMIC DISCIPLINE, CLUSTER OF PROGRAMMES OF STUDY, OR PROGRAMME OF STUDY)

AGENDA/MINUTES OF THE MEETING HELD ON 15 FEBRUARY 2023 AT 14:00 HELD VIA TEAMS

PRESENT: Caroline Lewis (Academic Director, Chair), Katie Gardner (Programme Tutor), Marion Phillips (Programme Tutor), Ruth Cook (Student Services), Alison Evans (Library), Gareth Seymour (IT), Lauren Thomas (FT Student Rep), Redhwan Al-Amri (PT y1 Student Rep), Laura Jenkins (PT y2 Student Rep).

IN ATTENDANCE: Lesley Morgan (mins)

Agenda Item	Main Discussion Points	Action Points	Timescale
1. Welcome and Apologies	Chair welcomed everyone to the meeting. Apologies were received from Mark Flagg.		
2. Minutes of the last meeting and update on action points <i>(using traffic light system to ensure feedback loops are closed)</i>	CL to liaise with student reps re: course feedback and development ONGOING CL to send APR document to student reps. ON AGENDA Student reps to encourage students to complete module feedback via Moodle. ONGOING Student reps to remind students to book teaching observations ONGOING FT student rep to feedback on delivery structure of the course COMPLETE CL to upload reports to moodle. COMPLETE CL to liaise with MF re: Action Research Project. COMPLETE		

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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>	No significant news to update at this stage, if anything arises before the next meeting then this will be shared with students through the usual communication channels. Students will be aware of the ongoing industrial action by UCU members. At this stage the programme has not been impacted by this but if there are any concerns regarding this, particularly in relation to placement then please do contact your personal tutor in the first instance to discuss this further. Chair reminded students of the parking permit requirements on campus and for students to apply for this online, details have been circulated within the Student Bulletin.		
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>	None to update at present		
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>	PGCE (PCET) students are eligible to complete the PTES which has now gone live for students in year 2 of the part-time programme as well as the full-time cohort. Students are encouraged to complete the survey as an important measure of the quality of the programme they are studying.	Student reps to encourage other students to complete the PTES	

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6. Annual Programme Reviews <i>Provide APR details for comment and review by student representatives as required by AQH Chapter 4.</i>	Key information on the programme review process are detailed below: • Programme recruitment remains healthy at present. • Students appear to be attaining well across the cohorts with some issues in relation to teaching practice, some of which are Covid related, others are due to personal circumstances. • No specific issues raised during the course of the year in review regarding taught modules. Some concerns were raised in relation to placement activity and was addressed by the programme team through the provision of further placement opportunities. • External examiner report was highly positive with some recommendations made in terms of student feedback within higher grade boundaries benefitting from developmental targets. External examiner also commented on some students struggling with placement activity as a legacy issue from Covid-19.	Invite will be sent out to meet the External Examiner	End of June 2023
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 feedback via Moodle.	Ongoing
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 - Learning spaces (to come before or after resources)	CL thanked the students for their engagement this year so far. In some cohorts, attendance is an issue at taught sessions and this is being monitored and supported through the personal tutor system. Students were reminded that attendance is a mandatory component of the programme and any issues should be raised with personal tutors in the first instance. Full-time students were reminded that anyone who wishes to be considered for the level 7 PGCE should contact CL by 24th February to discuss this further. Only students with a high 2.1 or 1st class profile will be considered as eligible. Full-time and part-time year 2 students have been offered SafeTalk training and it was good to see the numbers of students in attendance. We will hopefully be able to offer this again next year and current part-time year 1 students will be invited to attend.		

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- <i>Inclusive teaching</i>	Reminder that all students should be engaging with their placement settings and for year 1 students to confirm their placement arrangements with their personal tutor if they have not done so already. Students were reminded of the need to contact their personal tutor in the first instance to book any teaching practice observations required in good time. 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 Library AE gave a summary on Student Services. A full report will be available on Moodle containing all relevant information, opening times, useful links 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 Reported that the students find the programme valuable and are finding that the course content does apply to their practice. The cohort wished to raise two points. The first one being that not all students received their Digital Innovation results at the same time. This led to some students thinking that they had failed the assignment. They appreciate that this could not be helped but they were not informed. RESPONSE: following the tutor's accident the post date was not adjusted on Turnitin which led to this. CL offered her apologies and all future release dates will be closely monitored so this does not happen again. The second point was in relation to the school strikes. Some students would have no child care for these which would mean they would miss lectures. Was it possible to have a teams link sent to the ones who couldn't attend in person. RESPONSE: running sessions via teams is not the best student experience. However, CL will liaise with the team to put something in place to mitigate the school strikes only.	CL to upload to moodle CL to upload to moodle CL to upload to moodle	

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	Part-time year 2 student representative The representative echoed the comments of the full time rep with the positivity and value of the programme. Again, two points were noted. Firstly, ethics forms. There is anxiety over this process. The cohort feel that more emphasis should be on these. RESPONSE: this process is discussed at the end of Year 1 and the process is started early on in Year 2. CL will look into the process and any delays. Any students with particular issues are to contact CL. Secondly, the end of contact period is coming up. Is there an opportunity for personal tutorials or specific times to keep in touch? RESPONSE: Easter will be the end of contact other than for personal tutor meetings. CL asked the representative to chat as a group to see if the group are happy with just these meetings or whether they would like a structured session after Easter. The team will look into putting one on if required. Part-time year 1 student representative Again, positive feedback was received. However, the rep raised the structure of assignments. The cohort would like assignments due by the end of each module as to no to overlap with the next module. RESPONSE: schedules are sent out at the beginning of the year and deadlines are spread out. A lot of thought goes into the submission dates giving students enough time to digest content. Also, if there are observation requirements they will be impacted with a shorter timescale. However, the team will look at this. There are less assignments in Year 2. Any particular difficulties, please contact personal tutor. The representative raised an issue with AE (Library) regarding the materials in the library linked to ALN. Is it possible to have more e-books / hard copies. RESPONSE: there are a lot of resources in the library on ALN but any new requests for books can be submitted via the lecturer. If students feel they need help to locate books AE is available to help. CL also added that this will be looked at from a programme perspective.	Rep to liaise with cohort and feedback to CL	
9. Enhancing learning	We are continuing to look for opportunities to provide a programme of events on continuing professional development that would be useful for the		

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<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>	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	26 th April 2023 at 2.00pm via Teams		

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