

INSTITUTE OF EDUCATION & HUMANITIES

STUDENT STAFF COMMITTEE FOR MA EDUCATION / NATIONAL MA

AGENDA/MINUTES OF THE MEETING HELD ON TUESDAY 5 DECEMBER AT 12.00PM VIA TEAMS

PRESENT: Alison Evans (Chair, National MA Programme Director), Ruth Cook (Student Services), Gareth Seymour (IT), Gwilym Ap Gruffudd (Programme Team), Yvonne Yorkshades (Yr 2 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 were received from Alison Evans (Library), Junnine Thomas-Walters and Jodie Williams (Yr 1 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>	Due to staff sickness in 2022/23, no meetings took place so there are no previous minutes.		
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>	The first cohort have just completed their dissertations with pleasing results. The External Examiner commended the quality of the feedback. The allocation time for face to face dissertation meetings with a supervisor has now changed to 4 hours. The dissertation handbook is still in progress and as soon as it is available, AE will share with the dissertation cohort. The National Saturdays are going well.		
4. Review of Feedback Traffic Lights	No traffic lights to update, should anything arise from today's meeting then this will be circulated to the reps and updated via Moodle.		

Agenda Item	Main Discussion Points	Action Points	Timescale
<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>			
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>	The survey season has not started yet but will inform students of when it does.		
6. Annual Programme Reviews <i>Provide APR details for comment and review by student representatives as required by AQH Chapter 4.</i>	APR reviews are no longer taking place with a continuous monitoring system implemented instead. At present there is nothing to report for the programme		
7. Review of Module Feedback <i>Review collected module feedback with the student reps and identify action points and progress.</i>	No feedback has been received.		
8. Learning & Teaching Matters <i>An opportunity to discuss:</i> - Good practice - Annual Programme Reviews - Innovative projects	Student Services RC gave a summary on Student Services. A full report will be available on teams containing all relevant information, opening times, useful links Library A report was received from the library and will be available on Moodle.	AE to upload to Moodle AE to upload to Moodle	

Agenda Item	Main Discussion Points	Action Points	Timescale
- Resources (library, specialist software, equipment and facilities etc) - Assessments - Feedback mechanisms - Work placements / work experience - Learning spaces (to come before or after resources) - Inclusive teaching	IT GS gave a summary of IT. A full report will be available on teams containing all relevant information, opening times, useful links Year 2 Student Representative (National MA) YY explained the reasons behind wanting to join this committee as she would like to get Masters students more involved with each other. Work tends to take over and she feels that the more students talk about the reason they are doing the programme, the more students will get out of it. Going to advocate the retreat of coming into University as it can be quite isolating being a Masters student. By coming to these meetings, the rep can find out what is going on and feedback to the cohort. RESPONSE: AE aims to create more of a community feel within the programme.	AE 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	N/A		
10. Any other business	N/A		
11. Date of next meeting	28 March 2024, 12.00 noon		

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