

FACULTY OF Yr Athrofa

STAFF STUDENT COMMITTEE FOR MARTS/BA LEVEL 5 HUMANISTIC COUNSELLING PRACTICE, SA1 campus

AGENDA/MINUTES OF THE MEETING HELD ON 2nd April 2019, ROOM IQ305, SA1, 9.00AM.

PRESENT: Andrea Williams (PD and Chair), Sue Ainsworth (Director of Academic Discipline), Bev Cole (Lecturer), Ruth Groff (Lecturer), Ruth Cook (Student Services), Alison Evans (Library), Marie Lloyd (L5 Student Representative), Students: Jonathan Hanna, Glenys Benford-Lewis, Angelique Stevens, Sophie Grimmer, Sian John, Tracey Searle, Sam Lodwig, Simon Buckingham, Maria Polverino

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 Catherine Slade and Carol Hughes.		
2. Minutes of the last meeting and update on action points <i>(using traffic light system to ensure feedback loops are closed)</i>	These were confirmed as a true record.		
3. Chair's Update <i>Including: significant University news; School/Cluster or Programme events or information; School/Cluster Quality matters – updates on reviews, validations etc</i>	Level 5 students have settled in and adapted very well to the transition and the feedback from students has been generally very positive. In February 2019, the SJI undergraduate day was held. The event was well attended, feedback from students was very good. This was an excellent opportunity for students to complete UKES surveys, and students enjoyed meeting students from other programmes and hearing guest speakers		

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	talking about their various programmes research and post graduate opportunities. If any student does experience any problems that need to be addressed, please contact the Programme Director or a member of the team.		
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 Student Experience Department (sed@uwtsd.ac.uk)</i>	The traffic light record was tabled and the Chair ran through the point in detail that have been actioned. AE commented that if errors still appear in the Harvard Referencing guide, then a list of these need to be sent to her so she can resolve.		
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 Student Reps.</i>	Chair took the opportunity to thank students for engaging with recent UKES surveys. The majority of students completed the survey on the undergraduate day. At the last student panel students commented on the survey being a 'tick box' process and having this explained was very helpful		
6. Annual Programme Reviews <i>Provide APR details for comment and review by student representatives as required by AQH Chapter 4.</i>	There was no current APR for this programme, due to it being relatively new. This year the APR is being replaced by the TEF (Teaching Experience Framework) and the team are in the process of preparing the information and feedback from students at these panels are integral to this process.		

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7. Review of Module Feedback <i>Review collected module feedback with the student reps and identify action points and progress.</i>	There is a module feedback link for all modules. Students are reminded to use this facility as it is a forum for communication. However, as a team, we do use paper feedback forms at the beginning / middle and end of terms and the rationale for this is to enable the team to address issues as soon as they arise.		
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>	AW (Chair) Library staff have delivered Infoskills session such as Harvard Referencing, Advanced Library Search and Fake News sessions to Level 4 & 5 students, these have been generally well received. Christian Stevens from TEL has supported students and delivered training for staff and students in the use of Panopto to use for counselling recordings. The counselling pods are a new addition to the teaching and learning experience, students have engaged well and made full use of this confidential space to practice their counselling skills practice. (IT) Information of what software is available and software packages can be found in the IT guides available from the IT website. You can also obtain a list of software available on open access machines. Any problems students encounter, please put in a ticket to the service desk. There is also a 24 hour support line. Alison Evans (Library) The Information Literacy programme has seen a big improvement this year. We have seen around 50% of Yr Athrofa level 4 students, as well as a significant number of L5, L6 and L7 students. We hope to build on this next year. Sessions can still be booked on Basic Information Literacy Skills, Further Information Literacy Skills and Referencing. Please contact alison.evans@uwtsd.ac.uk to book.		

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	Reading list software - We have now signed the contract to upgrade our reading list software. This will enable us to streamline the processes involved in creating reading lists and placing new orders for resources. Reading lists will be more up-to-date, dynamic and easy to use. The pilot project should be completed by the end of March and the new system live by September. For an example of how this software can work, see Edinburgh University library web pages at: https://www.ed.ac.uk/information-services/research-teaching-staff/resource-lists/info-for-students AE is now offering sessions on Managing your on-line presence. Please contact her directly to arrange if required. Library opening hours over Easter holidays are now available on the library web pages. Any book orders from staff should be put in asap. Ruth Cook (Student Services) Student Services is located on the first floor of the IQ building area 104 and is open from 8.30 – 6.00 pm weekdays. Much of the services offered remains the same. For example, screening for SpLD, Study Skills Support, PASS (Peer Assisted Study Sessions), Financial Planning, Support with general health and wellbeing, Go Wales, SoCom and Minor first aid. Full information is the services offered along with timings is available on the website. To note, the Monday study skills sessions 2.00 – 4.00 have been cancelled and the Thursday session has now changed times to 5.00 – 7.00. Appointments are also available to make with the team. The Big White Wall is a 24/7 online support service available to support students.		

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	Students: Bringing in of portfolios – could this be an electronic submission instead RESPONSE: AW to ask Christian Stevens to set up an electronic submission for this similar to the skills recording submission Students wanted clarity on hours. Some of the group had lost hours through different circumstances having an impact on them achieving 50 hours by the time of the exam board in May was causing great distress. RESPONSE: SA to liaise with Registry about having a conditional progression at the exam board and extending the deadline for the hours to the end of September. There is some anxiety over upcoming assignments and the cohort would like a session on preparing for the dissertation before the Summer break. RESPONSE: this will be arranged. AW to contact AE to set up. There has been some confusion with the modules. As Andrea delivers on so many, the students are getting confused as to what lecture they are currently in especially when the modules run back to back. RESPONSE: the possibility of block teaching is currently being trailed in the Lampeter campus and they feel attendance has risen due to this so this may be a possibility. However, there are concerns on teaching this way and some modules do not lend themselves to this style. Student Services requested that any meetings held discussing block teaching they would like to be involved in. In the meantime, planning and timetabling for next year will take into consideration this issue. There have been problems with Student Finance this year but this has now been resolved. However, when students searched for the programme it did not appear on the website causing concern that the programme will no longer continue to run and they will not be able to complete their qualification. RESPONSE: the programme will not recruit next year but SA reassured the students that the programme will not be pulled from them and they will be able to complete their studies.	AW to contact CS SA to liaise with Registry AW to contact AE Any meeting on block teaching to include Student Services	ASAP ASAP ASAP

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	Possibility of running peer to peer sessions for cohorts to learn from each other. Carol Hughes module was well received. The group wanted to thank Ruth Groff as they feel united as a unit with her help.		
9. Enhancing learning <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>	Mental Health Awareness – annually in October Speakers corner- very well received and will be considered again for next year Leganto project – students to engage with this on Moodle Students have engaged with their counselling practice placements and are gaining valuable employability skills out in the community, supporting adults with mental health and emotional well being.		
10. Any other business	There was no other business		
11. Date of next meeting	TBC		