

INSTITUTE OF EDUCATION & HUMANITIES

STUDENT STAFF COMMITTEE FOR MA EDUCATION / NATIONAL MA

AGENDA/MINUTES OF THE MEETING HELD ON TUESDAY 8 JULY AT 4.00PM VIA TEAMS

PRESENT: Nanna Ryder (Chair, National MA Programme Director), Matthew Barrett (IT), Ruth Cook (Student Services), Gwennan Couch (Library)

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 Jodie Williams (Year 2 Student Rep) and Gail Parker (ARES Module Lead), Rhys Davies (Year 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>	Minutes of last meeting were approved as a correct record. Action Points: NR upload reports to Moodle COMPLETE NR to liaise with reps COMPLETE		
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>	Term 2 module results were confirmed at our exam board on the 11 th June and then the results released to students on the 18 th of June. As well as modules, we also had two resubmissions of dissertations, which were also successful, so they will be graduating now next week. Both our external examiners attended the board and they were both very, very positive regarding the samples of work that they had examined. One of our		

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	external examiners will be going on maternity leave in the next academic year and we are looking to appoint a new external examiner to cover. Students that need to resubmit their assignments have been notified and that will be at the end of August. I'd like to thank Lesley Morgan at this point for her thorough preparation of profiles for the exam board, which made sure that everything ran smoothly and positively and it was a positive experience for all. Term 3 modules are underway this term and both the Advanced Research and inquiry skills and dissertation twilight sessions are also coming to an end. We have been organising writing retreats on the campus in Swansea, linking up to the national writing retreat in Cardiff Metropolitan University. Attendance at these are quite weak, so we need to look at how we are organising these and the timings. Then one student has interrupted his studies because of personal reasons and is hoping to return in September. Applications are coming in for our next cohort in September 2025 and to date, we've had around 12 applications and eight to receive confirmation of fully funded places for the course in September. However, we continue to market and recruit. Elaine Sharpling and myself, presented at the IXI Wales Conference in Cardiff on June the 27th and this had an international audience. There were presenters from Australia, the Middle East, Ireland, Scotland, as well as across Wales. In addition, I've been attending the fortnightly programme director meetings with the other six universities as well as the National Board of Studies and we are moving now towards a periodic review of the programme in the Spring 2026. The programme has been running for five years and I know we as a university no longer hold a periodic review, but the requirement of this course is that we do have one.		
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.		

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<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>	There is no survey action plan for the programme at present		
6. Annual Programme Reviews <i>Provide APR details for comment and review by student representatives as required by AQH Chapter 4.</i>	N/A		
7. Review of Module Feedback <i>Review collected module feedback with the student reps and identify action points and progress.</i>	The team will be collecting module feedback at the end of the academic year and hopefully there will be something to report back at the next meeting		
8. Learning & Teaching Matters <i>An opportunity to discuss:</i> - Good practice - Annual Programme Reviews	Student Services A full report will be available on moodle containing all relevant information, opening times, useful links. Library A full report will be available on moodle containing all relevant information,	NR to upload to Moodle NR to upload to	

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- <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>	opening times, useful links IT A full report will be available on moodle containing all relevant information, opening times, useful links Year 1 Student Rep The Year 1 rep was not present at the meeting but the team has not received any issues concerning the cohort Year 2 Student Rep The rep was not in attendance but sent in a report: Quality of support from all those at UWTSD has been incredibly high. Academic staff are always happy to help, supportive and give helpful and constructive feedback. In particular, my dissertation supervisor has been fantastic and has really helped me to shape and refine my study. IT staff have also been incredibly helpful and easy to contact whenever I have needed them. I've had to contact them on two occasions - once to reset my authenticator and once as I was locked out of eduroam, and they resolved my issues quickly both times. I attended the National MA conference day on Saturday which I thoroughly enjoyed and got a lot out of. The arrangements made for the day, from the venue to the food provided and the structure of the day itself all contributed to a fantastic experience overall. I left feeling more confident about my study and how I can move it forward. To be honest, I left with renewed enthusiasm for the course and my study. I really appreciate all the efforts made by staff to create such a fantastic day. I find the AI tool on the library website incredibly helpful and it has been a massive time saver, helping me to avoid dead ends in my research and reading! I wish I had it when I did my undergrad and PGCE! I did talk to some other attendees at the conference, and they felt that it would be helpful if some of the dissertation sessions were held on a	Moodle NR to upload to Moodle	

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	Saturday as in-school commitments had prevented them from attending some of the dissertation sessions on Teams this year. I know that these are multi-institutional sessions and not controlled by UWTSD, but it might be something to take forward! Other attendees said they would have been able to attend more sessions if some were held during the weekend.		
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	We are coming to the end of the 24/25 academic year, it has been an extremely busy year for everybody, no matter what department or whether that be academic, whether that be professional services. NR extended her thanks to all of the services and your staff for all the support that you provide for students. It really is invaluable and it is that teamwork that we have at UWTSD which is the strength in supporting students.		
11. Date of next meeting	TBC next academic year		

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