

FACULTY OF YR ATHROFA

STAFF STUDENT COMMITTEE FOR (ACADEMIC DISCIPLINE OF SOCIAL JUSTICE AND INCLUSION: MARTS/BA HUMANISTIC COUNSELLING PRACTICE)

AGENDA/MINUTES OF THE MEETING HELD ON TUESDAY 30th APRIL 2019 13:00. Room IQ 305, SA1

PRESENT: Andrea Williams (PD and Chair), Sue Ainsworth (Director of Academic Discipline), Ruth Cook (Student Services), Alison Evans (Library) Bev Cole (Counselling Team) Catherine Slade (Counselling Team), Gareth Seymour (IT Services) Danielle Bastier (L4 Student Representative)

IN ATTENDANCE: L Morgan (Mins)

Agenda Item	Main Discussion Points	Action Points	Timescale
1. Welcome and Apologies	Chair welcomed everyone to the meeting. There were no apologies.		
2. Minutes of the last meeting and update on action points <i>(using traffic light system to ensure feedback loops are closed)</i>	The minutes from the meeting on 12 th November 2018 are confirmed as an accurate 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>	We are well into our first academic year here at the new SA1 campus, Level 4 students have settled in and adapted very well and feedback from students has been generally very positive and encouraging. In February 2019, the SJI Undergraduate Day was held here at the SA1 IQ building and was well attended by our level 4 & 5 students; feedback from students was very positive. This was an excellent opportunity for students to complete UKES surveys, and students enjoyed meeting students from other programmes and hearing guest speakers talking about their research and postgraduate opportunities.		

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	A reminder that if students experience any problems or have any concerns, please contact the programme director or a member of the team. SA reassured the student representative and asked that it was taken back to the cohort that the programme they had signed up for would be delivered for the length of time the student had signed up for. There is no new recruitment but the existing groups will finish their studies. The Professional and Post Graduate programmes will still run if students are interested in continuing their studies at the end of their current course.		
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 points in detail, this is available on Moodle to students. A flyer will be available for students, with information relating to public transport, additional parking and cycle paths to and from SA1. AW to distribute and put on Moodle when it is received.	AW to distribute	When available
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>	I would like to take this opportunity to thank students for engaging with recent UKES surveys. At the last student panel students commented on the survey being a 'tick box' process and having the purpose of the surveys explained at the Undergraduate day was very helpful.		
6. Annual Programme Reviews	N/A		

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<i>Provide APR details for comment and review by student representatives as required by AQH Chapter 4.</i>			
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 and your feedback is important to programme and curriculum development.		
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) - inclusive teaching	Library staff have delivered InfoSkills skills session such as Harvard Referencing, Advanced Library Search and Fake News sessions to level 4 & 5 students; these sessions have been well received and feedback from students has been very positive and encouraging. Christian Stevens from TEL has supported students and delivered training for staff and students in the use of Panopto to use for counselling skills recordings. Staff feel that he has gone the extra mile for the programme and are extremely grateful to him. Gareth Seymour (IT) Software packages are available and information can be found on the website and open access machines. Any problems, students are advised to contact IT service desk. 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		

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	team. The Big White Wall is a 24/7 online support service available to support students. Alison Evans (Library) The new reading list software has now been implemented. The system is live and we are now working with academic staff and students to begin moving their reading lists into the system. We plan to do this gradually, over the next academic year, working with Schools/Disciplines one at a time to ensure that enough training, support and resources can be provided. This will give a better quality end product also, thus ensuring that students receive the best possible experience. This will mean moving mid-year for the vast majority however due to the scale of this project, this is unavoidable. We are working with the Students' Union also to ensure that student as well as academic input is considered. Our first test cohort is level 5 Humanistic Counselling within Yr Athrofa. Please speak to Sarah Jones or Alison Evans for further information and to discuss possible timings for your School to move over, otherwise we will be in touch over the coming months. This is an exciting and transformational project for all involved and we look forward to introducing you to it. The benefits to all involved are substantial and include: - Streamlining the creation and maintenance of reading lists by linking them directly to the book ordering process and digitisation service. - Engaging students with reading lists by allowing areas for students and lecturers to collaborate, discuss and evaluate resources together. - Greater interaction between other teaching resources and reading lists as they are integrated into Moodle. - Easier copyright compliance! Enables reading lists to be reused or shared easily amongst colleagues	AW to contact operations	ASAP

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	We have spent 141 hours developing the digital information skills of Yr Athrofa students including 53 Basic and Further Skills sessions and 13 referencing sessions. We have loaned 23,617 items from Y Fforwm and 13,345 from Carmarthen library this academic year. 176,866 e-books have been used; and e-journals have been used 117,838 times, across the service Following the departure of the previous post-holder, Sam Scoulding has been appointed as Senior Academic Liaison Librarian. She begins her new post on 7th May 2019 and will be the point of contact for research support within the LLR. Subject responsibilities within the Academic Liaison team are also currently being reviewed to reflect changes to the academic structures. Staff and students will be advised if there are any changes that affect them. In response to staff and student feedback plans are underway to develop the ground floor of Y Fforwm to provide more informal spaces for students to meet and relax and improved exhibition spaces. The first phase of this work will be complete by the beginning of June with the second phase following later in the summer. I am happy to come along to planning days to book tours and IL sessions for next academic year. This should make the process easier and clearer Danielle Bastier (L4 Rep) DB started by thanking the team for the opportunity to hold the staff/student meetings as the group feel they are being listened to. At the moment the cohort is under pressure with assignments being the priority so they may seem non engaged.		

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	The placements people are trying to secure for next year are asking for days that students can commit to for the sake of their clients. RESPONSE: no teaching takes place on Wednesdays. The team will hold a meeting sooner rather than later to discuss next year to be able to give a more definitive answer. Students are happy with lectures in the pods but would like a room booked for student presentations. RESPONSE: the team have tried to address this and have booked a room ready for the presentations this Thursday Cameras in pods are unstable, they move when you try to record. RESPONSE: AW to contact Operations to secure cameras Spam emails are being received RESPONSE: this will never be blocked out totally. A tip for any links within a spam, hover over the link and it won't bring up any address. Students to be more aware with the emails Will Student Services still offer Study Skills sessions next academic year. RESPONSE: Yes, though the staffing may be different. This service is only available term-time. However, there is distance study skills which can be accessed over holiday periods. Finally, the cohort would like to thank the lecturers for an insightful and inspiring first year. Thanks that SA echoed to the team Catherine Slade and Beverly Cole (Lecturers) Both commented that the cohort had been a pleasure to work with as a year group and they look forward to working with them again next year. AW echoed this.		
9. Enhancing learning <i>An opportunity to discuss:</i> - Co-curricular opportunities - Enhancement projects	Mental Health Awareness Conventions – October Annually Speakers Corner – well received and will be considered again for next year		

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- <i>Student Development</i> - <i>Employability</i> - <i>Learning Community activity</i> - <i>field trips, site visits</i> - <i>student-led conferences</i>	Students are encouraged to engage with their counselling practice placements over the summer as this experience enables students to gain valuable employability skills out in the community, supporting adults with mental health and emotional well being Leganto Project		
10. Any other business			
11. Date of next meeting	TBC		