

INSTITUTE OF EDUCATION & HUMANITIES

STAFF STUDENT COMMITTEE FOR PGCE/PCE (PCET) PORTFOLIO, INITIAL TEACHER EDUCATION

AGENDA/MINUTES OF THE MEETING HELD ON 17.11.21 AT 2.00PM VIA MS TEAMS

PRESENT: Caroline Lewis (Programme Director, Chair), Marc Flagg (Programme Tutor), Ashwath Pazhani (Full-time student rep), Alex Atkins (Part-time year 2 student rep), Jane Gwynn (Part-time year 1 student rep), Robyn Griffiths (Part-time year 1 student rep).

IN ATTENDANCE:

Agenda Item	Main Discussion Points	Action Points	Timescale
1. Welcome and Apologies	Chair welcomed everyone to the meeting of the academic year for the PCET portfolio of programmes. Apologies -		
2. Minutes of the last meeting and update on action points <i>(using traffic light system to ensure feedback loops are closed)</i>	Confirmation of the minutes for previous meeting <u>Action points</u> CL to circulate survey COMPLETE CL to circulate details of on-campus sessions for FT cohort COMPLETE CL to circulate details of campus sessions for document verification. COMPLETE Student reps to encourage students to complete module surveys via Moodle COMPLETE CL to upload summaries from Student Service and Library to Moodle COMPLETE		
3. Chair's Update	This is the first SSC of the new academic year, Chair thanked the programme representatives for undertaking this vital role.		

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<i>Including: significant University news; Academic Discipline/Cluster or Programme events or information; Academic Discipline/Cluster Quality matters – updates on reviews, validations etc</i>	Chair acknowledged the sad passing of Michelle Bradley, a year 1 part-time student and reminds students of the university support available should anyone require it. Chair welcomed Katie Gardner as a new tutor on the programme. No significant developments to report in relation to validations or reviews.		
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>	No traffic lights to update, should anything arise from today's meeting then this will be circulated to the reps and updated via Moodle.		
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>	Not available as yet, it should be noted that last year was the first year for the PCET portfolio to be represented within the PTES and further information regarding this will be circulated to students when it becomes available.		
6. Annual Programme Reviews <i>Provide APR details for comment and review by student representatives as required by AQH Chapter 4.</i>	Not available for this meeting		

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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>	Not available at this stage in the academic year	Student reps to encourage students to complete module evaluations via Moodle.	Throughout academic year
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>	The programme team are pleased that we have been able to work with students on campus during this academic year and at present it is planned to continue the blended approach with both campus and online sessions offered which will vary according to the modules currently undertaken by each cohort. Chair thanked the cohorts for the engagement thus far with the programme. A reminder was given that where sessions are offered online as well as in-class this is only for students who are self-isolating or other emergency situations and should not be considered as a regular alternative to in-class attendance. Recorded sessions are also made available as a courtesy from the programme team for suitable sessions and are also not an alternative to class-based attendance and the team will continue to monitor engagement across the cohorts. Chair reminded student reps that all students will need to ensure they are booking teaching observations via their personal tutor or programme director, details of how many are required is in the assessment information for their teaching portfolio via OneNote. Visits should be booked as soon as practicable to ensure staff availability and it is the students' responsibility to ensure they are arranging these in adequate 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	Student reps to remind cohorts to begin booking TP visits. CL to send reminder via Teams CL to upload on Moodle	ASAP

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	Library AE gave a summary on the Library. A full report will be available on Moodle containing all relevant information, opening times, useful links IT GS gave a summary on IT. A full report will be available on Moodle containing all relevant information, opening times, useful links Full-time student representative Group are pleased with how the programme is progressing. Finding face-to-face more engaging though some are still having problems in attending. CL asked the rep to ask any student with an issue attending to contact her. Part-time year 2 student representative Would like to see the services that Student Services offer made more visible to students. RC explained the areas she could go to access the information. CL also noted that the full student services report is available on Moodle. One comment to note from the group was they were finding so many elements at the same time overwhelming. CL appreciated that Year 2 can be a heavy year especially with the long range assignments and the portfolio at the end however, if a student is struggling then they can go to their personal tutor, or CL to discuss. CL also commented that on the PCET homepage on Moodle students can find a complete breakdown of the schedule for the year, including assessment deadlines. This could help students plan. Part-time year 1 student representatives Group are pleased with how the programme is progressing. The rep expressed a concern with Onenote as it was quite confusing. CL confirmed that the session in the following week would cover this.	CL to upload on Moodle CL to upload on Moodle	
9. Enhancing learning <i>An opportunity to discuss:</i>	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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- Co-curricular opportunities - Enhancement projects - Student Development - Employability - Learning Community activity - Field trips, site visits - Student-led conferences	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			
11. Date of next meeting	16 th February 2022 2.00pm via MS Teams		

Once confirmed, please send a copy of these minutes to union@uwtsd.ac.uk so that the Students' Union can help share all the great work happening at SSCs