

INSTITUTE OF EDUCATION & HUMANITIES

STUDENT STAFF COMMITTEE FOR PGCE/PCE (PCET) PORTFOLIO, CENTRE FOR PROFESSIONAL LEARNING & LEADERSHIP

AGENDA/MINUTES OF THE MEETING HELD ON 16TH NOVEMBER 2022 AT 14:00 HELD VIA TEAMS

PRESENT: Caroline Lewis (Academic Director, Chair), Katie Gardner (Programme Tutor), Marion Phillips (Programme Tutor), Ian Showell (Student Services), Alison Evans (Library), Gareth Seymour (IT), Lauren Thomas (FT 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 and thanked the new student reps for undertaking this key role. Apologies were received from Marc Flagg (Programme Tutor), Simon Young (Assistant Dean, Quality), Lauren Jenkins (PT Year 2 Student Rep) and Kai Holland (PT 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 the previous meeting were approved as a correct record Action points: Student reps to encourage students to complete module evaluations via Moodle. - COMPLETE Student reps to encourage cohort to complete survey if relevant – COMPLETE Year 1 p/t student rep to liaise with partially enrolled students and encourage them to fully enrol. – COMPLETE CL to upload Student Services, Library, IT reports to Moodle. COMPLETE		
3. Chair's Update	Chair reported that the PGCE (PCET) portfolio of programmes now sits under the Centre for Professional Learning & Leadership and Caroline Lewis is the Academic Director for PCET.		

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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>	Two new members of staff have also been appointed to the programme, CL formally welcomed Katie Gardner and Marion Phillips as full-time programme tutors. All programmes have returned to fully in-person teaching in line with University guidelines. No validations to report that will impact the current cohort but there are validation proposals in place for a new PGCE (PCET) programme with a focus on Welsh language skills development as well as short courses. CL reported that it would be useful to have feedback from the student cohort as to their experience of the programme so that this can be used to inform the new developments.	CL to liaise with student reps re: course feedback and development.	End of December 2022
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>	There is no survey action plan for the programme at present, CL reported there were not enough responses from last year's survey to generate programme level data. Therefore the focus for this year will be on encouraging students in year 2 and on the full-time programme to complete the survey when it becomes live. The support of student reps at this stage will be important to encourage completion.		

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6. Annual Programme Reviews <i>Provide APR details for comment and review by student representatives as required by AQH Chapter 4.</i>	APR documents have now been finalised and will be sent to the Student Reps for comment. Any feedback would be appreciated.	CL to send APR document to student reps.	End of November 2022
7. Review of Module Feedback <i>Review collected module feedback with the student reps and identify action points and progress.</i>	None available at this stage	Student reps to encourage students to complete module feedback via Moodle.	Ongoing
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	CL thanked the students for their engagement so far this term, pleasing to see so many students on campus and all modules are reporting to be progressing well to date. CL reminded students to check their enrolment status and if they are showing as partially enrolled, this may be due to DBS requirements and for students to ensure that they have completed all requisite steps for full enrolment. Reminder that all students should be engaging with their placement settings although year 1 students may not be in a position to do so as yet. Students were reminded of the need to contact their personal tutor in the first instance to book any teaching practice observations required in good time. The teaching structure of the full-time programme has been adjusted this year to a one-day-a-week model following the initial module. It would be useful to receive feedback on how this is working from a student perspective if possible so that this can be monitored. Student Services IS gave a summary on Student Services. A full report will be available on Moodle containing all relevant information, opening times, useful links Library AE gave a summary on Student Services. A full report will be available on	Student reps to remind students to book teaching observations FT student rep to feedback on delivery structure of the course CL to upload to moodle CL to upload to	Ongoing Ongoing

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	No representative was present, however, no issues/concerns had been reported Part-time year 1 student representative No representative was present, however, no issues/concerns had been reported		
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	We are continuing to look for opportunities to provide a programme of events on continuing professional development that would be useful for the 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. Arrangements have been made to deliver suicide awareness training as well as emergency first aid at work for FT and PT Year 2 students. Dates are to be confirmed but will coincide with sessions as part of the 'Professional Development & the PCET Practitioner' module		
10. Any other business	N/A		
11. Date of next meeting	15 th of February 2023 at 14:00pm		

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