

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 MONDAY, 12TH NOVEMBER 2018 AT 14:00 – 15:00 IN THE SA1 IQ BUILDING, ROOM 306

PRESENT: Andrea Williams (PD and Chair), Caroline Lewis (Assistant Director of Academic Discipline), Ruth Cook (Student Services), Marie Lloyd (L5 Student Representative), Danielle Bastier (L4 Student Representative), Catherine Slade (Lecturer), Gareth Seymour (IT), Alice De Angeli (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 Bev Cole (Lecturer), Ruth Groff (Lecturer) and Alison Evans (Library).		
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>	The main update was the transition to SA1. Students have adapted very well and the feedback received has been generally positive. If any student does experience any problems that need to be addressed please do not hesitate to contact a member of the team. In February 2019 there will be an undergraduate day where students will have the opportunity to undertake workshops with students over the two campuses. More information on this will be sent out in due course.		

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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 that have been actioned. Both representatives are happy with the outcomes.		
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>	The Programme Director commented that the cohort had done really well with 100% engagement and was very happy to note this and wanted her thanks to go back to the students. However, feedback from the Level 5 cohort commented that they felt that it was just a 'ticking the box exercise'. CL clarified that on the Social Justice and Inclusion day information will be shared with students that will be useful to their studies and explanations regarding the input to student surveys and how this information is dealt with and the impact it has will be covered then.		
6. Annual Programme Reviews <i>Provide APR details for comment and review by student representatives as required by AQH Chapter 4.</i>	As last year was the first year of the programme, there was no APR. However, one is now in the process of being prepared in readiness for January.		
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 reason for this is so the team can address any issues as soon as they arise.		

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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	CS had engaged with the library for referencing and research skills for the Level 4 students. Panopto training has also taken place this week. There will be a skills and employability week at the end of January for students where guest speakers will be invited to talk about volunteering and employment opportunities. The counselling pods are a new addition to the teaching and learning experience. Level 4 students have started their volunteer placements within 3rd sector agencies. Level 5 students have started their clinical practice experience. Gareth Seymour (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. 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, 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. Appointments are also available to make with the team. Alice De Angeli (Library) We are pleased to have achieved a score of 83 in the NSS for learning resources provision (q. 19). This is a substantial increase on previous years' scores and we hope to carry on improving in this area. The new referencing handbooks are now available online and in print from the library. A quick reference version will be available shortly. Support is always available and students can contact Alison Evans directly with any queries relating to Harvard or APA styles of referencing. The library plans to launch new reading list software next summer, which will streamline the process of creating and maintaining more dynamic and reliable reading lists online. This is a big project and work will begin soon.		

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	Info Skills – the focus this term has been on the basic skills and referencing sessions for new students. Next term we will be focussing on skills for dissertation students, primarily those at the start of their project, including: fake news, managing your online presence, using statistics in research, using special collections and other primary sources in research, managing and organising information including Refworks and general upskilling. Special Collections - we have an ongoing project to publicise the resources in our Special Collections and highlight how they can be used for teaching. Exhibitions featuring resources from our Special Collections will be featured in library spaces throughout the university. Any queries should be sent to Alison Evans. Marie Lloyd (L5 Rep) The Level 5 students had a list of concerns: i) Is there a possibility of coat hooks ii) Can mirrors be installed in the toilets RESPONSE: Mirrors have been ordered for installing iii) Students would like provisions to be made for emergency sanitary protection iv) Is there going to be a bus route to and from the University? The students feel that this is a very important point v) Queues are too long in the café which takes up their break times and the vending machine frequently breaks down vi) Are Refillable coffee cups available? This was promised by SU in the SA1 Transition meeting vii) Students are still waiting for sweatshirts from last year viii) Is there possibility of moving out of 305 on a Tuesday as students have commented that the room makes them feel sick and suffer from headaches? They also find it difficult to hear the lecturer due to the noise from the next classroom ix) Request for an ATM machine x) Will parking be available to students closer to the University and if so, will students have to pay?		

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	xi) Can clocks be put up in the counselling pods and classrooms as this will help with timekeeping on presentations? xii) There are issues relating to safety and confidentiality whilst engaging in counselling skills practice in the pod area. Staff members along with students are free to walk through the area where counselling skills take place. As a result, students are feeling unsafe, this impedes on skills and the wellbeing of students and this is impacting on their learning. Cohort are aware that blinds will be put up, but students are asking if this can be done asap as a high priority. xiii) Students feel the library times are constricting and would like the library open until at least 10pm. ML concluded by thanking AW, CS and RG for their warm, compassionate manner and the high level of teaching that they all give. Danielle Bastier (L4 Rep) As DB was new to the process she was unsure of exactly what could be brought up at these meetings so she welcomed the opportunity of listening to the L5 rep. Some points of note were: i) Harvard referencing guide – some errors are in the guide RESPONSE: CS is aware of this and is looking into correcting it. In the meantime just be consistent in your referencing ii) Will more water dispensers be available that can fit a bottle under RESPONSE in reception the water dispenser has a long funnel which takes bottles. All dispensers will be replaced with these iii) L4 students also commented on the issue of long queues in the café. Could there be a separate till for ‘grab and go’ iv) Could there be a hot water facility available to students and a microwave. Also are coffee cups available for sustainability v) Students feel there is not enough lighting from the walk over from the library to the car park at Sainsburys. There is significant concern over personal safety vi) Is there an official smoking area?		

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	vii) Again, students would like to know if there will be a bus route to the University viii) Could the essay writing skills be earlier? ix) Students feel that lectures are a bit too much moodle reliant. Maybe hold a study skills session on using moodle x) Poor communication from Registry CS commented that both cohorts were working well. L4 has moved out of 312 to the library until Xmas. The room situation will then be looked at again. L4 are engaging well with complex information and L5 are continuing to work well this year.		
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	The Programme Director wanted to re-iterate the two following points: - Mental Health awareness day - Study Skills and Employability week in January Also, Student Union is running the Mr X appeal again this year. All information is available on the Student Union website.		
10. Any other business	CL expressed her thanks to both reps for their hard work and undertaking the role of representative. AW echoed this.		
11. Date of next meeting	TBC March 2019		