

Student-Staff Committee Meeting – UWTSD LONDON

Programme: CertHE Business Skills for the Workplace

Held on: Tuesday 28th November 2023 at 2pm

Chair: Dr Md Kalam (MK)

Present: George Dunn (GD), Ivana Curcic (IC), Renning Jiang (RJ), Roxana-Ioana Ciubotariu (RIC), Sushmita Mandal (SM), Leticia Viqueira (LV), Jason Harcourt (JH), Tasnim Akhtar (TA), Maristela Parfitt (MP), Eliane Mukeba (EM)

Apologies:

Agenda Item	Main Discussion Points	Action Points	Outcomes
1. Welcome and introductions	MK welcomed all attendees to the meeting and all attendees introduced themselves.		
2. Confirmation of minutes from previous Student-Staff Committee Meeting	No minutes to confirm.		
3. Review of action points from previous Student-Staff Committee Meeting	No action points to review.		
4. Course Representative feedback	Student engagement RIC provided positive feedback for the Student Engagement team for helping them to re-engage with their programme after missing some classes.		
5. Staff response to Course Representative feedback	Student engagement GD acknowledged the positive feedback and has taken it on board to share with the Student Engagement team.		

Agenda Item	Main Discussion Points	Action Points	Outcomes
6. Key programme updates (learning & teaching matters, module feedback, annual programme review, student surveys, etc)	Progression to MBA - TA stated that progression emails have been sent out to Level 6 Term 3 students. Programme updates - MK explained that there is now a continuous induction plan in place to refresh students each term on academic and non-academic aspects of their programme. - The programme has now moved to a 2-2-2 module structure, wherein students now study two modules each term. - MK stated that there is now a new Level 5 Term 1 group that started in the Oct 23 term. Feedback - MK shared information on in-class module feedback forms. - MK explained that student satisfaction is very high.	Progression to MBA MK and Admissions will plan to visit classes together to discuss progression.	MK and Admissions visited Level 6 Term 3 classes and provided information on progressing to the MBA programme.
7. Final questions and other business	Drop-in sessions - MP explained that they will be dropping into classes in Week 10 to share careers information. Course Representative feedback - GD will contact the Course Representatives not in attendance to share their feedback in written format.		

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