

INSTITUTE OF EDUCATION AND HUMANITIES

STUDENT STAFF COMMITTEE FOR CHILDREN AND YOUNG PEOPLE'S MENTAL HEALTH

AGENDA/MINUTES OF THE MEETING HELD ON 18th MARCH 2024 AT 4.00 PM VIA TEAMS

PRESENT: Charlotte Greenway (Chair), Ruth Cook (Student Services), Stuart Jones, Lymarie Rodriquez, Sarah Dutton (Student Rep), Steve Goddard (I.T)

IN ATTENDANCE: Eirlys Griffiths (Mins)

Agenda Item	Main Discussion Points	Action Points	Timescale
1. Welcome and Apologies	Chair welcomed everyone to the Second Student/Staff committee meeting of this programme. Apologies were received from Karen Eaton Thomas & Gwennan Couch.		
2. Minutes of the last meeting and update on action points <i>(using traffic light system to ensure feedback loops are closed)</i>	SD to remind students to engage with Homepages. SD noted that this had been done and that they as students also support each other through a whatsapp group. Question Forum has been set up by staff which is working well. SD to encourage cohort to complete module feedback. Some points raised by students were..		Completed Completed ongoing

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	Appreciate that students were sent an email at the start of the first module for feedback but re accessing the link for the following modules proved problematic. Would it be possible to have the link on each module page? CG noted that this is how it used to be and will look into the matter.	CG to look into this.	
3. Chair's Update <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 gave a short report. We have now successfully moved through semester one of this course. Lost a few students along the way- mainly due to the fact it is an intense course- appreciate that. The Department Psychology and counselling have submitted their strategic plan for consideration. This is important to students as it is linked to the quality and development of the course. This is a plan of what we want in in the future, what's happening with the department, what's going to happen with the staff and so on for the benefit of teaching staff, research staff and things like that. This will form part of the annual review process. When that's done at the end of this year. Students were reminded once again to keep an eye out on the discipline pages. Looked before this meeting and can see there are some nice volunteering opportunities there – most are linked to wellbeing and mental health and these may be of interest to students.	Rep to remind cohort.	
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</i>	Noted in previous traffic light report:- No Teas and coffee- this has now been sorted as CG has supplied Tea & coffee for sessions. Dark and lonely and also cold- The Porter comes to the corridor now at the end of sessions to make sure lights are on and that students feel safe leaving the Building. Heating is working on CJ7- those in first on a Monday evening need to check and turn heaters on if cold.	CG to check porters are still attending when sessions end.	

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<i>you should notify the Academic Office.</i>	SD noted that there is a light switch for the lights in the stairwells but these were found by trial and error- would be good if these could have a sign on them. The traffic light system list are on the MA Web page and the cohort can view there.	CG to feed this back to estates.	
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>	It is currently Survey season. Post graduate taught experience survey. This e mail should have gone out to student now. This survey is for the whole course not just the modules. This was sent out 15th February but CG noted that nobody has completed the survey yet so If SD can encourage her fellow students to complete the survey. As it is the first year with this programme it is important to gain feedback.	Student rep to encourage cohort to complete the survey.	
6. Annual Programme Reviews <i>Provide APR details for comment and review by student representatives as required by AQH Chapter 4.</i>	Every year we have to write an annual programme report that says what has been going on in the course review. You will have the opportunity next year to read this and comment on it.		
7. Review of Module Feedback <i>Review collected module feedback with the student reps and identify action points and progress.</i>	Only one response for the trauma module. All positive across the board apart from two elements. Module well organised but slight issues in submitting work on Turnitin. Negative comment with regard to having two different lecturers. Appreciate the comment but this was due to a member of staff leaving and was out of the control of the programme team. This hopefully will not happen again in the future. 3 responded to the ADHD module- All happy with everything. Only point noted was that they would like more interventions for older children and more discussions on these interventions . CG noted that this was an element that she agreed needed to be looked at.	Rep to prompt students to complete feedback	

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	Would be good to gain more responses to establish if the issues raised were a clear issue for all. SD noted that students tend to leave the feedback until the end of the module because some of the feedback question relates to the assessment feedback. SD noted that this is the time that the module feedback forms can be promoted.		
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>	<u>Full time Student Representative</u> SD noted that getting feedback is difficult and appreciated that gaining cohort feedback is important. Questionnaire- link not easy- this has been discussed. Disjointed module with two tutors teaching on a module but this has been discussed previously in the meeting and appreciate that this was due to a change of staff out of the hands of the programme team. Dates for submissions- This has been looked at and Stuart Jones has addressed this and put the students minds at rest. SD is encouraging the cohort to ask questions via the moodle forum if it is assignment related. CG noted that it was not a great concern that feedback from students to this committee is slow as they are very good at feeding back in sessions and issues are raised and resolved based on the feedback they give week by week. SD noted that some had problems uploading files on turnitin links due to size. CG noted that she would make the instructions clearer in future.	CG to highlight the instructions	

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	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. Library A full report will be available on Moodle containing all relevant information, opening times, useful links. IT SG gave a summary of IT. A full report will be available on Moodle containing all relevant information, opening times, useful links.		
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	CG Asked SD to ask the cohort if there is anything they would like to feel more part of the University and the Discipline as a appreciate students are generally in on an evening or a Saturday so may not feel fully involved. Have a chat and see if there is something we can do to enhance learning opportunities for you all- other than the usual we do.	SD to speak to the cohort.	
10. Any other business	There was no other business.		
11. Date of next meeting	03.06.24		

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