

## Student-Staff Committee Meeting – UWTSD LONDON

Programme: CertHE Skills for the Workplace (Health & Social Care)

Held on: Tuesday 21<sup>st</sup> November 2023 at 11am

Chair: Dr Patronella Ganza (PG)

Present: George Dunn (GD), Renning Jiang (RJ), Manuela Dineva (MD), Leticia Viqueira (LV), Maria Dinu (MDU), Marica Thomas (MT), Dr Ruzanna Gevorgyan (RG), Pinar Altintas (PA), Sushmita Mandal (SM), Maria Gkioni (MG), Agyeiwaa Mensah (AM), Dr Bianca Sanfilippo (BS), Ivana Curcic (IC), Al-Amin Vintura (AV), Dr Jolly Nwankwo (JN), Tarandeep Johal (TJ), Chante Hermans (CH), Maristela Parfitt (MP), Dr Koushik Modak (KM), Adams Asamoah (AA)

Apologies: Kevin Stockley

| Agenda Item                                                              | Main Discussion Points                                                                                                                                                                                                                                                                                                                              | Action Points | Outcomes |
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| 1. Welcome and introductions                                             | <ul style="list-style-type: none"> <li>PG welcomed all attendees to the meeting and all attendees introduced themselves.</li> </ul>                                                                                                                                                                                                                 |               |          |
| 2. Confirmation of minutes from previous Student-Staff Committee Meeting | <ul style="list-style-type: none"> <li>PG confirmed the minutes from the previous Student-Staff Committee meeting.</li> </ul>                                                                                                                                                                                                                       |               |          |
| 3. Review of action points from previous Student-Staff Committee Meeting | <ul style="list-style-type: none"> <li>PG reviewed the action points raised in the previous Student-Staff Committee meeting. No additional comments.</li> </ul>                                                                                                                                                                                     |               |          |
| 4. Course Representative feedback                                        | <p><b>Digital Connectivity Bursary</b></p> <ul style="list-style-type: none"> <li>MT stated that many students are not receiving updates after applying for the Digital Connectivity Bursary.</li> </ul> <p><b>Digital skills</b></p> <ul style="list-style-type: none"> <li>MD explained that a lot of students struggle to use digital</li> </ul> |               |          |

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|                                                     | <p>resources, Moodle, and even PCs.</p> <p><b>Programme</b></p> <ul style="list-style-type: none"> <li>MT stated that some students are finding the workload too much/overwhelming.</li> <li>AM inquired about the possibility for weekend classes.</li> </ul> <p><b>New campus</b></p> <ul style="list-style-type: none"> <li>MD inquired if there will be any open days for students to visit the new campus in Canary Wharf before moving there.</li> </ul> <p><b>Communications</b></p> <ul style="list-style-type: none"> <li>MD stated that the dissemination of information in some groups is not good and other Course Representatives do not share information.</li> </ul> <p><b>Facilities</b></p> <ul style="list-style-type: none"> <li>MD inquired about the supply of healthier and vegan options in vending machines.</li> </ul> <p><b>Careers</b></p> <ul style="list-style-type: none"> <li>AM stated that the careers fair earlier in the term was good.</li> </ul> |                                                                                                                                                                                                                                                                                                                                                           |                                                                                                |
| 5. Staff response to Course Representative feedback | <p><b>Digital Connectivity Bursary</b></p> <ul style="list-style-type: none"> <li>PA explained that students often miss emails from Money Support which delays their application.</li> </ul> <p><b>Digital skills</b></p> <ul style="list-style-type: none"> <li>RG explained that the London campus is looking to hire a London-based Digital Skills Advisor.</li> <li>RG informed Course Representatives that students can approach the Digital Skills module leader for assistance.</li> </ul> <p><b>Programme</b></p> <ul style="list-style-type: none"> <li>RG explained that students need to put in extra work outside of class and take advantage of the additional support available such as the Academic Support Tutors.</li> <li>PG stated that they are looking into providing the CertHE Skills for the Workplace (Health &amp; Social Care) programme on the weekend in the future.</li> </ul>                                                                          | <p><b>Digital Connectivity Bursary</b></p> <ul style="list-style-type: none"> <li>RG requested that a roadmap be uploaded to Moodle which explained the process.</li> </ul> <p><b>Digital skills</b></p> <ul style="list-style-type: none"> <li>TJ will look into attending the London campus more often to help students with digital skills.</li> </ul> | <ul style="list-style-type: none"> <li>Awaiting outcome.</li> <li>Awaiting outcome.</li> </ul> |

| Agenda Item                                                                                                            | Main Discussion Points                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Action Points | Outcomes |
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|                                                                                                                        | <p><b>New campus</b></p> <ul style="list-style-type: none"> <li>• RG explained that there are no open days planned at the moment, as the building is still undergoing construction work.</li> <li>• RG stated that there is a Q&amp;A available regarding the new campus.</li> </ul> <p><b>Communications</b></p> <ul style="list-style-type: none"> <li>• PG explained that Course Representatives are not responsible to disseminating information to all other students.</li> <li>• PG stated students need to regularly check their emails and the student news bulletin and that they regularly drop into classes to share information.</li> <li>• RG stated that the new Engagement Policy requires students to regularly engage with digital communications, particularly on Moodle.</li> </ul> <p><b>Facilities</b></p> <ul style="list-style-type: none"> <li>• LV explained that they currently cannot change the options available in the vending machines but that they are looking into this for the new campus</li> </ul> <p><b>Careers</b></p> <ul style="list-style-type: none"> <li>• MP hopes to hold more careers fairs at the new campus.</li> <li>• MP stated that they share careers information digitally, in class, and on posters.</li> <li>• MP stated that they will be visiting classes in Week 10 to providing careers guidance.</li> <li>• MP explained that they have asked for feedback from students regarding the most recent careers fair.</li> </ul> |               |          |
| 6. Key programme updates (learning & teaching matters, module feedback, annual programme review, student surveys, etc) | <p><b>Progression</b></p> <ul style="list-style-type: none"> <li>• PG stated that the Admissions team and Dr Eleni Koutsogeorgou-Andreou will be visiting Term 3 classes to provide information about progression to the BSc (Hons) Health &amp; Social Care programme.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |               |          |

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|                                       | <b>Feedback</b> <ul style="list-style-type: none"> <li>PG explained that they will be visiting classes to request feedback about the programme.</li> </ul> <b>Assessments</b> <ul style="list-style-type: none"> <li>PG stated that they are investigating non-submissions in order to identify students who require assistance.</li> </ul> |               |          |
| 7. Final questions and other business | <b>Facilities</b> <ul style="list-style-type: none"> <li>LV stated that there are suggestion boxes at the receptions in Winchester House and Salisbury House.</li> </ul>                                                                                                                                                                    |               |          |

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