

Student-Staff Committee Meeting – UWTSD LONDON

Programme: CertHE Business Skills for the Workplace

Held on: Tuesday 28th November 2023 at 2pm

Chair: Dr Sylvia Hoffmann (SH)

Present: George Dunn (GD), Tarandeep Johal (TJ), Megan Redmond (MR), Ioan Kerezsi (IK), Derrick Kay (DK), Jason Harcourt (JH), Dr Subramanian Vaidyanathan (SV), Maristela Parfitt (MP), Dr Jia Miao (JM), Pinar Altintas (PA), Simon Hind (SIH), Sushmita Mandal (SM), Mariya Todorova (MT)

Apologies:

Agenda Item	Main Discussion Points	Action Points	Outcomes
1. Welcome and introductions	SH 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	IT issues - IK stated that there have been issues with the IT equipment in WH5, particularly the sound. - IK stated that their class moved to WH4 due to the IT issues in WH5 and asked why students were not informed about this via email. Learning and teaching - IK stated that one particular lecturer was difficult to		

Agenda Item	Main Discussion Points	Action Points	Outcome
	understand but this has been resolved now. - IK provided positive feedback about SH's teaching methods. Social activities - IK suggested that there be regular meetups with the other groups to help facilitate socialisation between groups and collaboration between Course Representatives.		
5. Staff response to Course Representative feedback	Learning and teaching - SH stated that they contacted all lecturers to be more aware of the way they talk in class to help students understand better. IT issues - SH inquired if there can be a digital screen in WH5. - SIH explained that they are waiting for replacement equipment to arrive to fix the issues in WH5. - SIH that due to the move to the new campus, they cannot buy more equipment such as digital screens.	IT issues SH will inquire with the Timetabling team about moving the class to WH4.	Awaiting outcome.
6. Key programme updates (learning & teaching matters, module feedback, annual programme review, student surveys, etc)	Course Representatives - NS inquired about the number of Course Representatives. - GD explained that there is often a low number of Course Representatives on CertHE programmes due to the fact that most students on the programme are completely new to University or have not been in education for a long time. Student Experience Enhancement Fund - SH explained that the SEEF is on a temporary pause but events can be funded on a case-by-case basis. Activities - SH stated that they held a City finance walk on 14th November and the feedback was positive from those who attended. General updates - SH provided information on the continuous induction plan to help refresh students each term on different academic and non-academic aspects.		

Agenda Item	Main Discussion Points	Action Points	Outcome
7. Final questions and other business	Digital Skills • SH inquired about digital skills support. • TJ explained that students should liaise with the Library team for support with digital skills. • MR explained that the post for a London Digital Skills Advisor is ready but not yet advertised. • MR stated that the Library have help sheets and basic training, as well as drop-in sessions available in the Study Hub. Drop-in sessions • JH provided information about academic misconduct sessions they are running. • MP provided information about drop-in careers sessions. Student engagement • DK provided information about their role as Student Success Officer, working with new students to help them re-engage.		

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