

1. PRELIMINARY PROCEDURAL MATTERS

1.1 Chair, Welcome & Introductions

In the absence of the Committee Chair it was **RESOLVED** for Tony Medhurst to Chair the meeting.

Welcome to new members and introductions were undertaken.

1.2 Attendance, & Apologies for Absence

Membership: Mike Allen
Tracey Critchley
Tony Medhurst (Chair)
Manisha Raval

In Attendance: Zeinab Ahanmi Student Representative (Science)
Christian Alonze Student Representative (Science)
Jayne Chaplin (Clerk)
Corina Cretu Student Representative (Art)
Chris Faux
Lee Janaway
Terry Knight
Anca Purcaru Student Union President
Steven Porter
Sue Wilson

Apologies: Pat Brown
Pat Carvalho
Kanwal Munir Student Governor
Antonio Weiss

1.3 Declarations of Interest

There were none.

1.4 Minutes of the Last Meeting

The Minutes of the Meeting held on 10 December 2014 were confirmed as a correct record, and were signed by the Chair.

1.5 Matters Arising & Other Business

None advised

2 LEARNER VOICE SPRING TERM FEEDBACK

2.1 Feedback from Student Focus Groups

Oral reports were presented outlining the main points arising from the spring term Focus Groups, which members were advised had in particular concentrated on feedback concerning the teaching and learning experience.

The departmental report highlights were summarised, reporting in particular:

2.1.1 Management findings that teaching and learning was broadly positive with good teaching practice experienced with session including:

- Interaction and good use of ILT
- Opportunities to provide feedback and the monitoring of progress
- Attention to and challenge of attendance and punctuality
- Appropriate stretch and challenge

2.1.2 A consensus of opinion with students largely concurring that this was broadly reflective of their experiences.

Observing those areas of commonality in the nature of the issues being raised and the action being taken, there was a further discussion with the student representatives of the findings; reviewing the extent to which these were reflective of their respective experiences and noting:

2.1.3 Enjoyment of lessons overall continued, along with the benefits acknowledged from the use of ILT and assignment feedback

2.1.4 The more isolated instances of less positive experiences reported, which members were advised were attributed to particular staffing issues that had been subsequently addressed

2.1.5 There had been some instances of feedback requesting activities such as further educational visits and lunchtime activities.

2.1.6 There had been a commonality of views in the:

- Less positive feedback concerning issues with availability of IT equipment and Wi-Fi, estates related matters and the food provision. In response to questioning members were advised that all had been the subject of management attention and action taken were feasible and practicable.
- The raising of concern at the limitation on opportunities for more than one submission of assignments, which it was noted was reflective of a transition from one way of working to another. Acknowledging that it highlighted an area for further attention by management, it was confirmed that it would be revisited as an area for focus on and support of students during induction and the autumn term.

After thanking all parties for their respective contributions and observing discussion of more specific issues highlighted elsewhere on the agenda (Minute 2.3 refers), the reports were noted.

2.2 “You Said, We Did” Update

Reports were presented outlining the main points arising from and action taken in response to student feedback in accordance with the “You Said, We Did” Scheme.

Advising members that the reports covered specific examples as well as action relating to a range of courses and levels, the main findings were summarised and reviewed with the student members in attendance.

There was particular discussion of:

2.2.1 Recurring issues relating to the use of ICT across all departments

2.2.2 As reported in Minute 2.1, instances of less positive experiences reported, which members were advised was attributed to particular staffing issues that had been subsequently addressed.

2.2.3 Instances of more specific feedback such as:

- The extent of the opportunities for obtaining feedback in the context of employers. Whilst observing the paucity of and acknowledging the challenges in introducing such formal opportunities, its value was highlighted, suggesting for a pilot scheme to be introduced and for a report to be presented to the committee in due course; and the resources available through Moodle, which it was noted in response to questioning could be enhanced further agreeing that this would be revisited going forward.
- An emerging picture reinforcing the need for a consistent approach to feedback to learners regarding progress against targets, noting the additional activities to enhance learning provided in response.

Following discussion the reports were noted.

3 STUDENT UNION & STUDENT COUNCIL

3.1 Feedback from Student Union and Student Council

A report was presented on the Student activities and the recent Student Council Meeting along with an oral update on the Council's most recent meeting.

The report was summarised and there was review of the key items raised including:

3.1.1 The Student Union Officers' meetings with College Managers to follow up the items raised by student representatives. The similarity was noted with the issues raised elsewhere in the agenda (Minutes 2.1 and 2.2 refer).

3.1.2 The arrangements for holding the Student Union Elections for Key Posts noting confirmation that the elections were scheduled to take place earlier than the previous year in order to avoid coinciding with exams and to bring them more in-line with the NUS timetable.

3.1.3 The Conferences that the Student Union Officers were scheduled to be attending.

There was further consideration of:

3.1.4 The student union elections noting the advantages of earlier elections to allow more time for nominations to ensure a wider range of candidates.

3.1.5 The Student Union planned survey regarding the Learning Centre opening hours, within which it was also proposed for views to be sought about the Canteen opening hours. There was continued discussion of:

- The Learning centre opening hours acknowledging the need to respond to demand but emphasising that to do so evidence of that demand was necessary, citing instances where action had been taken and insufficient use then made of the facilities.
- The Canteen facilities reporting that where practicable staff always endeavoured to respond to and address issues; and in response to student feedback advising members of the planned introduction of cashless catering.

Confirming that the President and Student Union Officers would be taking up the issues with College managers, it was agreed for a follow-up report to be provided to the Committee at its summer term meeting.

Thanking the student members for a very informative and interesting update, the report was noted.

4 ANY OTHER BUSINESS & MEETING EVALUATION

4.1 Any Other Business

None reported.

4.2 Date of Next Meeting

Wednesday 13 May 2015 @ 4.00pm

4.3 Meeting Evaluation

The Chair thanked everyone for attending and their participation in what had been an interesting and informative meeting.

Members completed the meeting evaluation forms and the meeting closed.