

Staff-Student Committee Action

Action taken following the 134th meeting (26.11.2008) of the Department of Chemistry Staff-Student Committee.

Minute 3. Regarding SSC Christmas lunch.

Dr. Elsegood informed Ctte members of the arrangements.

Minute 3. Regarding longer hand-in slots in F002.

F002 was booked from 2pm on Fri of week 11 so no extension was possible, but more staff were put on to help out with collecting work in. This had run well.

Minute 3. Regarding e-mail policy.

Prof. Warwick e-mailed all staff and students to clarify e-mail procedures for students.

Minute 5 (ii). Regarding feedback to MSc students after multiple choice tests.

Dr. Sharp responded:

'The tests are re-used, with modifications, each year and so we do not wish to put a "list" of correct answers in to circulation. Because sometimes students have accidentally submitted tests before they have completed them (or there could be a temporary glitch in communications), we have allowed the test to stay open for the whole one hour period, however only the first attempt is accepted unless the student communicates with the supervisor and indicates that there has been a problem with the first submission. Feedback answer-by-answer could open the way to collusion and could be difficult to police effectively in an IT lab environment.

If a student had particular problems with a question they can always ask for an appointment with the staff member and ask for guidance which might be passed on to the group if it is perceived to be a query of general interest'.

Minute 5 (vi). Regarding CMD301 CW timing.

Communication between Dr Elsegood, Professor Creaser and the student representative, Liam Mills, established that the difficulties identified were concerned with the deadline for a laboratory report. This was set for Friday week 11, for experiments carried out in weeks 8 or 9. The submission date coincided with deadlines for other modules. The CMD301 module team have noted the comment and will bear this in mind in setting future deadlines. Some coordination of Part D assessment deadlines might alleviate this problem in future.

Minute 5 (iv). Regarding Departmental Office.

Sue Hughes e-mailed the Dept outlining which enquiries should be directed to the office and which to her.

Minute 5 (v). Regarding moderation of marks for CMB001&2.

Response from Dr. Buckley:

'I have collated all of the marks (so far) from the CMB001/2 lab classes and any major inconsistencies between the marking of the two sessions will be appropriately moderated. As we have two new members of staff on this module it was always our intention to keep track of the marking throughout the duration of the laboratory sessions'.

Minute 5 (vi). Regarding feedback on CMA001 Perception on-line test.

Prof. Mortimer replied:

'Following the SSC meeting, in due course, Sian and I provided documents detailing generic feedback in respect of 08CMA001 MCQ tests 2 and 3. Dave, as module coordinator, then placed these documents on Learn (see <http://learn.lboro.ac.uk/course/view.php?id=983>) for the students'.

Minute 5 (vii). Regarding CMA001 tutorial marking.

Message from Prof. Mortimer:

'I have raised this with the relevant member of staff, who will now consistently use the 5/2/0 scheme, to include retrospectively re-grading earlier tutorial work'.

Minute 5 (viii). Regarding PHF110 tutor not taking teaching sessions.

Dr. Elsegood contacted the Physics Dept. There had been a genuine reason for the original tutor to be absent, but the backup person failed to make the class. New procedures would be put into place to ensure the class were taught in future.