

## Staff-Student Committee Minutes.

Summary of the proceedings of the 139th meeting held at 2.00 pm on the 24<sup>th</sup> February 2010

Professor Warwick took the Chair.

### 1. Attendees/absences/apologies:

#### Student Representatives

##### Foundation

Roderick Dring

##### Part A

Edward Waters (MPC)

Heather Timmins (Chem)

##### Part B

Nicola Yates (Chem)

Robert Alford (CwAC)

William Hoey (MPC)

##### Part C

Daniel Harris (Chem) Chemistry Comm Chair

Mei Chew (Chem)

Mark Brickwood (MPC) **Absent**

##### Part D

Sarah Taylor

##### MSc

Dafni Chrysanthi Delivorias **apologies**

Lamin Conteh **apologies**

##### PG(R)

Ricky Hallam (Physical/Analytical)

Patricia Standen (Synthetic) **apologies**

Prof. P. Warwick (Chair/Head of Department)

#### Staff Representatives

Prof. R.J. Mortimer (Deputy Chair, Director of Teaching)

Dr. M.R.J. Elsegood (Academic and Minutes Secretary)

D. Razzaq (Minutes)

Dr. S.E. Dann (Programme Director – Chem and SEFS)

Dr. H.J. Reid (Programme Director – CwAC and CWFA) **Apologies**

Dr. D.R. Worrall (Programme Director - CSS and CIT)

Prof. R.C.F. Jones (Programme Director - MPC)

Dr. B.L. Sharp (Programme Director - MSc)

##### Apologies

Dr. P.D. Lucas (Programme Director - MSc)

##### Apologies

Dr. N Jennings (Undergraduate Part A Coordinator)

Dr. G.J. Pritchard (Undergraduate Part B Coordinator)

Dr. N.D.M. Evans (Undergraduate Part C Coordinator)

Dr. M.B. Smith (Undergraduate Part D Coordinator)

##### Apologies

Dr R.T. Barton (Chief Experimental Officer)

### 2. Minutes of previous meeting.

The minutes of the previous meeting were approved and will be posted on the intranet.

### 3. Matters arising from the previous meeting.

The actions from the previous meeting were read and the meeting approved them.

Daniel Harris enquired what the future plans would be for the module feedback. PW reported that he had discussed the matter with the Faculty Directorate and due to the electronic version being unsatisfactory the department may revert back to the paper system, although this system is slow.

### 4. Chairman's Communications.

The Chair gave his apologies to the Chemical Society due to other commitments he was unable to attend the Annual Ball.

The Chair asked the committee to encourage all finalists to complete the NSS electronic survey

The Chair informed the committee of the 2 new members of staff and welcomed them;

Lindsay Ludlam as Secretary and Edward Simpson as the 4<sup>th</sup> floor technician.

### 5 Report by Professor Mortimer MSc external examiner's feedback

Due to the absence of the MSc student reps it was agreed to defer the presentation until the next meeting. It was reported that, in general, the examiner's comments were satisfactory.

## 6 Chemical Society

The Annual Ball had been a success with 132 attendees. Dr Evans expressed his congratulations to the organisers and special thanks to Nicola Rossell, Michael Kyle, Katy Kellett, Ricky Hallam and Daniel Harris for their hard work.

Future events are as follows:-

Saturday, 6<sup>th</sup> March - Department's football match v English & Drama

Wednesday, 28<sup>th</sup> April – 6 A'side football tournament; 1pm **NB Part D students must get permission from their supervisor if they wish to play.**

17<sup>th</sup> June – Cricket tournament.

**Action Ricky Hallam to email Peter Warwick and Claire Lowe dates and times of the forthcoming events**

## 7 Matters for report/discussion raised by students.

- (i) Ricky & Patricia reported that the students they represent were happy.
- (ii) Sarah – Part D students expressed the wish that they would prefer their dissertation to be handed in after Easter and not before.
- (iii) Mei – reported that students felt there were insufficient fume hoods and vacuum pumps in the 4<sup>th</sup> floor lab. Ray Jones commented that this may be due to those students who do not tidy up after themselves thus leaving less availability.  
The timetabling of afternoon 4 hours of lectures (2-6pm) is unsatisfactory and students would prefer 9-1pm. Peter Warwick informed the meeting that whilst every effort is made to accommodate the student's wishes, the times allocated are due to the lack of rooms available and is out of the Department's hands.
- (iv) Daniel – No feedback was received for CMC001 NMR coursework. It was reported that RJM is dealing with this.  
The workload of 2 x 10 credit modules is similar to the 20 credit modules. It was requested if the workload could be reduced.

### **Action – DH to discuss with RJM (Chair of Teaching Committee)**

Students would like more information on project and dissertation style format. Peter Warwick and Ray Jones suggested students should speak to their supervisor for examples.

- (v) William Hoey – The allocation of lab partners was not satisfactory as students would rather choose their own. Peter Warwick and Roger Mortimer informed the committee that students should be working individually on CMB009.
- (vi) Robert – Dr Dann's symmetry tutorial sheet; students felt there was insufficient time allowed to complete over the weekend. It was reported that the tutorial sheets are not assessed. Students have 5 Lab hardback books. Is this necessary? It was agreed that several lab books were required, but they could be recycled during Parts C&D.  
Lab scripts - marking does not appear to be consistent.

### **Action – Robert Alford to discuss with Peter Warwick**

CMB004 Plagiarism – an email was sent out to students during the exam period on Friday at 5pm. It was felt the timing was poor and many students were anxious over the weekend. Dr Dann informed the meeting that she was aware of this and discussions with the Student Union have taken place with regards to the timing of such emails. A protocol is being developed and in future Dr Dann will inform the relevant students before a blanket email is sent.

It was reported that there have been discrepancies with coursework marks in their book and with Learn transcript. Students were advised to discuss any concerns with their Module Co-ordinator and Dr Childs.

Barrow Hall Exams – Invigilators discipline was unacceptable. e.g. mobile phone rang, laptop was on with sound, and in one instance there was not an invigilator in the room.

### **Action – Robert Alford to email Dr Elsegood further details**

#### **Peter Warwick to write to Registrar**

It was reported that there have been a few occasions when students have not received emails or have been found in their 'Junk' mail.

### **Action – Dr M Elsegood**

Students are unsure when exam results are published. The Committee were informed that the '**Raw Marks**' for Semester 1 are always issued Friday of WK2

**Action – Dr Child to notify students by email when to expect exam results NB this can take upto 48 hrs to be updated on the Learn server**

(vii) Nicola – The CSS students are not aware of having a personal tutor. Dr Worrall informed the meeting that Dr Mike Hiley is their point of contact.

**Action Dr Worrall to inform CSS students**

(viii) Heather and Edward the students they represent were happy.

(ix) Roderick – CMF001 Labs – The trial for on-line and paper hand-ins had not run smoothly and as a result of this there have been a number of zero marks.

**Action Dr S Williams**

Students felt there should be a central system on Learn to record their coursework throughout the year. Peter Warwick informed the meeting that there is not a system and the Department have no intention to create a system as it should be the responsibility of the student to keep their own records.

8 **A.O.B** None

Meeting closed at 2.40pm.

***Next meeting Wednesday, 12<sup>th</sup> May 2010 at 2 pm, Room F002***