

Staff-Student Committee Minutes.

Summary of the proceedings of the 140th meeting held at 2.00 pm on the 12th May 2010

Professor Warwick took the Chair.

1. Attendees/absences/apologies:

Student Representatives

Foundation

Roderick Dring

Part A

Edward Waters (MPC)

Heather Timmins (Chem) **Apologies**

Part B

Nicola Yates (Chem) **Apologies**

Robert Alford (CwAC)

William Hoey (MPC) **Absent**

Part C

Daniel Harris (Chem) Chemistry Comm Chair

Mei Chew (Chem)

Mark Brickwood (MPC)

Part D

Sarah Taylor

MSc

Dafni Chrysanthi Delivoria

Lamin Conteh **Absent**

PG(R)

Ricky Hallam (Physical/Analytical)

Patricia Standen (Synthetic)

Staff Representatives

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

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) **Apologies**

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

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

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

Apologies

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

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

Dr. N Jennings (Undergraduate Part A Coordinator)

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

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

Apologies

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

Dr R.T. Barton (Director of Laboratories)

2. Minutes of previous meeting.

The minutes of the previous meeting were approved and will be posted on the intranet. One minor correction is required - Dr Mike Highley, should read as 'Hiley'

3. Matters arising from the previous meeting.

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

4. Chairman's Communications.

Professor Warwick informed the committee of the plans for the restructuring of the University into Schools. The Dean's paper will be submitted to Senate in June with the proposal for the creation of the entities. At present there are 20-23 cost centres (Departments) each run as a business. The proposal would be to form 10 or 11 Schools. If all goes to schedule the new Schools should be established by August 2011. The formation of the Schools would have financial gains – slimming of administration and the possibility of removing a layer of Management.

The committee members were assured that the formation of the Schools would not affect the students and the Department, as it would retain its own identity to ensure it keeps its excellent reputation.

Discussions with the Students Union should take place before June.

In addition, discussions are underway with regards to the relocation of the Department as it would be preferable to have all the Departments of the School in the same location. This would not be for a number of years. The current Chemistry Building is no longer environmentally friendly and economically viable.

Professor Warwick apologised for the Department being so cold and informed the meeting that essential works are being carried out to replace heating pipes and service the heating system.

5. **Report by Professor Mortimer: MSc external examiner's feedback**

Professor Mortimer presented the report to the committee. All comments were positive and highly satisfactory.

6. **Chemical Society (Ricky Hallam)**

The 6-a-side football tournament was a success with 12 teams participating.

Future events are as follows:-

17th June – Kelly Cup Cricket Tournament.

NB All students (including Post Graduates) must get permission from their supervisor if they wish to play.

Recruiting for next year's committee is underway.

At present the committee is looking for a venue for next year's ball.

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

(i) Ricky reported that the students he represents were happy.
Patricia – expressed her concerns if the NMR 400 Auto sampler were to breakdown.
Professor Warwick reported that the old NMR had to be 'mothballed' due to high repair costs.
There is an Analytical Services Working Group which meets every 3/4weeks to review the situation. The Department needs to generate income from outside. It was suggested that students should be more selective in number of samples submitted.

(ii) Dafni reported that the students she represents were happy.

(iii) Sarah reported that the students she represents were happy.

(iv) Mark & Mei reported that the students they represent were happy.

Daniel – CMC0001 NMR coursework was returned by Dr. Edgar. It was reported that Professor Malkov was concerned and will be looking into the matter.

Daniel questioned if there is an error in the module spec regarding number of pieces of coursework.

Action - Professor Mortimer to clarify with Professor Malkov.

Daniel wished to pass his thanks to Marion Dillon for her support with project work within the 4th Floor Lab.

(v) Robert - A few computers on the 3rd Floor are not working (unable to logon). Robert requested if it would be possible to extend the ten minute shut off time on the ECO settings.

Action – Dr Barton to investigate with Stuart Pinkney.

There were concerns with regards to the timing of Week 11 Analytical Labs –as samples are to be analysed on the Thursday. This does not leave much time to hand-in which may impede revision.

Dr. Reid said the situation of those handing work in in week 11 was appreciated and taken into account.

The students he represents were happy with the exam timetable.

Robert reported that the CMB005 workshops were very good.

Module spec on internet is not up-to-date as coursework timings not correct.

Prof. Warwick responded that the module specs were in the process of being updated.

It was requested that the Staff/Student Notice board could to be kept up-to-date.

Dr. Elsegood responded that the minutes, etc were posted as soon as they were finalised.

(vi) Edward reported that the students he represents were happy

(vii) Roderick reported that the students he represents were happy

8 A.O.B Professor Warwick informed the meeting of his retirement in September. The process of appointing a new Head of Department will take place in June.

Professor Warwick thanked the reps for their work this year and that all suggestions are taken seriously. The reps were asked to encourage students to become reps.

Meeting closed at 2.45pm.

Date of Next meeting to be confirmed.