

## Staff-Student Committee Minutes.

Summary of the proceedings of the 127<sup>th</sup> meeting held on the 21<sup>st</sup> Feb 2007. Prof. Warwick took the Chair.

8 Student representatives were present: Foundation: Hayley Gillings; Part A: Matthew Davies, Part B: Richard Cowell; Part C: Mark Gibson; Part D: Daniel Phillips; MSc: George Williams, Sio Kio Kuong; PG: Katie Titley.

12 Staff representatives were present: Prof. P. Warwick (Chair & HOD), Prof. V. McKee (Deputy Chair, Director of Teaching), Dr. M.R.J. Elsegood (Academic and Minutes Secretary), Prof. R.M. Smith (Programme Director CA and CFA), Dr. S.E. Dann (Programme Director CM), Dr. D. Worrall (Programme Director CSS), Prof. R.C.F. Jones (Programme Director MPC), Dr. P.D. Lucas (Programme Director MSc), Dr. P.F. Kelly (Undergraduate Part A Coordinator), Dr. Dr G. Pritchard (Undergraduate Part B Coordinator), Dr. M. B. Smith (Undergraduate Part D Coordinator), Dr. R.T. Barton (Chief Experimental Officer).

1. *Apologies* were received from Dr. S.M. Allin (Undergraduate Part C Coordinator), Dr. B.L. Sharp (Programme Director MSc), Amber Lowe, Benjamin Grew, Andrew Wynn, Shirley Namubiru and Marc Hutchby.
2. *Minutes of previous meeting.* The minutes of the previous meeting were approved and will be posted on the internet.
3. *Matters arising from the previous meeting.* The list of actions were read out and approved and will be posted on the internet.
4. *Chairman's Communications.*
  - (i) Prof. Warwick reported that an e-mail had been received from John Town regarding recent assaults on female students on and around the campus. One, before Christmas, had been serious, three after Christmas less so. The SU web site had more information. Students were asked to be careful and use common sense especially after dark.
  - (ii) Interviews were being held soon for new staff in the Dept. Chair of Analytical Chemistry interviews on 22/2/07, Analytical lectureship on 8/3/07, RCUK Fellowship 27/3/07 and 2 technician posts on 6/3/07.
  - (iii) The Chemistry ball had been very successful, held at Leicester City FC. Thanks to Sandie Dann & Amber for organising it.
- 4.1 Prof. McKee reported that each module was assessed by the students via student feedback forms every two years. There is a diary that ensures all modules get done regularly. The report goes to the module coordinator, all staff teaching on the module see it and provide comments which are passed upwards through the University management. The 2005/6 feedback was good. Most categories scored well above 3, which is 'good'. Issues that score least well were to do with lecture theatres and the library – which were beyond the Dept's control. Some e-books were now available and UG text books may also be made available this way, funds permitting. A bought in teacher had scored poorly. This issue had been dealt with and won't recur. Often small changes happen as a result of constructive student comments, especially if many students make the same suggestion. Prof. Warwick said this mechanism was very important to the Dept. to show us how to improve the teaching provision. Students were encouraged to complete the forms in an appropriate manner. There would be a Periodic Programme Review on the 16/3/07. A lot of paperwork was involved. This was a quality assurance procedure. We would get a report and the findings would be fed back to the SSC. Prof. McKee reported that only approved calculators would be allowed in exam halls. Your calculator would be taken away if it was not approved. Part A were not sitting formal exams until the summer and should take careful note.

*Action: Dr Kelly to e-mail Part A with a warning/reminder about calculators.*

Hayleigh said part F had already received an e-mail with a warning.
5. *Matters for report/discussion raised by students.*
  - (i) Sio, George, Daniel, Marc, Matthew and Hayley had nothing to report, their fellow students were all happy.
  - (ii) Richard asked that students be given a warning if assessed CW was going to be set with a short deadline, so students could plan their time.

*Action: Dr. Elsegood to e-mail staff that under "normal circumstances" 7 days be allowed for assessed CW.*
6. AOB There would be an informal examiners meeting next this afternoon. IP would not be considered at this stage and marks would be provisional.

Meeting closed at 2.28 pm.

Next meeting May 9<sup>th</sup> 2007 in F002.