

Staff-Student Committee Minutes.

Summary of the proceedings of the 137th meeting held at 2.00 pm on the 28th October 2009.
Professor Warwick took the Chair.

1. Attendees/absences/apologies:

Student Representatives

Foundation

Roderick Dring **absent**

Part A

Edward Waters (MPC)

Heather Timmins (Chem)

Part B

Nicola Yates (Chem) **apologies**

Robert Alford (CwAC) **apologies**

William Hoey (MPC) **apologies**

Part C

Daniel Harris (Chem) Chemistry Comm Chair

Mei Chew (Chem)

Mark Brickwood (MPC)

Part D

Darren Pitt

MSc

Dafni Chrysanthi Delivoria

Lamin Conteh

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)

apologies

D. Razzaq (Minutes)

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

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) **apologies**

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

Dr. N Jennings (Undergraduate Part A Coordinator)

apologies

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)

Dr R.T. Barton (Chief Experimental Officer)

Welcome by Head of Department

The Chair welcomed the committee representatives and expressed the importance of such a committee, reminding them that their views and opinions are valuable in taking the Department forward to improve the teaching and learning of all.

The committee were reminded that it is not appropriate to raise personal issues with regards to staff members and as such these issues should not be voiced but dealt with personally by the Chair.

An explanation of procedures of item 6 of the agenda was given – opportunities to raise/questions and where possible the Department endeavours to resolve the issues raised. However, requests are not always feasible due to the financial implications it may have on the Department's budget.

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 discussed.

The following actions from the previous minutes need progressing further:

- 5(iii) The meeting was informed that a 2nd training session is planned in the use of fire extinguishers. Date to be confirmed.

Action Dr. Barton

- 5(vi) Robert Alford – requested the possibility of having an electronic receipt after completing CAA assignments on Learn. Dr. Theaker has now taken over from Dinesh Asogan.

Action – Dr. Theaker/Dr. Reid to follow up

- 5(vi) Robert Alford – requested if there could be a tutorial for CMA009 & 11
CMA011 - Dr Reid informed the meeting a tutorial is timetabled in the New Year.

Action – Dr. Reid to follow up

4. Chairman's Communications.

- (i) The Chair explained the procedures for the NSS which takes place every year in February. All Finalists complete an electronic questionnaire (this is held on behalf of the Government). Last year 150,000 students completed the questionnaires. The results are published in August of each year. The Chair informed the meeting on the success of this year's results – The Chemistry Department came top and more pleasing was ranked 3rd on the question 'Overall satisfaction'. During January/February 2010 finalists will be informed of the NSS and be asked to complete the electronic questionnaire.

The Chair wished to express his sincere thanks and appreciation to the student body for their welcomed response in 2009.

- (ii) Staff changes –
- Dr. Kirk and Dr. Reid are now permanent members of staff.
 - Following the retirement of Linda Sands in June 2009, David Wilson has been appointed as the Radiochemistry Technician.
 - John Kershaw has taken on the role of 3rd floor instrumentation laboratory technician
 - Interviews will be taking place next week for the vacancy of an Analytical Services Technician
 - Jackie Howard (Biomedical Technician) is on long term sick leave. During her leave of absence Tim Coles has been appointed.
 - Carol Cook (secretary) retired in August 2009 and the Department is in the process of recruiting a replacement part-time secretary.
 - Sue Hughes (Executive Officer) – is on long term sick leave.

The Department wishes to express their best wishes and hope Sue makes a speedy recovery enabling her to return to her usual post within the Department as Executive Officer.

- (iii) The University have had a good recruitment of both Undergraduate and Postgraduate students.
This year it was not necessary to go into 'clearing'.
The Department's target was set at 80 for UG's - actual intake 78. The quality of this year's intake is excellent which will be of benefit to Loughborough University.
The number of new PG research students that joined the department is 17
The number of MSc students is 51.
It was reported that the department is in a very stable position.
- (iv) Swine Flu – The Chair took the decision to keep it as low key as possible. Hence, the reason he has not emailed students with the procedures in the eventuality of a '**Pandemic**', which he felt would only cause panic. However, the University may introduce registers for Part C&D as it is a requirement to monitor the number of cases. If a student were to contract the 'Swine Flu' it was suggested they should bring the empty box of the 'Tami flu' as evidence, as the Medical Centre/GP's instruct patients not to visit the surgery with flu-like symptoms.

Report on feedback from External Examiners from Professor Mortimer

As part of the University's policy to be transparent and share the comments made by the external examiners with the students, a presentation by Professor Mortimer was given in terms of the procedures involved. The four undergraduate programmes' external examiners' reports were available at this time. Professor Mortimer informed the meeting that in June 2009 the four external examiners had visited to examine scripts, exams and projects, and to participate in the programme board. He noted that all four external examiners' reports were highly satisfactory and he presented in detail two of the external examiners' reports.

The members were given an opportunity for questions – no questions were asked. Reps were also given the opportunity to see Professor Mortimer by arrangement to view the comments in detail.

The Chair concluded that the reports were good and there were no issues of concern.

The external examiners' reports for the MSc programmes have not been received so far, but can be made available to the MSc reps in due course.

5 Chemical Society

The Students' Union recognise Chemistry as having the best student satisfaction on campus; this is obviously reflected in the NSS and can be attributed to having one of the best Department SSC's and a very successful Chemical Society (ChemSoc). Because of this Chemistry have been able to offer support and advice to other departments in the past [through the Department Chair's Committee].

Daniel informed the meeting that this year's football tournament (wk 8 of semester 2) has been organised outside of teaching hours; with the exception of Part D's. In the case of the tournament coinciding with teaching students wishing to participate in the tournament should have authorisation from their individual supervisor and if possible to make their hours up.

'Saturday Night Science' will be held on Wednesday, 2nd December at 6 pm– The Chair suggested that a James France Lecture Theatre should be booked for this event.

The 'Annual Ball' is to be held on Saturday, 20th February 2010

6. Matters for report/discussion raised by students.

- (i) Ricky reported that the students he represents were happy.
Patricia – enquired when the H&S training is to take place. Dr Barton informed the meeting that it was due to take place today (28th Oct) at 4 pm in F002. Patricia was unaware of this and it was agreed if poor attendance it will run again.
- (ii) Lamin reported that the students he represented were happy.
Dafni – students were concerned that some modules require an essay and a multiple-choice test as part of pre-learning and students felt this to be too much work for 5%

Action Dr. Lucas to discuss with Dafni her concerns after the meeting.

- (iii) Darren reported that the students he represents were happy.
- (iv) Mark Brickwood – requested essential aspects of previous modules' notes to be incorporated on the Learn Server before returning back after the summer. Dr Pritchard said that each module has pre-requisite modules and it is assumed that students should be familiar with the material within these. The Chair informed the meeting that Chemistry is taught as a linear programme and modular material should not be learnt in isolation and then forgotten. Students should remember what they have learnt or at least have the material from previous years.
Concerns were raised with regards to the 1st part of C having 2 double modules and would this mean 2 exams on consecutive days? It was requested if the situation could be avoided. The Chair informed the committee that the Department is not able to manipulate the exam timetables as it is all prepared by the Central Registry.
Daniel Harris – requested if it would be possible to have an 'Induction Lecture' for part C module structure, as he found Part B's useful and informative.
Dr Evans informed the meeting that in Semester 2 a 2 hour lecture takes place to explain what is necessary for the dissertation and research project modules.
The Chair agreed that it would be a good idea to mimic a 1 hr lecture similar to the Part B's induction delivered by Dr Pritchard and Dr Kelly last year, in addition to Semester 2's lecture.

Action Dr. Evans

- Mei Chew had nothing to report.
- (v) Part B's – no representative in attendance at the meeting
- (vi) Heather – students were not clear of deadlines and hand-in dates and times. Heather was informed of the location and time (F002, Monday and Fridays between 12.50 and 1.50).
Edward had nothing to report.
- (vii) Foundation – no representative in attendance at the meeting.

7. A.O.B None

Meeting closed at 3.00pm

Next meeting 25th November 2009 at 2 pm, Room F002