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| Meeting: | **Taught Faculty Rep Meeting** |
| Location: | **Chancellors Building Room 3.11** |
| Date & Time: | **Thursday 15st November 2018 at 12.15pm** |
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| **Present:** |
| Stefan Garcia (Chair)  | Undergraduate Faculty Representative (Humanities and Social Sciences)  |
| Hollie Newing | Undergraduate Faculty Representative (Humanities and Social Sciences)  |
| Zixian (Jamie) Chen | Postgraduate Faculty Representative (Humanities and Social Sciences) |
| Raj Haria | Undergraduate Faculty Representative (Engineering and Design)  |
| Suruthi Gnanenthiran  | Undergraduate Faculty Representative (Science)  |
| Ella Rimmer | Undergraduate Faculty Representative (Science) |
| Mohammed Saddighani | Postgraduate Faculty Representative (Science) |
| Amy Staines | Undergraduate Faculty Representative (School of Management)  |
| Juni Oldensand  | Undergraduate Faculty Representative (School of Management) |
| My Phan  | Postgraduate Faculty Representative (School of Management) |
| Zornista Markovska | Senate Representative  |
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| **In attendance:** |
| Kia Brown | Academic Representation Coordinator |
| Ryan Myles | Academic Representation Coordinator |
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| Item |  |
|  | **Apologies** Morgan Roberts, George Goodman, Jack Kitchen, Jiani Zhou |
|  | **Officer Updates**The chair welcomes the Exec and explains this will be Taught and Doctoral. Yesterday, there was a meeting with the Doctoral Faculty Reps. The chair stated that by separating the Academic Exec, it will allow specific spaces where taught students can voice their issues. Therefore this will be a PG & UG exec, the SU Education Officer supports this decision. The exec then went round and introduce themselves. “Over the past few weeks, one of the highlights is that we had our first Taught Academic Council and also Academic Exec meeting. Stefan Garcia, Faculty Rep for Humanities and Social Sciences was elected Chair of the Exec.On 3rd November, Academic Reps Conference took place. The officers had the chance to meet over a hundred reps. The SU Postgraduate Officer delivered a session to postgraduate research students, together with the SU Postgraduate Coordinator and the Doctoral College. This was an opportunity to meet with a lot of PGT reps and had some really lovely discussions!With the Academic Rep Elections coming to an end, we had a wash up meeting in the SU and discussed how to better communicate to departments and students about the importance of academic representation.On 5th November, Jack, Eve, Charlie (Student Voice Manager) and Jiani went to University Learning and Teaching Quality Committee. The Committee discussed a modular framework for Curriculum Transformation, clarified the roles of Director of Studies (taught) and Director of Learning & Teaching/Director of Teaching in academic departments. The Committee also considered a proposal for a new Teaching Award, the Award for Director of Studies, for recommendation to Senate. This Award will be given out at the SU Education Awards Evening”One of the UG Faculty Reps asked how the awards will be decided and if it will be decide the same way as last year. RM mentioned that the university are deciding and the Faculty Reps will have a role in this decision. |
|  | **Personal Tutoring**The Chair stated to the Exec that a University staff member was scheduled to attend this meeting to talk about personal tutoring but could no longer attend due to clashes with other meetings. This will be rearranged for another exec. |
|  | **Faculty Rep Issues**The Chair opened the meeting up to the faculty reps and asked if any issues had arisen and if the faculty reps had the chance to talk to their academic reps.**Exam Results**One of the UG Science faculty reps asked if exam results should be given sooner, as students need these results in advance especially if they are applying for placement. One of the academic rep coordinators said that processes in places make it complicated and there are particular timescales that can’t be shifted.It was discussed that Curriculum Transformation will pick up on over relying on exams. The faculty reps were in agreement that students have to wait for the results and they would like to find out the results quicker than what they are.**Reading Week**One of the UG Management reps asked why all faculties do not have a reading week as other departments do. The UG Management faculty rep expressed that there needs to be some consistency. This issue has been brought up to the DoS but they said there is a limitation of what they can do. As the whole structure would have to change. The discussion between reps suggested that a reading week should be one of things that are introduced with Curriculum Transformation.**PGT Practice Track**PGT Faculty Rep for School of Management brought up issues around the PGT practice track. In School of Management, at PGT level you can do a dissertation or an option called practice track where you work in the company for the summer. The UG SoM Faculty rep said that students felt as though they were rushed in to making a decision after having one meeting with University staff. Students said that they are not able to change their group if they are not happy with the team members. Also students would like more support if they do not get the company they asked for, as that can influence their performance. Students would like more support from the University and from the School of management about what it means to do a practice track. Feedback also includes if the School announced the groups sooner then they can meet other students before.**Action: Kia to follow up and put in a meeting with the PGT School of Management Faculty Rep.****Facilities**The faculty reps all agreed that there should be more power sockets in lecturers and more water fountains for students.**Action: SU Education Officer to pass on to relevant officer.****Panopto**UG Science Faculty Rep raised the issue of Panopto, asking the other faculty reps if this is still a problem within other faculties. The HSS faculty reps fed-back that some doctoral students do not like using Panopto. Students with DAPs need Panopto and might feel uncomfortable raising this with lecturers. In Science FLTQC it was discussed that it is a guideline for DAPs, reps asked if it could be higher than a guideline to make it mandatory. **Exam Errors**There have been many cases of exam errors. In School of Management there was a multiple choice question but no correct answer. The lecture gave everyone full marks for this question however it did not bring back the time lost spent on trying to figure out the answer.**Action: Kia to e-mail the SU Education Officer the e-mail thread between students and lectures.**The problem is that when there is an exam error there is no policy or consistency across the university on how to deal with this problem. All faculties reps agreed that exam errors is a problem.**Action: SU Education Officer to do research in to exam errors.** |
|  | **Any other business**The Chair reminded all faculty reps that they should be communicating with their academic reps. Faculty reps should let academic reps know about what happens at FLTQC/BoS and keep them informed on any issues that have been taken to FLTQC. The chair also said that the faculty reps should also be keeping reps informed about discussions that take place at Academic Exec.The Chair spoke to faculty reps about faculty forums and asked them to plan these sessions with the help of the academic rep coordinators.Some concerns include that it is difficult for PGT to raise problems in the faculty forums as the issues are slightly different. |
| **The meeting ended at 13.05.** |