

MINUTES OF 4<sup>TH</sup> ORDINARY SSLC MEETING, 3<sup>RD</sup> MAY 2018

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MINUTES

1. Apologies and Conflicts of Interest

Secretary

Members: Kieran Marrable (Co-Chair), Todd Olive (Co-Chair, Secretary), Dr. Rebecca Stone (Departmental Liaison), Elena Pecoraro, Idil Kuyumcu, Hollie Ryan, Alex Grantham.

Apologies: Katharine McEnergy, Tanya Kasinganeti.

Not in Attendance: Hamzah Zia, Daniella Tobit, Bella Brant, Meeka'eel Kahn.

2. Minutes of Last Meeting

Secretary

No amendments or additions were proposed. The Committee voted unanimously to accept the Minutes as a true and accurate record of the Meeting.

3. Results of Committee Chair Elections

Secretary

The Secretary re-iterated the results of the Chair Elections, as relayed to Members by email prior to the Easter break. It was reported that Kieran Marrable and Todd Olive were elected Co-Chairs of the Committee for the remainder of its term.

4. Matters Arising

- i. GD106: Seminars & Further Reading Perspectives; GD204: Essay Subject Restrictions RS
  - GD106: It was reported that Dr Sealey-Huggins had noted the SSLC's feedback, and will consider options for expanding perspectives for next year's syllabus
  - GD204: It was reported that Dr Smith will not be teaching the module next academic year, so the approach to the essay will be changing
  
- ii. Assessment Consultation Co-Chairs; RS
  - a. *SSLC request for formative GD106 essay to be formally marked*
  - It was reported that the Undergraduate Studies Committee had decided to change the format of the formative essay, effective from next academic year
    - b. *SSLC request specific examples from Yr 1 GD104 & GD106 modules to be used in P&P sessions on essay writing*
    - It was reported that Principles & Praxis sessions next academic year will be directly linked to GD104 and GD106
    - It was noted that current students' work cannot or should not be shared for a number of reasons:
      - GDPR and the need for students' consent
      - Risk of plagiarism
      - Risk of restricting innovative and creative stylisation and ideas
  
  - c. *SSLC request that department promotes centrally-run essay writing workshops*
  - It was reported that the department is seeking to carry out this request

- iii. Collecting Feedback for the SSLC MK; Secretary
    - a. MK to design poster and forms to accompany box
    - b. Secretary to create checking rota
  - It was noted that MK had been unable to carry out any further progress
  - The Secretary reported and presented a poster to accompany the suggestions box
  - Feedback was noted:
    - Information more indicative of the SSLC's purpose should be included: suggestions for new ideas, alongside comments and feedback on things already being done by students and staff
    - The title should be changed to "Feedback to Student Staff Liaison Committee"
  - **Post-meeting:** RS reported that the SSLC had been given a noticeboard in the Department to post Members' names, any SSLC news, and recent Minutes
  - **Post-meeting:** the Secretary reported the successful creation of an online feedback form, which will be circulated to students in the new term, to accompany the feedback box in the Common Room
  - **Post-meeting:** the Secretary reported that the department has been able to provide editing access to the Secretary for the department's SSLC page, which will be used to keep details up to date and post minutes for staff to be able to access
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- iv. Life Sciences Module Balance Co-Chairs
    - a. Co-Chairs to discuss issue at staff meeting
  - It was noted that the issue should be raised at the Life Sciences SSLC by KM
  - It was also noted that RS is able to liaise department-to-department, if provided with specific information by KM via email
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- 5. **Co-Chair's Business** Co-Chairs
    - It was noted that the SSLC has struggled to attract significant attendance in recent meetings, with some delegates not attending for long periods
      - It was decided that the Minutes of each meeting should reflect those who have absconded without submitting apologies to the Secretary
      - It was decided that the Minutes should be posted in the Department and on the Department website to raise students' awareness of the effectiveness of their representatives
      - It was decided that next year's SSLC would employ a system of 'three strikes' and quorum:
        - Should a representative not attend three meetings in a row **without acceptable apologies**, their position will be opened for re-election
        - Should a representative be unable to attend a meeting, they have a responsibility to nominate a deputy to attend the meeting in their place, and inform the Secretary prior to the quorum decision
        - A decision on quorum will be made by the Secretary at least one hour prior to the meeting: should fewer than half (rounding up) of delegates required to attend be unable to, and unable to send a replacement, the meeting will be postponed
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- 6. **Personal Tutoring – Stop, Start, Continue; Optional Module Selection Process Consultation; #CuttheCost Campaign: Email Feedback Report** Secretary
    - The Secretary briefly reminded all Members of the subject of each consultation
    - The Secretary reported a single response to the consultations thus far
    - The Secretary was requested to email all SSLC members requiring them to submit a response to the Personal Tutoring consultation

7. SSLC Elections Co-Chairs
- It was decided that elections for 2<sup>nd</sup> and 3<sup>rd</sup> year reps for the 2018/19 Academic Year should be held this term
  - It was decided that the election should be held as soon as possible, ending in sufficient time for the resolution of ties prior to an induction meeting following the staff meeting on Wednesday June 6<sup>th</sup>
  - The Co-Chairs and Secretary were requested to initiate the election process through the SU
  - **Post-meeting:** it was later reported to the Cohorts that nominations would open at 10am on Tuesday 8<sup>th</sup> May, the election would open at 10am on Tuesday 15<sup>th</sup> May, and close at 1pm on Tuesday 22<sup>nd</sup> May, with results being announced on May 23<sup>rd</sup> by the Secretary
8. End-of-Year Report Secretary
- It was noted that all Members will be required to contribute thoughts to the End-of-Year Report
  - It was decided that the Secretary will email the Report to all Members with a deadline for feedback of June 15<sup>th</sup> to allow sufficient time for collation and submission
9. Any Other Business (AOB) Chair
- EP suggested that 3<sup>rd</sup> year optional modules felt imbalanced towards the first time
    - RS reported that this is due to staff being needed for the dissertation module in term 2, and that no measures could be taken to rectify this
  - AG queried the impetus for the Mini Project's reflective journal assessment
    - RS reported that it exists to make students actively think about how they have learned, how the project has supported learning, and assisted with personal academic development
10. Dates of Future Meetings Secretary

It was decided that the newly-elected representatives for the 2018/19 SSLC would be required to meet at 4pm on June 6<sup>th</sup>, following the department's Staff Meeting, to establish new frameworks from point 5, and elect a new Chair and Secretary.

**The next meeting of the SSLC of the Global Sustainable Development Division of the School for Cross-Faculty Studies will be held at 4pm on Wednesday 6<sup>th</sup> June in room R1.15.**

*Todd Olive*  
Secretary & 1<sup>st</sup> Year Chair to the GSD SSLC  
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