

Minutes of the Graduate Staff-Student Liaison Committee (SSLC) Meeting

Date: 23rd October, 2019

Place: Room S2.133, Social Sciences Building

Time: 12:00 to 13:00

Attendees:

Staff Representatives:

Robin Naylor	Director of Studies
Alex Karalis Isaac	Deputy Director PGT
Carolyn Andrews	Programmes Manager PGT
Helen Riley	Library Representative
Jeremy Smith	Head of Department

Student Representatives:

Sambhav Choudhury (Interim Secretary)	MSc EIFE
Alex Li	MSc Econ
Pratik Sanghvi	MSc Econ
Eugene Malthouse	MSc BES

Apologies:

Maryanne Heafey	Programmes Manager PGR
Josh Allen	Postgraduate Student Experience & Engagement Co-ordinator
Stephanie Redding	Senior Careers Consultant
Kelly Taylor	Head of Administration, T&L
Cora Neuman	PhD Econ

N.B. : 3 members of students not confirmed by the Student Union of the University by the date of the meeting.

1. Election of Chair and Secretary from Student Members of the Committee

- Because all members were not present in this meeting, the election of the Chair and Secretary was postponed. Sambhav Choudhury was appointed as the Interim Secretary.

2. Membership of the Committee

- Everyone introduced themselves and the meeting was set to order.
- The importance of the role of the SSLC was outlined by Professor Robin Naylor, including its contribution to the teaching and learning environment and its potential to contribute to the Department goals under the Teaching Excellence Framework (TEF). Our aim will be

facilitating a challenging and valuable education in an environment where student feedback is taken seriously and satisfaction is important.

3. Minutes of the meeting held on 2nd May 2018

Annual Report from previous cohort

To discuss: comments on communication

- The annual report from the previous cohort was considered.
- A more robust communication network within the department was proposed, with a potential Whatsapp/Weibo group chat, according to the consensus of the students.
- Shout-outs before/after lectures, whenever necessary.
- Important information can be sent to the entire year group through a member of staff acting on behalf of the SSLC.

4. Matters arising

- It was noted that last year there was a high level of student engagement through a variety of channels. This has not always been the case so far this year and potential causes and improvements were discussed.
- The idea of SSLC office hours was discussed, using the new PG common room facilities.

5. Teaching and Learning

a. Maths and Stats

- Some students wanted the ratio of time division between lectures and seminars to change.
- Developing more videos and preliminary material before the start of the course was proposed.
- Providing access to and notifying BES Students (Science Track) was proposed.
- The increase in time provided for the course from 1 week to 2 weeks was appreciated.
- Providing access to students to the introduction to STATA moodle course and an introductory course for R was proposed.

b. EC901 and EC902/910 feedback

- There is overall satisfaction with the lectures and seminars conducted.
- The SSLC will advertise Review Tutorials and Open Houses for students to clear further doubts and revise topics covered that week.

6. Student Engagement and Support

a. Pre sessional accommodation and events

- The pre sessional arrangements were greatly appreciated, and a tie up with the same hotels on a contractual basis was proposed by Ms Carolyn Andrews

b. Representation on SSLC: further members

- Confirmation of 3 more members of the SSLC is awaited.
- A good representation of gender and diversity is anticipated.

c. Coffee and Cake

- There was decreased participation in these sessions compared to the previous year.
- A technical glitch in the first week was also acknowledged, which didn't let students book coffee and cake sessions.

d. Sports and Socials

- The range of events during pre sessional was appreciated.
- The SSLC will encourage students to join the football & volleyball events held in the weekends.

e. Use of resources: Revision classes, maths office hours, EC901 open house

- The SSLC will advertise the resources available to the students and will endorse optimal utilization.

7. Assessment and Feedback

a. Pre sessional Maths and Stats tests and feedback

- Test 1: Some errors in the options in multiple choice of the first test were recognised. However, everyone was awarded grace marks for the incorrect questions.
- Test 2: Students felt that there was a time constraint and were not able to complete the test. However, the average mark has been consistent with those of previous years.

8. PTES

- The summary of PTES of the previous cohort was considered.
- The score of the department in the top quartile in every area was acknowledged.
- The SSLC will advertise the PTES, which is available from April, so that there is a higher response rate.

9. Dissertation

- Nothing to discuss

10. Organisation of the course

- Nothing to discuss

11. Resources (Library/IT)

- Ms Helen Riley informed the SSLC about how she could air our concerns with regards to number of books, availability of books, and need for quiet spaces.
- She is greatly committed to improve student experiences, and will be very approachable via mail about all the requirements of students.
- EC959: Dissertation Research Methods will be conducted in the second term, in collaboration with Warwick Library.

12. Gender Equality and Diversity

- Nothing to discuss

13. Skills Development and Careers

- The career workshop series by Ms Stephanie Redding was acknowledged for being crucial for students looking for a job after graduation

14. Any other business

- Mr Jeremy Smith proposed decoration of the MSc study spaces and better utilization of the notice boards in the Postgraduate department rooms.
- Efforts will be made to reduce the stigma surrounding re-sitting January examinations.