

Minutes of the Graduate Staff Student Liaison Committee (GSSLC)

Date: 04/11/20

Place: Teams meeting

Time: 12.00-13.00

Attendees

Staff representatives:

Jennifer Smith	Director of Studies
Lory Barile	Director PGT programmes
Alex Karalis Isaac	Deputy Director PGT programmes (Academic Convenor)
Helen Riley	Library Representative
Lucia Ashley	Student Engagement and Experience Coordinator

Student Representatives:

James Clarke	MSc Econ
Kashish Kaur	MSc Econ
Arushi Nautiyal	MSc EIFE
Ayush Shastry	MSc BES (Science track)

Apologies:

Jeremy Smith	Head of Department
Stephanie Redding	Senior Careers Consultant

1. Membership of the Committee

- a. Members of the Committee introduced themselves and their roles (staff) or courses (students).
- b. AKI noted that the co-option is ongoing for one additional EIFE representative, one representative from BES (Econ track) and two student reps from Msc Econ. Nominations through this process close on Friday 06/11. If the number of candidates matches the number of roles the SSLC can co-opt these new members. If there are more candidates than roles the SU will run an election.

2. Election of Chair and Secretary
 - a. AKI suggested election of Chair and Secretary take place after the co-option process.
 - b. Members agreed
 - c. AKI and LA to arrange a meeting following outcome of co-option to elect chair and secretary from the student representatives.
3. Resources: Library and IT
 - a. JC noted Moodle reading lists and online key text books are extremely helpful
 - b. HR discussed the Library's continued opening under the current operation of the University. Information on changes to this will be available on the Library website.
 - c. HR introduced the resources available in the Post Graduate Hub, in the Senate building, which is also a (socially distanced) work and social space for PGT students from across the University.
 - d. Financial data services such as Datastream operate from the library and are at risk of inaccessibility in the event of Library closure, but this is not certain. During lockdown there was an online solution.
 - e. Google Financial Data is an additional data source available through the library.
 - f. WBS has further resources for Economics students on financial information
4. Skills Development and Careers
 - a. AKI noted the early timing of the UK graduate recruitment round. If the SSLC disseminates this to the cohort – reinforcing the messages delivered during induction that would be useful.
 - b. AN asked for a list of jobs that would be available to students on Tier 4 visas until Sept 20th Sept. 2021. Some Graduate jobs advertising now require an earlier full-time start
 - c. AKI suggested a comprehensive list may not be possible, however he will raise the question with SR.
 - d. JS suggested AN discuss her experience with the International Students Office – they are very interested in the Tier 4 to Tier 2 transition and may be able to help.
 - e. ACTIONS
 - i. AKI to contact SR re jobs with later start times
 - ii. AN to discuss her experience with ISO.
5. Minutes of the previous meeting and Annual Report of previous cohort
 - a. AKI highlighted the minutes of the previous meeting circulated by LA.
 - b. AKI suggested the new cohort may benefit from reading the Annual Report of the previous cohort. Their use of communication through one-way WhatsApp and WeChat groups may be particularly useful.
 - c. AKI discussed the MSc Virtual Common Room (VCR), and the re-creation of SSLC representative office hours in the virtual common room
 - d. ACTIONS
 - i. If the full group of student SSLC members convened w/c 09/11/20 decide to go ahead with point 5.b, LA to email all MSc students with link to join SSLC owned WeChat and WhatsApp groups.
 - ii. Student representatives to convene and arrange timetable for Office Hours in the Virtual Common Room
 - iii. Following email conversation with JC, AKI to re-designate Review the Week channel of VCR for SSLC business.

6. Matters arising
 - a. No other matters arising.
7. Teaching and Learning
 - a. JC noted the preference he has observed amongst students present on campus for face to face seminars. He enquired if the ratio of face to face to online seminars could be increased.
 - b. JS noted that coding seminars are especially suited to the face to face environment. Could their face to face frequency be increased. (AKI: I think there was an implication here that these are closer to practical /demonstrations in the Sciences, could they be treated as such).
 - c. JS, AN and others expressed support for the recorded lecture plus Q&A session as a mode of blended learning. Student representatives felt this was working better than live delivery of standard content through the live session, though acknowledge such content often arose from questions and went beyond recorded content.
 - d. JS asked if there was feedback on how questions were being asked. Student representative felt this was mostly using audio-visual and raising hands, not through the typed chat; pre-arranged questions submitted on (moodle) forums were also popular and working well. AN commented on the relatively high activity on moodle forums this year.
 - e. Student representatives commented that pre-prepared quizzes are working well in the live lectures.
 - f. **Assignments.** There has been confusion over assignment dates and formats for mid term quizzes and tests this term. Tabula has provided incorrect information.
 - g. JC noted that some students struggle to find classes through Teams. Could the Department send a master list of all link to students
 - h. AKI suggested this might lead to more confusion than it solves. But some training e.g. videos on how to manage Teams and how to find events might be useful.
 - i. **Wellbeing.** No particular wellbeing concerns were raised. JC noted that students may forget about the wellbeing resources successfully advertised in induction by e.g. January.
 - j. **ACTIONS**
 - i. AKI to ask JS/LB to consider points 7 a,b at CPG and feedback to SSLC.
 - ii. AKI, LB, JS to consider how to disseminate points on effective blended learning to teaching staff.
 - iii. AKI to collate information on assignment dates, formats and platforms for micro, macro and metrics Term 1, for A and B variants. LA to disseminate, ideally 6/11/20.
 - iv. AKI will discuss with Robert Horton possibility of Teams training resources for students.
 - v. AKI to coordinate Week 6 wellbeing resources reminder, and similar in January prior to exams.
8. Student Engagement and Support
 - a. JC commented that socials have worked well and the random assignment to small groups within these is a useful way to meet peers.
9. Assessment and Feedback
 - a. As well as clarity on dates students would appreciate clarity on the format and structure of mid-term tests

b. ACTION

- i. AKI to include this information in email for 6/11.

10. Dissertation

- a. AN asked if a list of supervisors and their interests could be gathered and made available this term
- b. AKI noted this is traditionally provided towards Easter. There is no expectation students currently look for dissertation supervision. While the most engaged students may do this independently we would not want to create an impression students are obliged to do this now.
- c. AKI suggested searching for potential supervisors/exploratory conversations by Research Group faculty lists instead.

11. Organisation of the Course

- a. No further discussion

12. Equality, Diversity and Inclusion

- a. AKI noted this is a priority for the Department and there is likely to be further business here in future meetings.

13. Any other Business

- a. No.