

**Minutes of the Graduate Staff-Student Liaison Committee (SSLC) Meeting
held on Wednesday 24 October 2018 at 13:00
in Room S2.133, Social Science Building**

Attendees:

Staff Representatives:	Naylor, Robin	Director of Studies
	Karalis Isaac, Alex	Deputy Director of PGT Programmes
	Riley, Helen	Library Representative
	Andrews, Carolyn	PTL Manager
	Wyld, Andrea	Postgraduate Secretary
	Redding, Stephanie	Senior Careers Consultant

Student Representatives	Bollati, Edoardo	MSc Econ
	Guerrieri D'Amati, Andrea	MSc Econ
	Perkins, Catherine	MSc Econ
	Zayat, Aline	MSc Econ
	Stafford-Johnson, Natalie	MSc BES (Econ track)
	Chen, Binjie	MSc EIFE
	He, Qi	MSc EIFE

Apologies	Taylor, Kelly	Quality Assurance Manager
	Smith, Jeremy	Head of Department

1. Election of Chair and Secretary

Aline Zayat, Andrea Guerrieri D'Amati and Catherine Perkins have been elected as Chair and joint Secretaries, respectively.

2. Membership of the Committee

The 2018-2019 GSSLC Committee was presented and all of the members introduced themselves.

3. Review of Minutes & Actions meeting 2 May 2018

The last minutes of the last meeting on 2 May 2018 were found to be true and accurate.

4. Matters Arising

Off-campus transfer:

- Timing of the buses made it difficult for students who were staying in the hotels to stay on campus and make use of the library and campus facilities.

- Moving out of the hotels three days before the first pre-sessional Math test put a lot of pressure on students and they didn't feel they had enough time to prepare for the exam.

Extra activities:

- Zumba classes have not been running, even though students could sign up on Tabula
 - o Department will look into this, and get back.

Lectures rooms:

- MS0.1 not adequate size for the number of students in EC901 and EC902\EC907
 - o Department knows the issue, but the only alternative was to set lectures on Friday afternoon, which would be unpopular with students.
- Lecture rooms were found to be too far apart from each other, resulting in students being late for EC902/EC907
 - o Department is aware, and it is lobbying the University and has successfully managed to get more lectures in the Oculus building, and will keep trying.
- Lecture halls are difficult to get in and out, especially for MS0.1 and H0.52
 - o Department is aware, but no other solution was viable. In addition, lectures should finish 5 minutes before the hour and will not start until 5 minutes past, giving enough time for students to move between halls.
- Lecturers were not always using the microphone, which results in the lecture not being recorded on Lecture Capture
 - o Department will remind lecturers to use microphones.

5. Teaching and Learning

Pre-sessional Math course:

- Timing of the first test was found to be problematic for international students, who have to adjust into a new country and being away from home.
 - o Previously the Department did not have the first test, and introduced it as a way to reduce stress for the final exam, they will consider this point moving forward.
- Differences in notations between lecturers
 - o Department will make the lecturers aware of this problem.
- Too much time spent on introductory topics, whereas more advanced topics were not explained in depth.
 - Department will present this feedback to lectures for their consideration.

Core Modules:

- Directions were not clear on which textbook to refer to for core modules, and there is not one textbook that covers all the content per module.

- Department pointed out that such a “dispersion” should not be a problem for Master students, as even first-year students do not have a single textbook.
- PS923 assignment was based on R, which some students have some have not used before, thus causing stress for students without any prior knowledge.
 - The department will make Psychology aware of this feedback and suggest that they provide some pre-sessional material on R for incoming students to practice over the summer.

6. Student Engagement and Support

Nothing to discuss.

7. Assessment and Feedback

Nothing to discuss.

8. PTES

Nothing to discuss.

9. Dissertation

Nothing to discuss.

10. Organisation of the course

Nothing to discuss.

11. Resources

Library:

- Library tours and introduction have been poorly attended by MSc students as tours were offered during Induction Week, which is a busy week for students.
 - Department took note, and will try to move Library induction later in Week 1.
- Library talk was given on the very first day of Induction along with many other talks, which resulted in students not retaining much of the information
 - Department took note, and will try to move the talk later in Week 1.

12. Gender Equality and Diversity

Nothing to discuss.

13. Careers and Skills

Careers:

- Students found difficult to book appointments with Stephanie Redding
 - o Stephanie is aware of the issue, but she cannot reduce appointment time nor provide more appointments, though she hold regular drop-in sessions and encourage students to attend the drop-in at the Oculus and book an appointment at University House.

- Application tips presentations was too late to attend as applications deadlines have already approached
 - o Stephanie will try to move them earlier in the term.

14. AOB

Nothing to discuss.

15. Next meeting

The next GSSLC meeting is scheduled on Wednesday 28 November 2018, 12.00-1.00 in room S2.133.