

Minutes of Academic Council

Held at 2:15pm on Tuesday 11th March 2014 at University House, Meeting Room 1

Date of meeting	30/10/12	04/12/2013	03/02/2014	11/03/2014
Number of Attendees	101 Attendees 65 Apologies	73 Attendees 100 Apologies	93 Attendees 66 Apologies	52 Attendees 60 Apologies

1. Apologies
Apologies were noted
VW was absent so the meeting was chaired by RB
2. Approval of minutes
Minutes were approved.
3. Approval of actions
No Actions from last time.
4. Discussion points from the University
 - i) Timetabling working group
ERC reminded Course Reps that if they wanted to take part in the timetabling working group then they should contact Colin Colburn.
 - ii) Personal Supervisors
RB explained the positive changes that will be coming about, especially with the funding secured for the research project itself.

RB asked Course Reps about their Personal Supervisors most said that they had little to no contact. PDP wasn't taking place with Personal Supervisors, more with Dissertation Supervisors. Joint studies; one department was communicative about Personal Supervisors, the other isn't - consistency between departments/schools was an issue.
 - iii) Re-sit fees
RB thanked and praised VW and BT for their work on re-sit fees and the abolishment of said fees.
5. Course Rep investigate
Course Reps were broken into groups and asked their opinion on four topics.

i) Communication

Currently

- eBridge: duplication due to eBridge messages and email
- Emails: praised
- Social Media: Departments should social media more, Facebook and Twitter specifically
- Some departments use text messaging, this was praised

In the future Course Reps would like communication to be

- More texting, but on a subscription or 'op-in' service
- Used to publicise events within the department
- Office Hours of lecturers to be publicised

ii) Elections

Positives

- Actual Voting was easy
- Number of candidates

Negatives

- The marketing was very vibrant
- Number of part-time positions not filled
- Not many people knew about the Faculty Co-ordinator positions

Reps were also asked why they or people they know didn't vote, many said final year students raised this as a concern, as they did not see how voting would affect them. Some did not know who was running in the elections.

Comments

- Putting the part-time candidates that fit within a zone all together in a zone
- There is a language barrier when explaining voting and democratic process
- Students get confused with STV

iii) Library

Positives

- More books
- More computers
- Digital Repository
- Checking out book system is quick
- 7th Floor aesthetics
- Reading Room
- Aesthetics of the library in itself

- Library staff are helpful
- The aesthetics were so beautiful it made a Course Rep's father cry
- The food and drink policy in the library

Negatives

- Food and drink policy within the library
- The stairs do not look as good as the rest of the library
- Feedback from the library with regards to the development could be better
- Temperature within the library – it's too cold
- Noise from the library re-development is causing issues with lectures in the Robert Blackburn building
- Draft in the Reading Room
- Chairs in the computer room lean back too far

Note: The food and drinks policy in the library was noted as both a positive and a negative.

iv) Assessments and feedback

Essays

- Feedback varies for different modules: time it takes to be returned and the quality of feedback
- Use feedback is needed
- Illegible hand writing
- No Course Rep knowledge of the feedback charter

Exams

- Not receiving individual exam mark, just over all mark: would like marks broken down
- Biological receive exam feedback, other did not
- If feedback from exams was to be given in all departments course reps think it should be based on structure as well as content and be online.

Course Reps were reminded of the Feedback Charter, for those who didn't know where it was, linked attached.

ERC actioned to send NUS Feedback resource and HUU & UoH feedback charter to Course Reps.

6. Course Rep Issues

FHSc – there are only five text books available in the library for a course of ninety-plus. The new loan system also removes the policies in place for disabled students; those with



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dyslexia are given an additional-week loan, this has been removed with all books now changing to the new loan policy.

VW to raise at Library User Group

Academic Council Rep – Matt Evans noted that in the Biology SSC they were informed by their library contact that if evidence is supplied regarding under-resourced courses, then the library can order in more copies of books i.e. five books for a course of two hundred students.

Munchies was raised to RB – the 'Might Meaty' has been removed from the Munchies menu, this is upsetting students.

RB to raise this with Director of Commercial Services

HUBS student – PMD module, assessed presentation – lecturer arrived 40 minutes late and gave two reasons why she was late, also did not arrive at a lecture. Communications from this lecturer come with grammatical and spelling errors.

RB noted that this potential HR issue but refers it to VW.

VW to investigate