

## Minutes of Academic Council

Held at 11:15am on Tuesday 9 December 2014 at University House, Asylum

Date of meeting	13/11/14	09/12/14
Attendance	92 Attendees 66 Apologies	52 Attendees 48 Apologies – Check THIS

### 1 Apologies

Please ask ERC for apologies

### 2 Welcome

Welcome from VPE

### 3 Approval of minutes

Minutes approved

### 4 Approval of actions

Timetabling to be added to this meeting's agenda – completed  
Library to be invited to this meeting's agenda – completed  
Car parking – passed onto President  
PGTS – ongoing

### 5 Course Rep Investigate

This section of the meeting Council split into three groups that rotated discussions on several topics; The Library, Resits and Timetabling.

#### a) Timetabling

The notification of changes to timetables to be sent out as they happen.  
The Student Written Submission already raised the issues with timetabling as a pre-cursor to these discussions.

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Question about the numbering of weeks and why it was simply not 'W/c' – the response was that different students start at different times which in turn leads to the numbering of weeks.

Praise for the iHull App – however some functionality issues with Windows phone.

Teaching rooms are not always appropriate for the lectures taking place (specialist equipment and flexibility of rooms is needed)

Languages within timetabling are lumped together, students are unaware of what groups they are in.

Numerous queries from Psychology students around timetabling of groups.

High-level of student parents on some courses, these courses having teaching outside of regular times or begin earlier leading to issues with timetabling.

The iCal feed needs more flexibility.

Exam timetables on the iHull App was requested.

Another request was for timetables to be released earlier still, it was noted that more staff would be required for this to take place.

PASS to be timetabled was also requested.

Some students were actually unable to access certain classrooms as their student card did not allow them access to the building.

#### b) The library

More silent areas.

Second floor might not be enough PCs.

Increase time for check-out, KDL books due back too soon.

The workshops were good.

Inductions were duplicated for some students.

7 Day loan for part-time students?

Lift queues, students didn't know that there were stairs.

Advertise the 12 o'clock trolley

Lockers for students to be able to store their things.

Reading lists are good, however there is an inconsistency as to when lecturers use/create them.

Like the reading room, informal spaces in the middle.

Need more information on what is and isn't allowed.

More signage on aisle side of subject.

Plug sockets don't always work.

Delay in book return.

24/7 opening during summer time.

Barriers all in all out sides

Skills team – sessions shouldn't all focus on exams, further the timing of sessions – need more sessions.

Library link isn't on everyone's eBridge

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PC finder on info point not working  
Second floor too noisy for student signage.  
Sign posts to lifts  
Temperature is good in the study room.  
Reading room is cold.  
Entry barriers are too slow.  
Library laptops do not have all of the appropriate software – i.e. SPSS.  
Individuals are saving spaces by leaving their coats on chairs whilst they are not sat at the computers or desks.  
During fire drills students still needed to use their student cards to get out of the building, instead of having easy access out of the library.

Queues for the lift and the stairs unavailable  
Live chat was praised  
More printing top-up machines on higher levels  
Like online print top-up  
Group learning rooms are too cold on the third floor  
Need security staff for book return  
Some students have books due for 3 January  
Library café – no seats available – 180

Request for a rest room  
Student volunteers are really useful  
Gluten free for the library café (Mentioned twice)  
Ground floor swipe  
Queues within the library café  
24 hour opening – food could be an issue if the café is closed  
Website and email for any policy changes.  
Vending machines  
After a student booked a study room there was no confirmation email  
Message about food drink –

c) Resits

Gap should be shorter between exam and reassessment – however Course Reps noted more students should be engaged with on this.

**HUU to look into further consultation**

Examination and resit dates are wanted earlier than when they currently released  
Clarification of the resit process within departments.  
More information about the 40% cap on resits.  
Quicker return on initial feedback and then resit feedback

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Exams to be earlier for those who live further away.

In relation to arrivals and students not knowing whether or not they have passed their year a few days before returning 'terrible' was used by reps to describe it.

Request for exams not to be capped question-by-question as too many exam questions are recycled.

Consistency – too many students have to fly back to the UK to do resits – too expensive (timing) plus in middle of summer – too expensive and plus timing consuming to go back e.g. Brunei student cannot do exams at home.

Questions asked by Course Reps for HUU to investigate:

Physics and other sciences noted it was harder to revise for the exam after original exam – why do results take so long during summer?

International students do/have their resits online?

International students – do they know that in some circumstances they can resit within their home country at the same time as UK students?

Why are resits in August?

Are their consequences for International students?

For those with mitigating circumstances can tuition cover some travel and accommodation costs for reassessment?

Is jet-lag taken into account?

Course Rep asked if there were any special rules for exchange students who just stay for one semester?

Question asked by Course Reps: Can we not have resits for January exams closer to their results (i.e. before/near Easter)?

Why does the University know the results before students?

## 6 Course Rep Issues

- i) Feedback on the breakout sessions
  - For the next set of break-out sessions, chairs are needed, standing is not appropriate
  - Praise for the groups and switching topics
  - Rep noted that over the last two years the sessions would not have been able to be done in half an hour
  - More moderation is needed – if reps have their hands up, make sure they get to speak
  - Reps want people to stay with their groups
  - Reps requested that there be ice breakers

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ii) General issues

Assessments for first years within the Business School students are expected to completed second or third assignments without receiving feedback from the first assignment. Rep noted that students cannot progress without feedback. Further,

VPE noted that the Faculty Co-ordinator for the Business School and VPE met with the Director of Learning and Teaching and raising issue with the Dean of the Business School.

Communication within the Business School was also raised.

Several departments raised concerns about deadlines being too close together; Criminology, Biology, Geography, Psychology, Social Work, Physics and International Relations.

VPE will raise with the PVC AA – *note this is not an action.*

Psychology Course Rep raised the issues that they were given a deadline of Week 11 but resources and question only given in week 5/6. Further to this there are several deadlines within week 11 for psychology.

Physics student mentioned that when a lecturer did not comply with the four week turn around policy. A formal complaint was made and since they have begun complying with the policy. The Rep also asked about the standardisation of assessments – how long they should take. VPE responded to this with the fact that there are varying types of assignments and varying department, however VPE will still raise it with the appropriate individuals.

A Rep noted that more needs to be done by departments and HUU to raise the profile of Course Representatives. Communication and transparency were noted as two things that representatives want the system to be.

Personal supervision and the experiences of a postgraduate student that spent their undergraduate within the Law School were raised. The Undergraduate experience of personal supervision was highlighted as negative with the supervisor not being available during their office hours, and not responding to email correspondence. The individual also was applying for their current masters however had to do so without. Further, the individual also had medical concerns that meant that they needed to contact their personal supervisor who was unable to be contacted.

VPE informed all present representatives about the STeP programme and the changes being made to personal supervision within said project.

A Biology represented spoke about a cancelled lecture with short notice that had not been rescheduled, the lecture is a main component of an exam.

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Faculty Co-ordinator for Science and Engineering said that they would be raising this with the director of learning and teaching within the school.

Lecture has also been cancelled with one hour notice. Course Rep asked if communication could be more timely.

VPE noted that the reason for cancellations at short notice are mainly that it can't be helped or there is a personal reason for the individual not being able to make it. Course Rep noted that students expect quality, as such there should be more ways to feedback about courses. Academic Council Representative noted that the way in which the Course Rep was discussing particularly already exists in the form of Module Evaluation Questionnaires (MEQs). VPE asked Reps to remind lecturers to not be present whilst MEQs are filled out.

Academic Council Representative raised that the department of English is including an additional column for 'Not applicable'. The department of English is also asking students to define what students want by feedback on assignments.

## **7 Any other business**

- i) Faculty Forums were explained and the two taking place W/c Monday 8 December were publicised.
- ii) Placement Student survey still open will close at the end of the semester.
- iii) Postgraduate students that would like to take part in University working group looking into the Postgraduate Taught Experience Survey to see Gareth.
- iv) Periodic Reviewers are needed for the Business School Periodic Review, contact Steve if interested.
- v) Course Rep Facebook group

## **8 Next meeting will be – venue to be confirmed**