

**School of Environment, Education and
Development**

Faculty of Humanities

SEED Programme Committee: GDI HDD Cluster

Date: 04 December 2024

Time: 14:30-15:30

Location: Ellen Wilkinson AG3.4

Please send any queries to seed.hub@manchester.ac.uk

MINUTES

Staff Attendees:

Shirley Jenner (Chair and HDD Cluster Leader), Shayna Ablett (TLSE IAG Administrator, Secretary), Richard Heeks, Richard Duncombe, Jonathan Lillie, Ping Gao, Negar Monazam tabrizi, Mapenzie Tauzie, Jaco Renken, Gianluca Iazzolino, Rory Stanton, Kelechi Ekuma, Berna Birtan.

5 Reps in attendance:

HRD x3

DD x2

Plus one verbal report from MIS

1. Welcome and Apologies for Absence

2. Introductions

3. Minutes/Actions of the last meeting

Approved as an accurate record.

SJ: updated on relevant actions.

Rep processes: attendance at meetings and recruitment seems to be working well this year.

SEF: encouraged Reps to discuss with PD.

Deadline bunching: Staff will continue new system of sharing deadlines with one another.

4. Rep Consultation

HRD Reps

Positive feedback

Praised School facilities and student activities.

Points for improvement

Teacher absences: HRD reps reported that students are not always notified on HRD course unit was affected by non-attendance or lateness of the teaching staff.

Action: SJ reminded the students that the initial process should be to raise concerns with the Unit Convenor, **or follow up with programme director. Action: SJ to follow up with reps/ and explore communication issues where teachers are absent.** Apologised for inconvenience caused and agreed to clarify process with reps.

Learning materials: not uploaded in sufficient time before class. SJ: explore details further and support colleagues to follow guideline; materials should be uploaded 3 days prior.

Unit selection: Would like more information/ repeats of Welcome sessions prior to unit selection; students miss Welcome as they do not realise it is compulsory in time/ want to travel on cheaper flights. SJ: need to make it clear that Welcome is compulsory. Staff discussed GDPR issues contacting students on personal email accounts prior to Welcome but PS may be able to assist. Can more widely publicise Welcome recordings.

Reps: Would like to select semester 2 units in semester 2. RS: Semester 2 choices can be amended in first 2 weeks of semester 2.

Reps: Some students are unable to take their preferred optional units. **Action: SJ report to T&L Director ensure better monitoring of unit capacity issues to reflect the policy of not capping units.** RD: spaces should become available as students change units. SJ: noted the Programmes team can establish a waiting list.

SEAtS: some students are unable to check-in.

DD Reps

Surveyed cohort (50% response rate).

Positive feedback: students overall have had a positive experience. Resources and support praised.

Points for improvement:

Employability: would like a greater focus on this and more project -based scenarios. RH: investigating lab opportunities for this, can circulate more information about the Careers Service. SJ: Noted worked being done by the SEED Employability Lead and Careers Service events during Welcome (slides are available). KE: next semester there will be more employer visits and CV support sessions. **Action: Employability Champions: to promote the 5th March Careers Fair and accompanying preparatory session.**

Mock assignment: more time required for this. RH: noted everyone was able to complete but will release earlier next year.

AI: unclear to what extent AI can be used for assignments. JR: encouraged seeking clarification from course unit leads.

Visas for Cape Town field trip: issues: unclear whether bank statements require stamps, difficulties obtaining 3 months' worth of bank statements, unclear on cover letter requirements. Also raised specific issue regarding lost BRP.

JR:seed.placements@manchester.ac.uk can support with visa queries but do not have control over visa requirements.

MIS Reps

NM received feedback from Reps. Key concern: varying levels of commitment and abilities when collaborating on group assignments. SJ: PDs can look to further support group-based assignments and map where these are now running.

5. Any other business

Action: SA: to share SEF guidance with the group.

6. Date of next meeting

Reps to confirm viable dates: late March (25th?)/ May – **Action: Reps to report back suggested dates for the next meeting to seed.hub@manchester.ac.uk.**

Summary of Actions List

Action Number	Agenda Item	Action	Lead	Deadline	Status/Notes
1	4	Action: SJ to follow up with reps/ and explore communication issues where teachers are absent.	SJ		
2	4	Action: SJ report to T&L Director ensure better monitoring of unit capacity issues to reflect the policy of not capping units	SJ		
3	4	Action: Employability Champions: to promote the 5 th March Careers Fair and accompanying preparatory session.	Employability Champions		
4	5	Action: SA: to share SEF guidance with the group.	SA		Completed
5	6	Action: Reps to report back suggested dates for the next meeting to seed.hub@manchester.ac.uk.	Reps		
6					