

**School of Environment, Education and
Development**

Faculty of Humanities

SEED Programme Committee: MSc Development Economics and Policy

Date: 28 November 2024

Time: 12:00-13:00

Location: Ellen Wilkinson_AG.11

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

MINUTES

Staff Attendees:

Osman Ouattara (Programme director, Chair)

Shayna Ablett (Secretary)

3 Reps in attendance

1. Welcome and Apologies for Absence

2. Introductions

Introductions around the room.

Quick introduction to Programme Committees; ensure issues addressed in advance of semester 2.

3. Minutes/Actions of the last meeting

4. Rep Consultation

Communications: Reps: voiced concern about delays in populating the student WhatsApp group. OO: can post the link on Blackboard; encouraged reps to seek support on such issues.

Reduced word count for essays: Reps: students are concerned they cannot produce quality work within the new limits. OO: noted Faculty have reduced the word count due to previous student feedback; the previous assignments have been adapted under the new limit, rather than removed, so students still gain the transferable skills.

Assignment materials: Reps: students would like specific rubrics and example assignments consistently available from all instructors. OO: it is good practise to share exemplars; this cannot be enforced but he will encourage colleagues to do this.

Teaching focus: Reps: instructors are not clearly focussed across units. OO: noted the different clusters have different focuses.

Group work: Reps: students would like to select their own groups to make the distribution of work easier. OO: acknowledged concerns; noted the benefits of the task in preparing students for the workplace. Encouraged groups to have a clear leader. **Action: based on discussion with Reps, OO will discuss potential of weighting individual contributions as part of the marking of group work.** Rep: also suggested addition of a presentation to test individual knowledge but acknowledged logistical difficulties. OO: can signpost to academic writing support due to feedback regarding varying qualities of skills.

AI Guidance: Reps: students are unclear to what extent they can use AI. OO: encouraged discussion with course unit convenors.

Tutorials: Reps: students find tutorials unhelpful when there is low attendance, and the session replicates the lecture too much. OO: noted tutorial attendance is mandatory. Encouraged students to focus on the TA and not the attendance of peers. Repetition of content will be more challenging to avoid depending on whether the unit is qualitative or quantitative; will relay this feedback to colleagues though.

5. Any other business

OO: a social event can be organised next year. Previous experience suggests not everyone will turn up. Need to ensure the venue is accessible and inclusive.

6. Date of next meeting

TBC. Will request refreshments and for the meeting not to be held in EW next time.

Summary of Actions List

Action Number	Agenda Item	Action	Lead	Deadline	Status/Notes
1	4	Action: based on discussion with Reps, OO will discuss potential of weighting individual contributions as part of the marking of group work	OO		