

SEED Student Liaison Committee - Undergraduate

Date: Wednesday 27th November 2024

Time: 12:00-13:10pm

Location: Arthur Lewis_2.016/2017 Boardroom/ [Microsoft Teams](#)

Minutes

Attendees: Kathryn Telling (Chair; Associate Director of Student Support & Wellbeing), Julie Simcock (IAG TLSE Coordinator), Niki Banks (Director for Social Responsibility), Maria Baltazar Viegas (Student Communications Coordinator), Rachel Challinor (Student Support and Development Manager), Angelina Myza (IAG TLSE Graduate Intern), Samuel Pursglove (Careers Advisor), Shayna Ablett (Secretary; IAG TLS Administrator).

13 Reps in attendance:

Yicheng Zhu – BSc Education
Chloe Bull – BSc Educational Psychology
Hanako Nagumo – BSc Education
Grace Hollingsworth – BSc Education
Ilia Tatiana Filippopoulou – BSc Education
Kauou Saito – BA Geography
Bo Ana Murphy – BA Geography
Yutei Chen – BSc Planning and Real Estate
Pongtanut Choktanasiri (Jay) – BSc Planning and Real Estate
Yaxuan Shi – BSc Education
Keyi Le – BSc Education
Anqi He – BSc Education
Meng Li – BSc Education

1. Welcome and Apologies for Absence

Apologies received: Rory Stanton, George Wolff, Caitlin Owen, Mayowa Olayoriju.

KT: Introduced themselves as the new Associate Director for Academic Advising and Student Wellbeing. The purpose of the meeting is to have oversight of issues that go beyond programmes.

2. Minutes/Actions of the last meeting

KT: Summarised progress on actions from the previous meeting:

- Fault reporting link added to SEED Students Community Page.
- 'You Said, We Did' slides circulated to Reps.

- Work ongoing regarding appropriate use of Mentimeter.
- Ensured this meeting does not clash with Faculty Forum.
- Work ongoing regarding deadline concerns.
 - NB: deadlines are at departments' discretion. **Action 1: NB to raise ongoing issue of a deadline in the holidays for 'Climate Change: Science and Society' raised by Reps to Geography department.**
 - Reps: Raised related issue: deadline bunching. KT: regulations only require that deadlines are not on the same day. **Action 2: RC to investigate best practise on deadline bunching.**

3. Rep Consultation

Rep recruitment and training

KT: summarised that Padlet feedback was positive, praising online training.

Welcome week

KT: noted there was extensive work on a prolonged Welcome programme. Summarised Padlet feedback:

- Unit selection confusing.
- Registration process convoluted. **Action 3: RC will feedback issues with registration and setting up School email as part of ongoing work.**
- Would like more interactive events and social events for returning students.
- There are too many comms channels.

Rep: would like more events on university-expectations for those who are first in family to go to University.

Rep: event advertisement needs to clearly state the benefits of attendance beyond making friends. Would like programme-level events to be condensed. Suggested surveying students during Welcome.

Rep: suggested current students should set up alternative comms channels to target more students pre-Welcome.

RC and JS: Reps can communicate via channels of their choosing, but it is not appropriate for staff to prescribe this. RC: noted that pre-arrival, email is the predominant comms channel; use of agents can inhibit receipt.

Comms from the School

KT: summarised Padlet feedback:

- Most prefer email and targeted updates.
- Reps use group chats to reiterate communications.
- Some students ignore School social media.

Rep: SEED Instagram should be advertised in programme level sessions.

Rep: would like conferences to be better advertised for different subjects; JS: offered Hub support.

Student Support outside of programme

KT: summarised Padlet feedback:

- Would like more Careers Sessions.
- There have been difficulties finding placements; noted this may need to be addressed at programme committees.
- Proactive academic advisors are appreciated; could look at making comms on how to access advisors clearer.
- Better advertisement of services needed.
- Counselling and disability support is slow.

Rep: benefits of the Careers Service need to be made clearer to UGs. SP: requested Reps to ask programme directors for Career drop-ins.

Rep: staff should be willing to help students who are not their advisees. KT: support provisions are being addressed at School Board.

Rep: there is a lack of information regarding novel career paths. SP: encouraged specific feedback on programme career pages.

Rep: concerned some academics do not respond to emails. KT: reassured Reps workload is discussed each year; encouraged Reps to contact her regarding persistent issues.

Rep: not all students know who their advisors is.

Rep: unsure how their specific unit supports career development. KT: encouraged raising this at programme committee.

Rep: students are unsure where to find mental health support. KT: signposted to SEED Students Community Page, will periodically circulate lecture shout outs on support. JS: the Hub present in lectures on support during Welcome (could circulate this information to Reps periodically), there are also always wellbeing staff in the Hub.

KT: will reshare How to Get Involved slides.

Teaching

KT summarised Padlet feedback:

- Programmes are well-structured.
- Technology is useful for low-pressure interactions.
- Number of apps required should be consolidated.
- Need more time to ask teachers questions at the end.
- Formative assessments and exemplar assignments are useful.

Action 3: KT: will circulate best practise shared by Rep of lecturer using Padlet throughout the session to respond to questions.

Action 4: KT: will feedback to T&L Committee that students would like rubrics available for each assignment.

4. Any other business

JS: responded to Reps that the SEED Hub cannot exclusively be used by SEED students; it is a library owned space. Could do more comms on alternative study spaces.

KT: Padlet open until the end of the week for additional comments.

5. Date of next meeting

TBC, Semester 2

6. Comments added to Padlet after meeting

Rep (BSc Planning and Real Estate): Concern that, as many third-year units are shared with PGTs, pursuing PGT within the department would be a repetition.

KT: Rep should clarify with programme whether there are enough further, PGT-only units to make the master's distinct. If unable to get clarity, let me know.

Summary of Actions List

Action Number	Agenda Item	Action	Lead	Deadline	Status/Notes
1	2	Action 1: RC to raise ongoing issue of a deadline in the holidays for 'Climate Change: Science and Society' raised by Reps to Geography department.	NB		
2	2	Action 2: RC to investigate best practise on deadline bunching.	RC		
3	3	Action 3: RC will feedback issues with registration and setting up School email as part of ongoing work.	RC		
4	3	Action 4: KT: will feedback to T&L Committee that students would like rubrics available for each assignment.	KT		