

SEED Student Liaison Committee - Postgraduate

Date: Wednesday 27th November 2024

Time: 13:50-15:00pm

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), Amy Matthews (IAG TLSE Administrator), Devisha Bijwe (IAG TLSE Assistant), Samuel Pursglove (Careers Advisor), Bo Murphy (SEED School Rep), Shayna Ablett (Secretary; IAG TLSE Administrator).

33 Reps in attendance:

Berna Birtan – MSc Management and Information Systems

Daniel Hampshire – MSc Digital Development

Ruixin Zhu – MSc Global Development (Development Management)

Jiachen Zhang – MSc Human Resource Development (International Development)

Siru Luan – MSc human Resource Development (International Development)

Fengqi Fu – MSc Human Resource Development (International Development)

Stefhanie Chira – MSc Digital Development

Thuc Phuong Anh Lu – MSc Development Finance

Sneha Bhardwaj – MSc Development Economics and Policy

Josephine Stephani Widya – MSc Organisational Change and Development

Anluta Agarwal – MSc Organisational Change and Development

Sarga Ravindran – MSc Management and Implementation of Development Projects

Arnav Shuja – MSc Development Economics and Policy

Jacob Osito – MSc Geographical Information Systems

Agboola Ifeoluwa – MSc Global Development (Politics, Government and Development Policy)

Soumiya Mati – MEd Psychology of Education

Sofia Aelvitt – MEd Psychology of Education

Izzy Roberts – MEd Psychology of Education

Victoria Owisu Mensah – MSc Real Estate Development

Tianxu Xing – MSc Management and Implementation of Development Projects

Jingyan Sheng – MSc Management and Implementation of Development Projects

Yiyang Zhang – MS Global Urban Development and Planning

Yicheng Yang – MA Digital Technology, Communication and Education
Lintong Duan – MA Digital Technology, Communication and Education
Shiyu Zeng – MA Digital Technology, Communication and Education
Mofei Bai – MA Digital Technology, Communication and Education
Yinuo Xu – MA Digital Technology, Communication and Education
Yunnan Fan – MA TESOL
Chihiro Hara – MA Digital Technology, Communication and Education
Ulzhan Alibek – MA Digital Technology, Communication and Education
Arushi Bhot – MA Digital Technology, Communication and Education
Pornchanit “Jaja” Choktanasiri – MA Digital Technology, Communication and Education
Lima Khan Aker – MEd Psychology of Education

1. Welcome and Apologies for Absence

Rory Stanton, Tintin Jiang.

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 available on the SEED Students Community Page.
- Concerns about rooms passed to Timetabling team.
- Issues regarding email passed to IT.
- IT service status page linked on the SEED Students Community Page.
- Programme specific issues are directed to programme committees.

3. Rep Consultation

Welcome Week

Rep: dates for Welcome week were announced too late.

Rep: Welcome sessions should be repeated at later points. **Action 1: RC: will ensure work continues on the extended Welcome month and communicate this to academic colleagues.**

Rep: would like to receive registration emails sooner in the intake process. RC: GDPR limits how much we can contact students during intake on their personal email accounts.

Communication

KT: noted programme specific issues raised on the Padlet should be raised at programme committees.

BM: responded to Reps that the issue regarding the Rep WhatsApp group will be resolved soon.

Rep: emails are more useful than Instagram updates. RC: all essential comms are emailed. JS: Signposted to the SEED Students Community page and newsletter for event updates; email is not used for this to avoid excessive emails. Rep: suggested favouriting the Instagram account to avoid missing posts.

Rep: suggested programme directors should re-iterate the most important messages.

JS: responded to Reps that PDs/ Hub can send out appropriate messages on behalf of Reps via email. Rep: shared success stories of PDs supporting with comms; noted Piazza is particularly useful. BM: noted students should not send mass emails as student accounts can be marked as spam.

Rep: would like PDs to communicate details of the Rep role to the wider programme.

Support

KT: summarised feedback from the Padlet:

- Study spaces and Careers drop-ins are useful.
- Would like to have seen more employers and availability for the Autumn careers fair.
- The Main Library is cold.

Rep: the feedback for the Autumn Careers Fair also applies to the would also like to the SEED networking event. There were also issues with vague advertisements of the events and challenges with the roundtable activities. SP responded to feedback:

- Networking event was a pilot; can look at upscaling.
- Will consider acoustics of room for next time.
- Can advertise which employers will be there in future.

Rep: would like more internship opportunities. KT: encouraged to raise at programme committee; Careers can work with the PD.

Rep: noted a specific case of a student struggling with DASS support that the PD has had to escalate. KT: noted the SU could support. RC: is aware of the case, SEED also has a disability coordinator who can support. Rep: signposted to the Disabled Students Society, shared experience of issues with support plans being shared. RC: noted it is the responsibility of the programme team to share the plan as widely as necessary.

Rep: it is hard to book study spaces. JS: reassured Reps the student rooms in the Hub are not used by staff (some rooms are reserved for wellbeing purposes), signposted to the Main Library.

Teaching

KT: summarised Padlet feedback:

- Teaching received positively.
- Would like increased capacity on some units and more placement opportunities.
- Some issues with low seminar engagement.
- Some consecutive sessions are scheduled on opposite ends of Campus.

Rep: some teaching rooms have insufficient capacity. JS: the Hub can feedback issues with specific sessions to Timetabling. KT: there is a need to balance capacity with high demand for some units.

Action 2: KT: will raise concerns about group projects where the teacher selects the group and the assignment is highly weighted at the T&L Committee.

Action 3: KT will raise concerns about word count reductions at T&L Committee.

Rep: unsure when final assessments will be. Rep: advised looking at key dates and the exam timetable from last year.

4. Any other business.

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: Arranging appointments with Counselling and Mental Health is challenging and there is a limited window.

KT: Please raise specific comments about individual units with your programme. If you're not sure how to do this, contact the SEED Hub.

Summary of Actions List

| Action Number | Agenda Item | Action | Lead | Deadline | Status/Notes |
|---------------|-------------|--|------|----------|--------------|
| 1 | 3 | Action 1: RC: will ensure work continues on the extended Welcome month and communicate this to academic colleagues. | RC | | |
| 2 | 3 | Action 2: KT: will raise concerns about group projects where the teacher selects the group and the assignment is highly weighted at the T&L Committee. | KT | | |
| 3 | 3 | Action 3: KT will raise concerns about word count reductions at T&L Committee. | KT | | |