School of Environment, Education and Development

Faculty of Humanities

SEED Programme Committee: MA International Education

Date: Wednesday 19th March 2025

Time: 14.00-15.00

Online only: Teams: [Join the meeting now](https://teams.microsoft.com/l/meetup-join/19%3ameeting_OTgwMTU4Y2QtMDBlMi00YmU4LTgxNGUtODUyNzY1ODdlNjA2%40thread.v2/0?context=%7b%22Tid%22%3a%22c152cb07-614e-4abb-818a-f035cfa91a77%22%2c%22Oid%22%3a%22bd34611a-6f31-43c8-a3f7-664516b50b1c%22%7d)

Meeting ID: 321 330 795 596

Passcode: Fp3Ys7XF

**MINUTES**

**Staff in attendance**

Heather Cockayne (HC)

Alex Baratta (AB)

Zeynep Onat-Stelma (ZO)

Chiachi Ming (CM)

Paul Smith (PS)

Sylvie Lomer (SL)

Rebecca Simpson-hargreaves (RS)

Lise Hopwood (LH)

Angelina Myza, Secretary (AM)

**Rep in attendance:**

Jinhong Zheng (JZ)

1. **Welcome and apologies for absence**

Apologies received: Louisa Dawes, Claire Forbes, Zhuomin Huang, Jenna Mittelmeier.

1. **Minutes/ Actions from the last meeting**

* No comments

1. **Feedback from Student reps** **and Academics:**

(JZ) contacted students via email and sought feedback during face-to-face interactions.

* No general concerns have been raised by the cohort; students are satisfied with the programme. Lower participation in the feedback survey could be explained by the fact that students are currently working on their dissertations and assignments.

(HC) received an email from the student representative highlighting some concerns:

* Some students feel isolated due ti language barriers.
* Certain modules within the DTCE programme use different methods of student engagement, which may cause inconsistency in the learning experience.
* There are technical issues and delays, though no specific details were provided.
* Seminar topics are not always clearly communicated, and some students find certain seminars challenging.

1. **Applying a Human-Centred Design Approach to Student Engagement**

(CM) discussed that the project focuses on tailoring experiences to student needs by understanding their challenges and co-creating solutions. Exploring ways to integrate Student Voice into Teaching & Learning and Wellbeing initiatives to better support both students and staff.

(CM) further suggested that the project, specifically ‘’Empathy Mapping’’ tool can be used to train student reps in understanding their peers' challenges.

(HC) offered to connect student reps with Chiachi Ming, who is keen to collaborate with reps to enhance student engagement and feedback collection.

1. **Marking and moderation**

(LH) advised that academics facing workload challenges during marking and moderation should contact Heather or Lise as the first point of support.

(LH) Academics are encouraged to report to Heather or Lise all the concerns about assignment originality or other issues ahead of exam boards.

1. **LinkedIn Learning and MA International group**

(HC) reminded reps and academics that student the University is providing licence for the LinkedIn learning.

(AB) noted that LinkedIn Learning complements Study Skills Sessions, particularly the ‘’How to Get Published’’ module.

1. **Any other business**

(SL) and (HC) raised concerns about student recruitment, particularly regarding demographic statistics within the course.

* (HC) suggested arranging a meeting with students to gather their perspectives on the composition and diversity of their cohort.
* (HC) invited other staff colleagues to contribute to this discussion.

No further issues.

1. **Date and Format of next meeting**

* No specific preference was expressed for the meeting format.
* Regular meetings may be more accessible online, especially for commuting students.
* Strategic/planning meetings may be more effective in person.
* The date for the next Programme Committee Meeting is yet to be confirmed.

**Actions:**

(HC) offered to connect student reps with Chiachi Ming, who is keen to collaborate with reps to enhance student engagement and feedback collection.

(SL) and (HC) plan to host open discussion with staff and students on recruitment practices and cohort diversity.

(HC) to confirm the date and the format of the next meeting.

**End of minutes.**