**School of Environment, Education and Development**

**Faculty of Humanities**

**SEED Programme Committee:** GDI HDD Cluster

**Date:** 19 March 2025

**Time:** 14:00-15:00

**Location:** Ellen Wilkinson AG3.4

Please send any queries to [seed.hub@manchester.ac.uk](mailto:seed.hub@manchester.ac.uk)

**Minutes**

**Staff Attendees:**

Shirley Jenner (Chair and HDD Cluster Leader), Devisha Bijwe (TLSE IAG Assisstant, Secretary), Richard Heeks, Richard Duncombe, Jonathan Lillie, Ping Gao, Negar Monazam Tabrizi, Mapenzie Tauzie, Jaco Renken, Gianluca lazzolino, Kelechi Ekuma

**5 Reps in attendance:**

HRD x3

DD x2

MIS x2

1. **Welcome and Apologies for Absence**

Apologies: Natalie Cunningham, Rory Stanton

1. **Introductions**
2. **Minutes/Actions of the last meeting**

Approved as an accurate record.

SJ: updated on relevant actions.

**Process for raising issues related to course unit teaching by student reps:** first with unit convenor, then PD, or cluster convenor [SJ] if needed.

**Welcome Week:** SJ raised the issues of difficulty to enrol into a unit, address capacity of capped units, better feedback loop and no capping of electives unless it is a technical lab with Rory

**SEF guidance:** Shared guidance with the group for SEF – MIS got the funding for alumni networking event – 4th April

1. **Rep Consultation**

HRD Reps

**Positive feedback**

Praised Student support hub – how it helped with visa application for fieldtrip and getting more familiar with finding the information on UoM systems; SEATs being now updated with correct information and email for information regarding attendance during summer was helpful

**Points for improvement**

**Dissertation supervision:** HRD reps reported that students need to know when they will find out who the supervisor is as they need more information on how to choose the topic.

SJ and KE confirmed that the process of allocation has begun, it is difficult to give the exact timeline, and by next month April start the allocation would be completed. The dissertation handbook which has already been distributed contains the timeline of when the allocation is completed.

**Action: Reps** to check the timeline and convey to the peers to make the best use of the four meetings and do not panic at this point; Reps to ask students to contact Academic Advisors for support in the meantime

**Action: SEED hub** to circulate with the PDs the information sent to students on the attendance in summer

DD Reps

Surveyed cohort (feedback response rate is low).

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

**Points for improvement:**

**Course content:** Students want to see change in content with addition of more relevant content connected to real world. More interactive courses and case-based learning approach like AMBS

**Technology:** Computer clusters not ideal and microphones are not the best quality and sometimes not even working

**Scheduling:** Days are super busy and no break even for lunch. SJ mentioned that this year it was trial to compress teaching to free up Wednesdays but **(Action) SJ** will convey( Via DL) these insights to the timetabling team to schedule breaks especially between core units and changes in computer labs allocation so that the days are not as heavy through the programme team

MIS Reps

Urgent matter of assignment questions not released yet with a deadline of 2nd May. with regard to specific S2 unit identified – *innovation and digital transformation in organizational contexts.* Students have enquired if the deadline can be pushed back to 15th May. KE responded that external approval has not come through for the questions to be published. **ACTION – SJ/KE** to check the overall assignment dates so that there is no clash and support speedy moderation process of unit mentioned.

**Timetabling -** Distribution of technical and non-technical subjects over the two semesters is uneven with more computer labs this semester – Students recommended if this is balanced across the two semesters. PD’s to look into it

**Assessment** **Feedback** is relevant, but students feel needs of further academic writing support esp. for students from other non-humanities background. **Action: Students** to explore workshop recommended at the start of the year for academic writing (Language center), My Learning Essentials through library services; speak to Academic Advisor for assistance and talking through the feedback received

SJ noted that some course unit feedback given is not read by the students. SJ noted that AA are not fully utilized. JR pointed out lack of engagement from students to provide feedback through official channels [UEQ’s]

**Feedback on Welcome week –**

Welcome sessions seemed not mandatory, schedule was provided late and not mentioned how important the sessions were. It would be helpful if there is early communication and more information on the IT side what platforms are available for students to access. A more detailed mental health and wellbeing session would be helpful, also if it is recorded? Unclear guidelines on what can be discussed with the AA and how best to utilize them. Social events should be repeated in next semester, esp. pizza was a hit

SJ responded that sessions with alumni could be scheduled later in the semester in consultation with PD’. Some actions already taken by SEED - induction information to go out sooner and welcome week timetable to be merged with personal timetable; provide access to recording in case students miss it.

1. **Any other business**

**N/A**

1. **Date of next meeting - c** early/mid Dec 2025

**Summary of Actions List**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Action Number** | **Agenda Item** | **Action** | **Lead** | **Deadline** | **Status/Notes** |
| 1 | 4 | **Reps** to check the timeline and convey to the peers to make the best use of the four meetings. Reps to ask students to contact Academic Advisors for support in the meantime | Reps |  |  |
| 2 | 4 | **SEED hub** to circulate with the PDs the information sent to students on the attendance in summer | SEED hub |  |  |
| 3 | 4 | **SJ** will convey to the timetabling team to schedule breaks especially between core units and changes in computer labs allocation so that the days are not as heavy through the programme team | SJ and DL, plus relevant unit convenors |  |  |
| 4 | 4 | **SJ** to check the overall assignment dates so that there is no clash | KE |  |  |
| 5 | 4 | **PDs** to look into distribution of technical and non-technical subjects over the two semesters | NMT and PG |  |  |
| 6 | 4 | **Students** to explore workshop recommended at the start of the year for academic writing (Language center), my learning essentials through library services; speak to Academic Advisor for assistance and talking through the feedback received | Students |  |  |