**School of Environment, Education and Development**

**Faculty of Humanities**

**SEED Programme Committee:** Undergraduate UG

**Date:** 26 March 2025

**Time:** 14:00-15:20

**Location:** Ellen Wilkinson AG3/4 or [**Join the meeting now**](https://teams.microsoft.com/l/meetup-join/19%3ameeting_OGRjOTZjZjAtNGU5My00Mzg0LThjN2YtNWZjNmY4N2FkY2Uw%40thread.v2/0?context=%7b%22Tid%22%3a%22c152cb07-614e-4abb-818a-f035cfa91a77%22%2c%22Oid%22%3a%220a36ec32-319a-4db6-a50c-d2fa46b1e930%22%7d)

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

**Minutes**

**Staff Attendees:** Kathryn Telling (Chair; Associate Director of Student Support & Wellbeing), Rory Stanton (Chair; SEED Director of Teaching, Learning and Students), Louisa Dawes (SEED Associate Director for Assessment), Rachel Challinor (Student Support and Development Manager), Julie Simcock (TLSE Co-Ordinator), Jo Williams (E-Learning Support Officer), Maria Viegas (SEED Communications Co-Ordinator), Shay Ablett (Secretary; TLSE Administrator).

**4 Reps in attendance:**

Bo Murphy - SEED School Rep

Ilia Tatiana Flippopoulou - BSc Education Year 2

Hanako Nagumo - BSc Education Year 1

Xinxin Chen - BSc Education Year 2

1. **Welcome and Apologies for Absence**

**Staff Apologies:** Sam Pursglove.

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

Colleagues updated on feedback from the last meeting,

**Assessment:**

* KT: deadline the in holiday is under review.
* LD: deadline bunching – new system should prevent; where bunching is unavoidable this will be flagged within the first 2 weeks of teaching.
* LD: rubrics – co-produced work will address the clarity, purpose and use of rubrics for semester 1 25/26.

**Canvas (JW):**

* Canvas is the intuitive and interactive replacement for Blackboard, beginning 25/26.

**Welcome (RC):**

* Conducted Welcome review.
* Produced action plan – focuses on communications (timely delivery), timetabling (trialling integration into standard timetables for GDI), and presentation of induction (importance of Welcome; Reps agreed it would be useful to emphasise this). Introduces continuous cycle of improvement.
* **Action: RC will share presentation regarding Welcome changes.**
* Student card collection has been streamlined.

1. **Rep Consultation**

KT led summary and discussion of Padlet comments.

Assessment

(KT) Reps would like:

* more detailed feedback; (LD) feedback should be easier to access following the move away from Turnitin.
* more exemplars, particularly for unique assignments; (LD) there are conflicting opinions on whether exemplars stifle creativity. In some cases, example sections rather than the whole assignment may be provided.

(KT) led discussion of group work.

* Reps: Buddy Check can be useful, however peers need to be marked on *specific* aspects of their work.
* LD: colleagues can provide guidance about expectations and use of AI.
* Reps: noted there are varying opinions on how groups should be selected, suggesting pairing with one buddy to strike a balance. LD: selecting groups on common topics of interests supports authenticity of assessment.

Teaching

(KT) led discussion of seminars.

* RS: engagement has changed following COVID; different strategies are tried each year.
* Rep: it is useful to receive materials in advance and have two staff present during sessions.
* Rep: some students find small groups daunting.
* Rep: suggested facilitating smaller group discussion infrequently.

Support for students

* Rep: some peers observing Ramadan noted it would be helpful for classes to end earlier or if they could attend online to allow them to break their fast on time. RC: University guidance focuses on assessment; support required each year will change each year with the timing of Ramadan. SEAtS absences are currently approved on an ad hoc basis (bar provisions for DASS registered students), this is in development. **Action: RC will investigate attendance guidance surrounding Ramadan and promotion of local iftars.**
* Reps: noted general concerns regarding accessing support via email.
* Rep: noted issues with academics correcting SEAtS absences.

Colleagues responded to Padlet feedback:

* KT: Academic advising – all advisors are providing with guidance.

KT: SEED Hub - space hosts a collection rather than a library. JS: currently trialling hosting My Learning Essentials sessions. RC): Hub is collecting feedback to appropriate provisions; can track department engagement.

Surveys

* KT: Reps reported mid-semester surveys were useful. Allows improvements to be made for current students. Concerned to avoid survey fatigue.
* Reps: discussed that engagement with further would be challenging but may be possible with incentives.

1. **Any other business**
2. **Date of next meeting**  
   TBC. RC: noted lower attendance in semester 2 is typical. Reps: suggested hosting earlier in March/ semester 2 next time.

**Action: KT: to ensure the next semester 2 meeting is held earlier in term to improve attendance.**

**Summary of Actions List**

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| **Action Number** | **Agenda Item** | **Action** | **Lead** | **Deadline** | **Status/Notes** |
| 1 | 3 | **Action: RC will share presentation regarding Welcome changes.** | RC |  |  |
| 2 | 4 | **Action: RC will investigate attendance guidance surrounding Ramadan and promotion of local iftars.** | RC |  |  |
| 3 | 6 | **Action: KT: to ensure the next semester 2 meeting is held earlier in term to improve attendance.** | KT |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |