**School of Environment, Education and Development**

**Faculty of Humanities**

**SEED Programme Committee:** Postgraduate PGT

**Date:** 26 March 2025

**Time:** 15:40-17:00

**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

**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).

**11 Reps in attendance:**

Chihiro Hara - MA DTCE

George O’shaughnessy - MSc Development Finance

Bo Murphy – SEED School Rep

Izzy Roberts – MEd Psychology of Education

Sofia Hewitt - MEd Psychology of Education

Jacob Osito – MSc Geographical Information Science

James Morris – MSc Global Development (Environment and Climate Change)

Victoria Owusu Mensah – MSc Real Estate Development

Wanyi Sui – MA International Education (TESOL)

Ke Hu - MA International Education (TESOL)

Yunnan Fan – MA TESOL

1. **Welcome and Apologies for Absence**

**Staff Apologies:** Sam Pursglove

1. **Introductions**

Introductions around the room and to SSLCs.

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

**Canvas (JW)**

* Canvas is the intuitive and interactive replacement for Blackboard, beginning 25/26.
* Students must download work prior to the transition; E-Learning can support.
* RS: emphasised those with extensions will be able to submit assignments.

**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.**

**Assessment (LD):**

* Word count reduction – noted this has been the most common approach to reducing assessment load. Writing concisely is an important skill. Is encouraging staff to think creatively about varied forms of assessment. Reps: noted limited usefulness of exemplars written to the previous word limit.
* Group work - opinions vary. Need to balance student’s strengths with equal contributions. Prepares students for the workplace. Weighting of assessment should accurately reflect workload. Rep: shared experiences of successful group work, noting benefits of preparatory sessions and grading peers’ contributions.
1. **Rep Consultation**

KT led summary and discussion of Padlet comments.

Teaching

* Length of lectures - most implement breaks, may need guidance for those who do not.
* Rep: raised issues with the audio in lecture recordings. Group discussed how to effectively capture specific content whilst preserving engagement.
* Rep: raised desire for TESOL students to observe school teaching. RC: noted DBS barriers. KT: directed to PD.
* Reps: discussed conference and training support tailored to subjects; GDI receive tailored communications.

Assessment

* Students enjoy assessments affording practical experience.
* Reps: 100% weighted assignments cause unnecessary stress. LD: best practise and AI concerns should deter from this.

Student support

* Reps: requested tailored career support for international students. MV: signposted to opportunities in the SEED Newsletter (offered to provide further tailored content as required), SEED Employability Champion Scheme, and SEED Students Community Page.
* **KT: Action: will follow up with the Careers Service regarding narrowing down searches on Career Connect (raised by GDI pathways).**
* **RS: Action: will follow up on cases where students have been left without an academic advisor mid-year.**
* Reps: reported positive experience with support and engagement with academic advisors.
* Discussed support and facility locations.
* Rep: flagged free Headspace subscription and How’s You service via SU.
* RC: flagged craft activities in Hub.
* KT: flagged Counselling and Mental Health Service Support.
* RC: noted academics will receive wellbeing slides to embed in teaching for the assessment period.

Student surveys

* Discussed difficulty engaging students on one-year programmes.
* RS: Clarified lecturers access mid-semester survey results and wider staff can access the final survey; noted potential concerns regarding survey fatigue.
* Rep: some students may not respond honestly due to anonymity concerns. KT: reassured students there are no specific identifiers and that results are not published where there is a low response rate.
1. **Any other business**
2. **Date of next meeting**
TBC.

**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 | **KT: Action: will follow up with the Careers Service regarding narrowing down searches on Career Connect (raised by GDI pathways).** | KT |  |  |
| 3 | 4 | **RS: Action: will follow up on cases where students have been left without an academic advisor mid-year.** | RS |  |  |
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