

**DATE:** Tuesday 14 June 2022

**TIME:** 12:30 – 14:00

**LOCATION:** SALC 10, Sherfield Building

## MINUTES

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### 1. Welcome and Apologies

#### Present:

Manasa	Sanaga (MS)	Postgraduate Taught Academic & Welfare Officer, Chair
John	Seddon (JS)	Faculty Senior Tutor
Richard	Thompson (RT)	Vice-Dean (Education), Co-Chair
Matt	Horsfield (MH)	Education Support Coordinator (Secretary), FoNS
Arash	Mostofi (AM)	Head of Master's Education, Physics
Rudiger	Woscholski (RW)	MRes Director of Studies, Chemistry
Stuti	Shankar (SS)	Department PGT Rep, CEP
Zoe	Wang (ZW)	Department PGT Rep, Physics

#### Apologies:

Graeme	Rae	Faculty Operations Officer, FoNS
Rebecca	Middleton (RM)	Faculty Education Manager, FoNS
Philip	Miller (PM)	PG Senior Tutor, Chemistry
Mike	Tennant (MT)	MSc Programme Director, CEP
Pietro	Spanu (PS)	Head of Master's Teaching, Life Sciences (South Kensington)
Rob	Ewers (RE)	Head of Master's Teaching, Life Sciences (Silwood Park)
Travis	Schedler	Maths PGT Representative, Mathematics
Sai	Yoghananthan (SY)	Student Experience Coordinator, Mathematics
Daniel	Lo	ICU Deputy President - Education
Amalia	Chrysostomou (AC)	Department PGT Rep, Chemistry
Zhaoyan	Zhang	Department PGT Rep, Chemistry
Cecil	Lee-Grant (CLG)	Department PGT Rep, Life Sciences (South Kensington)
Badis	Khiari Millan (BKM)	Department PGT Rep, Life Sciences (Silwood Park)
Jeremy	Huisman (JH)	Department PGT Rep, Mathematics

## 2. Minutes of the Previous Meeting

The minutes were approved as an accurate record of the previous meeting held on 09 February 2022.

## 3. Matters arising from the minutes and review of action tracker

The action tracker was reviewed and all actions were marked as complete with updated comments.

- Action 1 – Complete, response received from campus services.

## 4. Reports from Department Student Representatives:

### 4.1 CEP

No detailed report document was received. SS presented a verbal report of the key matters arising in the Department.

- The Department have met with the student reps to collect feedback on the spring modules. SS noted any feedback about the assessments in the term had been fixed by the course director.
- SS noted that the student reps did raise some feedback about some of the modules in one of the specialist routes. The course team are planning to review these modules over the summer with the EDU. SS explained that it was a shame that the students cannot see these changes which will be actioned by the Department. The committee discussed how it's hard for Master's students to see changes which have been made by the Department from the previous academic years.

**Action 3: MH to note all the actions from the previous academic year at the first SSC of the 2022/23 year.**

### 4.2 Chemistry

No detailed report document was received, and AC was not present at the meeting. RW presented a verbal report of the key matters arising in the Department.

- RW noted the Department had their Master's SSC recently and not major issues had been raised. Any minor issues had been resolved.
- Students have enjoyed some of the creative assessments but would prefer some longer assessments. RW explained that this related to his module, as students had to create a video and they wanted a longer time frame for the final video. RW explained that in practice, videos need to be short and to the point to catch the audiences attention.

### 4.3 Life Sciences

No detailed report document was received, and BKM and CLG were not present at the meeting.

### 4.4 Mathematics

No detailed report document was received, and JH was not present at the meeting.

### 4.5 Physics

No detailed report document was received. ZM presented a verbal report of the key matters arising in the Department.

- There was nothing major to be raised but some students have raised some minor issues with the problem sheets, exams, and supervisors. ZM noted this has all been resolved by AM.
- ZM explained she had conducted a survey around the last Departmental SSC, and students were happy how this has been running. One suggestion was to have tea and snacks for the committee. AM agreed this had been stopped due to the Covid-19 restrictions but will bring this back for next academic year.

**5. Faculty Senior Tutor’s verbal report**

- JS explained to the committee that a temporary replacement has been appointed to cover the vacant positions for Debra Ogdon and Laura Regan. Chris Wright has been appointed to cover both positions for a period of six months. Interviews were taking place for both permanent replacements.
- JS explained that the counselling and wellbeing service is undergoing an internal restructure, to provide better support for staff and students. JS noted that there are a number of new roles which have been created, which includes new manager grade roles and three new student mental health intervention officers. These roles have now started and are working on a strategy to set expectations of how the new service will work and engage with the Departments. JS noted he was keen for the Departments to be informed how the service can support them when dealing with challenging student cases.
- JS noted he was in talks with Claire Fox and Kate Ippolito about setting up a training day for all senior tutors in the Faculty. This will be supported by the Faculty Education Team.
- JS explained that the personal tutor training has now been devolved to the Departments to organise for the upcoming summer. This allows the Department to plan their training session to suit the needs of staff in their Department. JS noted that the training should be compulsory for new staff members, but the Department should consider how often existing staff should attend.

**6. Wellbeing Matters**

- Nothing to be raised.

**7. Chair’s business**

- Nothing to be raised.

**8. Minutes of Departmental Student Staff Committee Meetings (to note)**

- Minutes noted.

**9. Any other business**

- There were no issues discussed.

**10. Dates of Future Meetings**

<b>Committee</b>	<b>Date</b>	<b>Time</b>	<b>Teams/ Room Details</b>	<b>Paper Deadline</b>
FoNS - Masters Academic Student Staff Committee	Tues 06/12/2022	13.30-15.00	tbc	29/11/2022