

LTC09D149

Title: Code of Practice: Student Representation and Staff:Student Liaison:
Report on 2009-10: Outstanding Reports
Author: Alison Rhodes, Head of the Learning, Teaching and Quality Office
Date: 21 May 2010
Version: Final
Circulation: Learning and Teaching Committee – 26 May, 2010
Agenda: LTC09A007
Status: Open

1. At its meeting on 21 April, 2010 the Learning and Teaching Committee received a report on the operation of the University's Code of Practice on Student Representation and Staff:Student Liaison. At that meeting, it was reported that there were some outstanding questionnaires, these further five responses are now submitted to the Committee at **Appendix A**. This brings the total received to 20/24.
2. From the further replies received, the following observations are brought to members' attention:
 - each School employs a variety of approaches to disseminate information about student representation, including use of Blackboard, plasma screens and email. One School did not include information in its handbook. It is recommended that this be included in future (or at least, a sign-post to further information);
 - all student places on School Boards had been filled;
 - membership of the Student Council (SSLC equivalent) in NAM is too broad to make it feasible to notify the Union of UEA Students/GSA the names of student nominees but the other Schools did so;
 - two Schools did not have a formal Teaching Committee and did not appear to offer regular liaison with the School Director of Learning, Teaching and Quality. This may be because there are other (unspecified) mechanisms in operation, such as the SSLC arrangements. Schools are reminded that it is a requirement of the Code that some form of liaison in the absence of a formal Teaching Committee takes place;
 - two of the Schools did not offer Student School Board representatives an opportunity to consult with the Head of School (or nominees) prior to each Board. It may be that other (unspecified) arrangements are in place. Nevertheless, attention is drawn to this requirement of the Code;
 - it is noted that the School of History is re-establishing its Teaching Committee from 2010-11;
 - a variety of topics – some School specific – has been discussed. A recurrent theme concerned Library provision. Others turned on assessment and feedback, employability and contact hours. It is encouraging to note that those Schools which identified a library issue had liaised closely with library colleagues. The School of History has a standing School Committee which includes a senior library representative, the Student SSLC Chair and Staff which reports to the School Board. In November, 2009, the School held a meeting for HIS3 students at which particular attention was paid to library concerns. In addition, with regard to feedback to students, PSI reports that it has introduced a new feedback sheet, AHP has held feedback workshops with staff whilst LIT is making its marking criteria document more 'visible'. Feedback on examinations – as PSI notes – is a matter which is under consideration by the Taught Programmes Policy Group.

PSI also confirmed that it is increasing contact hours in all years and introducing new forms of contact, such as tutorials and will trial the podcasting of lectures (one module, Spring 2010);

- all the Schools confirmed that the SSLCs or equivalent had considered the outcomes of the NSS;
- most Schools lodged dates of meetings, agendas, papers and minutes of SSLCs meetings with the Union of UEA Students/GSA in accordance with the Code, with a few exceptions. Schools are encouraged to comply;
- issues to be brought to attention of the Committee are;
 - the challenges faced by AHP in encouraging post-registration students to participate and by NAM in respect of students on placement;
 - suggestion from HIS that an organogram (or similar) would be useful to illustrate the relationship between the Union of UEA students (including the Student Council), and student representatives on School Boards and SSLCs.

3. Thanks are extended to the Schools for their responses.