1. Welcome and Apologies

Apologies: Rebecca Mear, Charlotte Edom-Hodge, Angela Doufexi, Richard Grafton, Phill Mellor.

2. Assessment and Feedback review

DD explained that he is doing a review of assessment following consistent negative feedback form students on this. Due to University procedures, this can’t be changed quickly, but we can take steps to moderate the effects.

- Years 1 and 3 are identified as priorities
- Reviewing deadline dates to improve spacing
- Auditing coursework for areas that need improvement and examples of best practice.
- The University is considering moving from unit-level assessment to course-level assessment – this will reduce the workload in the long run.
- Initiative to allow feedback on assessment – there will be an option to provide feedback every time work is submitted on SAFE. This will allow a continuous flow of information to allow urgent changes if necessary.

This was generally popular with the student reps.

3. Mental Health Support and Wellbeing

This was an issue raised by the vice chancellor after his visit to the Faculty last year.
The University is appointing 24 new wellbeing advisors who will be the main point of contact to provide practical support for student wellbeing. This will be similar to the existing School Disability and Welfare Coordinator role. The advisors will start in the New Year, and more information will be sent to student soon.

The University is also running a Positive Impact Scheme – this is a series of events held throughout the year centred on health and wellbeing. Students can sign up through the Facebook page.

RG – some mental health conditions can cause a lack of motivation, so the system need to be proactive.

The process of requesting extenuating circumstances can be rather rushed and insensitive. Staff should allow students time to recover before they expect them to fill in forms.

LW added that frontline library staff are receiving training from the counselling service to help student manage stress.

4. Space

The New Wing in Queens Building is now complete, and includes rooms that can be booked by students for group work. The booking form is held in the Queens Building library.

Student feedback:

- The current system is complex and off putting. An online system would be easier to use and more efficient.
- Bookings should be of variable lengths (not just an hour)
- All rooms should be booked on the same system

Students were reminded that the booth in MVB upper atrium is also available. This is especially useful for phone interviews

ACTION: signage on the booth to show a code of conduct – e.g. encourage students to prioritise phone interviews.

Students don’t know how to report broken furniture. Suggestions included:

- A generic online reporting form, perhaps linked from the Faculty website.
- Red stickers which can be attached to broken furniture to show it needs repairing.

Students who have lectures in flatbed teaching rooms like the New wing in queens and 1.11 can’t see if they are sat at the back of the room. The New Wing also doesn’t have Replay fitted.

ACTION: Feedback to the project committee for the New Wing and the School Teaching Committee.

The Hackspace will be opening in a couple of weeks. This is a result of feedback from SSLCs.

4.a. Communication

Other students don’t understand the impact of meetings. How can we publicise this better?
• SSLC minutes will be available to students through Venturers Voice.
• Student societies can advertise on social media.
• The newsletter is great, but the top stories should change each week or people just ignore it. Innovation students don’t receive this because they are in the Faculty of Arts.
• Handbooks should be available online as early in the teaching block as possible.
• A central website with all the information would be good – this should be structured by what people need rather than internal structures.
• Students reps should hold talks in Welcome Week to advertise their role, especially for PGT students.
• Ensure returners’ meetings are advertised well in advance – ideally at the end of the preceding year.

ACTION: Add Innovation students to newsletter and mailing lists.

5. Student representation on committees and interview panels

Students will be encouraged to attend academic interviews and panel sessions – this will increase the impact of the reps, and allow the student voice to be heard.

DD explained that the School is setting up six new groups to look at School education strategy, and they would like student reps to attend. The priority at the moment is to find a rep to attend the School Education Committee – volunteers should contact david.drury@bristol.ac.uk

Students were concerned about the number of meetings they are expected to attend – can the meetings be combined? IN suggested recruiting more student representatives.

6. Equality and Diversity

New equality radar tool has been developed.

ACTION: CM to circulate the link.

ACTION: Student societies to advertise this on their Facebook pages and webpages.

7. Gender bias in teaching materials

Lab coats are being issued, but they are all really big sizes and don’t fit female students.

ACTION: LW to raise this issue with Greg Kemble.

8. Technical and IT issues

RA explained that there is a backlog of tickets that are now being cleared. Outlook issues are also being resolved. Anyone with outstanding concerns should contact RA in 0.49QB.

If students find lab machines broken, they can report it to IT during office hours (10.30-12.30) or submit a ticket – they will need the service tag of the PC.
There are known issues with HPTs not receiving emails to their student account – the email team are investigating this.

9. ILO
No representative present.

10. Careers Service
Careers would like feedback on events, such as introductory talks, as they have held a very high volume of events recently. Those with feedback should contact Michelle Trottier

11. Library
LW may not be able to attend all meetings, so if any library issues arise, contact her.

There is a new library director who is very busy with plan for the new library. They would like some student views on the plans – Engineering students are not typical library users, but their feedback would still be helpful.

12. Outreach and Student Liaison Manager
There will be Departmental pre-meetings for the Student enrichment Board involving academics and student reps. Please let other know.