

## FACULTY OF CLASSICS

### STUDENT-STAFF JOINT COMMITTEE

**There was a meeting of the Committee at 1.10 p.m. on Monday  
9 February 2009 in Room 1.11 of the Faculty of Classics.**

Present: Dr Myles Lavan (Chair), Mr James Addison, Mr Andrew Corstorphine, Ms Belinda Crerar, Professor Simon Goldhill, Mr Stephen Howe, Mr Steven Kimberley, Dr Holly Kinnear, Dr Paul Millett, Mr Farzin Mirshahi, Ms Maeve O'Dwyer, Mrs Carolyn Bartley (Secretary),

Apologies: Ms Frances Smith

1. Minutes

The Minutes of the meeting of 3 November 2008 were **approved**.

2. Matters arising

(i) Election of Student Representatives to the Faculty Board

The Chair welcomed Belinda Crerar, Graduate Representative, and James Addison, Undergraduate Representative to their first SSJC meeting.

(ii) Co-option of MPhil Representative and Undergraduate College Representatives

The Chair welcomed MPhil Representative Andrew Corstorphine and Undergraduate College Representatives Farzin Mirshahi and Maeve O'Dwyer to their first SSJC meeting.

(iii) Access to 2.05

The Administrative Officer **confirmed** that an additional key will be available by the end of this week and will email the JRF Representative when it has arrived.

(iv) Poster Fixings

The MPhil Representative **reported** that he had contacted the Herotodean Committee but had received no reply. The Committee **agreed** to await notification from the Herotodean Committee to further the matter.

(v) IT Equipment – Credit Limits / RVR Printing

The Computer Officer **confirmed** that a system of Pay-As-You-Go charging and credit limits are to be introduced. Each student will be given their own log-in thus allowing groups, such as graduate students, to be allocated a certain amount of free printing credits, in recognition of their increased workload.

The Computer Officer **agreed** to investigate credit limit top-ups via a credit card payment gateway.

The Computer Officer **agreed** to look into double-sided printing being set as default.

In response to concerns from the Graduate Representative about printer malfunction and blockages which could result in charges being levied for non-printing, the Administrative Officer **confirmed** that a new, higher grade printer will be purchased and **agreed** to liaise with other Faculties for their experience of this issue.

All student representatives present **agreed** to the introduction of charging and credit limits.

(vi) A. Lecture Questionnaire, Faculty feedback procedure

The Administrative Officer **reported** that the Faculty Board **approved** the proposals recommended by the SSJC and the Teaching Committee. The Chair and the Administrative Officer are consulting the Lecture Questionnaires for Michaelmas Term 2008 and will present a report shortly.

(vii) B. Global Questionnaire

The Administrative Officer **confirmed** that questions for the Global Questionnaire be set by the SSJC and distributed a number of questions started by previous Undergraduate Representatives, Emily Schurr and Andrew Corstorphine.

It was **agreed** that the Chair, Administrative Officer and Student Representatives agree by e-mail questions for approval by the whole committee.

It was **agreed** that if possible the questionnaire be made available for completion from the start of the Easter Term.

3. Undergraduate Matters

(ia) Policy on food and drink during lectures

It was **agreed** that eating and drinking is not allowable during lectures.

The Administrative Officer **agreed** to investigate cheaper products with the current vending machine supplier, if the concern can be shown to be shared by a significant number of students.

It was **agreed** to add a question on the Global Questionnaire to determine how much the vending prices is an issue.

The Administrative Officer **agreed** to arrange for signs to be placed on lecture room doors and the vending machine reiterating that food and drink is not to be consumed in lectures.

(ib) Lecture schedules

James Addison *agreed* to forward to the Administrative Officer details of timetabling issues, relating to Wednesday in particular, which is causing difficulties for some students to have lunch breaks.

Farzin Mirshahi noted that faculty reading classes were often scheduled inconveniently early or late.

- (ii) Synchronisation of Faculty clocks  
The Administrative Officer *agreed* to liaise with the Custodian to synchronise all Faculty clocks.
- (iii) Putting lecture notes online  
The Academic Secretary for Graduate Affairs confirmed that bibliographies are already online. It was *agreed* that follow up with Caucuses should be made to ensure that bibliographies are complete online.

It was *agreed* that the Undergraduate Representatives seek volunteers to write guidelines for incoming students. A guide to managing the transition from school to university written by students for students could be very valuable.

The Administrative Officer *confirmed* that the issue of 'adjusting to University life' will be put on the agenda for the next Teaching Committee.

#### 4. Graduate Matters

- (i) Concerns about out-of-hours access  
The Administrative Officer *confirmed* that out-of-hours access to the library during the extension works will not be affected as safety issues will be resolved with the creation of a new fire exit in the RVR.

The Administrative Officer *agreed* to email graduates and undergraduates information about the extension on a regular basis.

- (ii) Common Room  
The Administrative Officer sympathised with the concerns raised by the graduate community but reported that no other room is available, sharing with undergraduates will only be for two terms and that undergraduates do not have out-of-hours access or use it during the Long Vacation so the room would then be solely for graduate use.

The Administrative Officer *agreed* to investigate the provision of a locked cupboard housing a microwave that would be accessible only by graduates.

The Administrative Officer *confirmed* that a kettle is not allowed for Health and Safety reasons and that a pay-as-you-go coffee machine could be provided. The Graduate Representative *agreed* to this proposal.

- (iii) Advisor system

In the absence of the Academic Secretary for Graduate Affairs who had to leave the meeting early, it was **agreed** to discuss this at the next SSJC meeting.

- (iv) Greek dictionaries in the library  
The Assistant Librarian **agreed** to liaise with the Librarian about purchasing more Greek dictionaries.
- (v) Change machine for the photocopier  
The Assistant Librarian **agreed** to discuss this with the photocopier supplier.
- (vi) Imaging software training  
The committee agreed on the value of the initiative proposed by the IT and Library Committee.

5. Extension Project

The Administrative Officer and Graduate Representative **agreed** to meet to discuss the Common Room in more detail.

The Assistant Librarian produced a detailed report regarding the impact of the building works on library use and raised the following points:-

- Graduates are to flag up what they require regarding pre-1850 books before they are sent to storage off-site.
- Student feedback is required for the Library Committee meeting on 23 February and the Assistant Librarian agreed to email his report to all graduates.
- Lapwing should work as usual.

6. Any Other Business

There was none.

7. Date of next meeting

The date of the next meeting is Monday 18<sup>th</sup> May 2009, 1:15pm, Room 1.04

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