

FACULTY OF CLASSICS
STUDENT-STAFF JOINT COMMITTEE

**There was a meeting of the Committee at 1.10 p.m. on Monday
13 February 2012 in Room 1.04 of the Faculty of Classics.**

MINUTES

Present: Dr Emily Gowers, Ms Catriona Harrington, Mrs Jane Fisher-Hunt, Mr Stephen Howe, Dr David Leith (Chair), Ms Fran Middleton, Dr John Patterson, Ms Alex Rutterford, Mrs Carolyn Bartley (Secretary)

Dr Leith began the meeting by welcoming Dr Emily Gowers (Academic Secretary for Undergraduate Affairs), Dr John Patterson (Academic Secretary for Graduate Affairs) and the new student representatives Fran Middleton (Graduate), Catriona Harrington (Undergraduate) and Alex Rutterford (Undergraduate) to their first meeting of the SSJC.

1. Apologies: Mr Michael Carroll, Mr Roeland Decorte, Mr Steve Kimberley
2. Minutes
The Minutes of the meeting of 31st October 2011 were **approved**.
3. Matters arising
 7. (i) Coffee/coke machine in the Undergraduate Common Room
The Custodian has confirmed that this has now been fixed.
 9. (i) Printing charges for students
The Computer Officer has confirmed that due to unforeseen technical difficulties at the University Computing Service these have not come into force to date.
4. Open Forum
In the absence of a representative of the Herodoteans, the Secretary will contact Roelande Decorte (President) regarding arrangements for the Open Forum.
5. Careers Service presentation for undergraduates
A Classics-centred presentation by the Careers Service has been arranged for 3:00pm Thursday 15 March 2012 in room 1.02.

The presentation will focus on what the Careers Service has to offer, writing CVs and applications for internships.

All undergraduates are encouraged to attend but it may be more relevant to Prelims, Part 1A and Part 1B students.
6. Placement Officer
A Placement Officer is a specific role for a member of the academic staff to provide advice on academic career opportunities.

The Academic Secretary for Graduate Affairs **confirmed** that he will take the suggestion made by the Graduate Student Representative for a Placement Officer to the Graduate Studies Committee.

The Academic Secretary for Graduate Affairs would welcome suggestions for other events that the Faculty may organise for graduates such as that arranged in conjunction with the Careers Service for the undergraduates (Item 5).

7. Undergraduate Matters

(1) Communication

It is clear that the suggestion box in the common room is not working as a means of communication with the Student-Staff Joint Committee and that many students have no idea what the SSJC is for. It was **agreed** that the Undergraduate reps will email all undergraduates, via the Secretary, outlining their role and calling for ideas for discussion by the SSJC. Going forward, reps will contact undergraduates two weeks prior to the SSJC asking for agenda items. The suggestion boxes will be removed from common rooms.

It was **agreed** that student representatives will make posters for display in the common room to encourage contact with the reps.

(2) Cups in the Common Room

In order to cut down on waste and concerns over recyclability of plastic/paper cups it was **agreed** that students bring their own water bottles and refill them from the cold water tap in the common room.

(3) Booking rooms 2.03 and 2.04 for group work

It was **noted** that room bookings and inquiries as to availability should be made with the Chief Secretary in room G.02a.

The Assistant Librarian **reported** that G.17 in the Library may be used for group work. There is a booking list on the door.

8. Graduate Matters

(1) Campaign for more bicycle parking on Sidgwick Site

The Committee **supports** the campaign led by the Graduate Representative at the Faculty of Music and the Graduate Representative **confirmed** she will report this back.

The Administrative Officer **confirmed** she will raise the issue at the next meeting of the Sidgwick Site Committee.

(2) Graduate Teas

The Graduate Representative **reported** these are ongoing and well attended. She also reported that the historians have arranged an informal reading group on Friday afternoons.

9. AOB

There was none.

Date of Next Meeting

Monday 21 May 2012, 1.10pm, Room 1.04