

FACULTY OF CLASSICS
STUDENT-STAFF JOINT COMMITTEE

**There was a meeting of the Committee at 1.10 p.m. on Monday
29th October 2012 in Room 1.04 of the Faculty of Classics.**

MINUTES

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

1. Apologies: Ms Catriona Harrington, Mr Seymour MacMahon

Membership

Dr Leith began the meeting by **welcoming** Ms Eleri Cousins, Graduate Bursary Holder, to her first meeting of the SSJC.

2. Minutes

The Minutes of the meeting of 21st May 2012 were **approved**.

3. Matters arising

5. Careers Service presentation to Graduates

The Graduate Representative **reported** that a graduate focussed event has been arranged on Friday 23rd November from 5:00-7:00pm in room G.21. Panellists include Amanda Norman (University Careers Service), Mr Steven Hunt (Faculty of Education) who will talk about the PGCE programme, a postdoctoral fellow, and Melinda Haunton (National Archives). The presentation will last for about an hour followed by a Q&A session and drinks.

6. (i) Improvements to the Undergraduate Common Room

The Secretary **reported** the following:

- (a) that two round tables and eight chairs have been ordered
- (b) the Custodian is liaising with Estate Management (EMBS) regarding the noticeboards
- (c) the Custodian has replaced the strip lighting
- (d) a new coffee machine has been installed.

8. (i) Student Printing/Computer Accounts

The Computer Officer **circulated** a letter that has been sent to PhD students regarding the introduction of charging for printing (5p per sheet) and the allocation of 500MB individual file space on one of the Faculty's servers. Each student has been given their own individual login (via computers in the RVR) which will mean that the generic login of 'User09' will be disabled at the end of Michaelmas Term 2012. It is the intention to roll this out to MPhil and undergraduate students

4. Examiner's Reports

The Undergraduate Representative **commented** that in Part 1A invigilators did not tell students what was expected of them in the examination.

The Committee **agreed** that invigilators impress on students the need to read the rubric before starting their examination.

5. Questionnaires

The Academic Secretary for Undergraduate Affairs **reported** that the Global Questionnaire was reinstated last summer but that the response rate by Part II students was low. The Administrative Officer concurred that the response rate for the Lecture Questionnaires overall is less than 50%. Despite this the comments for Part II and Part 1A were positive, but less so for Part 1B, as predicted. It is the Faculty's intention to keep the Global Questionnaire alongside the Lecture Questionnaire. The Administrative Officer reported that it would be very difficult to offer an incentive to complete questionnaires as they are anonymous. However, she **confirmed** that she would investigate if it is possible through CamTools to establish which students completed a questionnaire without jeopardising anonymity.

6. Handbooks

The Undergraduate Representative **reported** that as the handbook doesn't state the obvious such as reading texts in the vacation it is unnecessarily blamed by students who don't do as such. It was **agreed** that the Undergraduate Handbook should make it clearer to students what they are expected to do throughout the year.

7. Election of Student Representatives

Closing date for nominations: Tuesday 20 November

Election: Tuesday 27 November

The Secretary **reported** that students will be emailed this information in due course and posters will be displayed around the Faculty.

8. Open Forum

As the President of the Herodoteans was not present this will be reported at the next meeting.

9. Undergraduate Matters

(i) The Undergraduate Representative **reported** a positive response to the provision of plastic cups in the Undergraduate Common Room.

(ii) The Undergraduate Representative **reported** that many students feel confused about the services provided by CamTools and are rather vague about its use. It has been **suggested** to her that more resources be put on CamTools such as lecture notes and reading lists. The Graduate Representative **agreed** that graduate students would also welcome reading lists. The Academic Secretary for Undergraduate Affairs **disagreed** that lecture notes be included as this would probably mean less would attend lectures. The Assistant Librarian **confirmed** that reading lists are on the Faculty website under the 'Current Student' section and **agreed** that as there is not a reading list for every module he will continue to contact lecturers as appropriate. The Assistant Librarian **reported** that the Librarian adds articles etc to CamTools (after checking copyright) and would welcome any suggestions for items of relevance to be included.

10. Graduate Matters

(i) Moving lockers in the Graduate Common Room

The Graduate Representative **reported** that the Graduate Common Room is being used much more by students and **requested** that the lockers (which are not used much during the day) be moved out to make more space for more chairs.

The Administrative Officer **confirmed** that she would liaise with the Custodian in finding an appropriate alternative place for the lockers.

(ii) New format for Graduate Interdisciplinary Seminars

The Graduate Representative **reported** that Eleri Cousins and Stephen Harrison have introduced a new format to the GIS this term. One paper is presented and followed by smaller 'snippets' of research which has led to an increase in attendance and discussion.

(iii) Graduate Teas

The Graduate Representative **reported** that these are continuing apace and aiding communication amongst the graduate community.

(iv) Recycling bin

The Graduate Representative expressed thanks for the provision of a new recycling bin in the common room.

(v) Graduate paper allowance

Further to the introduction of the new charges for printing, the Graduate Representative **reported** concerns about the £5 per term allowance for paper. Graduates currently pay 1p/sheet but if the termly allowance is exceeded under the new system they will be charged 5p/sheet. With many graduates supervising at Colleges and the funding for printing at colleges non-existent or minimal it is feared that printing will become very expensive.

The Computer Officer **confirmed** that £5/term is a nominal fee, a starting point, and will be looked at again in the Easter Term when the new system has bedded in. The Computer Officer **confirmed** that it is possible with the new system for students to monitor how much paper they use, and that it is possible to apply a different price per sheet for different status' of students.

11. AOB

(i) Careers Service provision

The Academic Secretary for Graduate Affairs **reported** that the Graduate Studies Committee and colleagues at the Graduate Development Programme are keen to establish what graduates require in the way of training events. The Graduate Representative **agreed** to consult with graduates and meet the Academic Secretary for Graduate Affairs in a couple of weeks to take this forward.

Date of Next Meeting

Monday 13th February 2013, 1.10pm, Room 1.04