

FACULTY OF CLASSICS
STUDENT-STAFF JOINT COMMITTEE

**There was a meeting of the Committee at 1.10 p.m. on Monday
20th May 2013 in Room 1.04 of the Faculty of Classics.**

MINUTES

Present: Dr Emily Gowers, Mr Stephen Howe, Mr Steve Kimberley, Ms Annika Mathews, Ms Tori McKee, Dr John Patterson, Mr Matthew Scarborough, Mr Robin Younghusband, Mrs Carolyn Bartley (Secretary)

1. Apologies: Ms Francesca Bellei, Ms Eleri Cousins, Dr David Leith

In the absence of Dr David Leith, Tori McKee as Acting Administrative Officer took the Chair.

Membership

Ms McKee began the meeting by **welcoming** Ms Annika Mathews, Vice-President of the Herodoteans to her first meeting of the SSJC.

2. Minutes

The Minutes of the meeting of 11th February 2013 were **approved**.

3. Matters arising

10. Graduate Common Room

The Secretary **reported** that all lockers have been relabelled and that a white board will be in place soon.

The Graduate Representative **confirmed** that since the lockers had been moved there was no need for additional seating.

4. Set Subjects

The Academic Secretary for Undergraduate Affairs **reported** that most 1B students had made their choices. The Academic Secretary for Undergraduate Affairs **reported** that most 1B students had made their choices. It was **agreed** that this should be a standing item for discussion at the February meeting of the SSJC.

5. Lecture List

The Academic Secretary for Undergraduate Affairs **reported** that a draft lecture list has been checked by all Caucus secretaries and it is now currently with the Chief Secretary for final verification.

6. Questionnaires

Ms McKee **reported** that the global questionnaire will have the same questions as in 2012 and it has been finalised by the Teaching Committee. Final sign off is expected by the Faculty Board this week. It was **noted** that the Access and Outreach Committee would like included in this year's global questionnaire a series of questions for first-year undergraduates about what attracted them to study Classics.

It was **agreed** that next year a book token should be offered as an incentive to complete the questionnaire. The Computer Officer **reported** that it will be possible to complete the questionnaire via the new website which is currently under development, and that anonymity will be maintained by removing the individual's ID after logging-in via Raven and putting all names into a pool for selection.

7. Undergraduate Matters

There was nothing to report.

8. Graduate Matters

(i) Preparation for JRF interviews

The Graduate Representative **reported** that students are not getting the service they expected as there is no institutionalised preparation for JRF interviews. Students approach the Careers Service for support but are advised to contact their Supervisor or Faculty.

It was **agreed** that this is a discussion to be had with the Careers Service as it would be preferable for an independent panel at the Careers Service to undertake mock interviews.

The Graduate Representative **confirmed** he would discuss this further with the graduate body and email results to the Secretary for Graduate Affairs.

9. AOB

(i) Undergraduate Common Room

The Secretary, on behalf of the Custodian, **reported** that all the reusable cups that the Faculty provided for students to use have all disappeared, and **requested** that students refrain from putting their feet on chairs as the fabric is being snagged by buckles and to stop writing on the tables.

(ii) Graduate Common Room

The Secretary, on behalf of the Custodian, **reminded** all users that every Wednesday the cleaners will clean the sink but it must be clear of all items first.

(iii) Printing charges in RVR

The Computer Officer **confirmed** that printing charges in the RVR will be in place for the start of Michaelmas Term 2013, and that log-in accounts are all working well. The cost will be 5p/sheet of A4, single or double-sided. The cost per sheet for A4 colour will be confirmed in due course.

Date of Next Meeting

The Secretary will email the date once the committee meetings calendar has been agreed by the Faculty Board in July.