

**FACULTY OF CLASSICS**  
**STUDENT-STAFF JOINT COMMITTEE**

**There was a meeting of the Committee at 1.10 p.m. on Monday  
11<sup>th</sup> February 2013 in Room 1.04 of the Faculty of Classics.**

**UNAPPROVED MINUTES**

Present: Ms Francesca Bellei, Dr Emily Gowers, Mrs Jane Fisher-Hunt, Mr Stephen Howe, Dr David Leith (Chair), Dr John Patterson, Mr Matthew Scarborough, Mr Robin Younghusband, Mrs Carolyn Bartley (Secretary)

1. Apologies: Ms Eleri Cousins, Mr Steve Kimberley, Mr Seymour MacMahon

Membership

Dr Leith began the meeting by **welcoming** Mr Matthew Scarborough (Graduate Representative), and Ms Francesca Bellei and Mr Robin Younghusband (Undergraduate Representatives), to their first meeting of the SSJC.

2. Minutes

The Minutes of the meeting of 29<sup>th</sup> October 2012 were **approved**.

3. Matters arising

5. Questionnaires (Tripos end-of-year)

The Administrative Officer **confirmed** that it is not possible via CamTools to establish which students completed a questionnaire without jeopardising anonymity.

As the response rate was only 50%, it was **agreed** that the matter of an incentive needs some thought.

8. Open Forum

As the President of the Herodoteans was not present this will be taken forward to a future meeting.

10. (i) Moving lockers from Graduate Common Room

The Administrative Officer **confirmed** that there is nowhere suitable for lockers to be relocated. The Graduate Representative **reported** that graduates would prefer lockers to remain in the common room for extra security and doesn't think that the room is too pressed for space.

11. (i) Careers Service provision

The Academic Secretary for Graduate Affairs **reported** that the event that took place 23<sup>rd</sup> November was a great success. The Graduate Representative concurred.

The Academic Secretary for Graduate Affairs **reported** that the suggestion has been made to trial a series of stand-alone lectures by postgraduates. These will complement the Tripos lectures and will give them lecturing experience and feedback. The audience is expected to be fluid and the finer

details still need to be finalised. The Administrative Officer **confirmed** that this is to be discussed at the Faculty Board later this month.

4. Global Questionnaire

The Administrative Officer **confirmed** that she will email the current questions to all members of the Committee and **requested** that any changes or additional questions be sent to her by the end of Lent Term.

5. Undergraduate Matters

- (i) The Undergraduate Representative **requested** that a kettle be provided by the Faculty for the Undergraduate Common Room. This request was **denied** as it necessitates the provision of milk which requires refrigeration, coffee, tea, and there is the issue of washing-up used mugs.

Post meeting: the Secretary **confirmed** that she had discussed the problem of the coffee machine that is currently not working with the Custodian. He **reported** that he liaises regularly with the University who are the suppliers of the machine whenever he is advised of a problem. There seems to be an on-going issue with cups jamming in the dispenser and he will continue to raise this with the University.

- (ii) The Undergraduate Representative outlined the difficulties that international students, who haven't been through the British education system, have with essay writing and, for example, understanding old fashioned words being used in translations. She **requested** that workshops be provided for international undergraduates on the lines of those provided through Colleges for graduate students. The Academic Secretary for Undergraduate Affairs **concurred** that this is a fair point and that there are cultural difference about what an essay is for example, but felt this is probably more of a College matter.

10. Graduate Matters

The Graduate Representative **requested** the following for the Graduate Common Room:

- (i) The re-labelling of the lockers as many labels are missing.

The Secretary **agreed** to raise this with the Custodian.

- (ii) Extra chairs to be provided as there is a shortage of seating at busy times.

The Secretary **agreed** to discuss the provision of a small number of folding chairs with the Administrative Officer and the Custodian.

- (iii) A whiteboard in addition to the current pin board.

The Secretary **agreed** to raise this with the Custodian.

11. AOB

There was none.

Date of Next Meeting

Monday 20<sup>th</sup> May 2013, 1.10pm, Room 1.04