

FACULTY OF CLASSICS

STUDENT-STAFF JOINT COMMITTEE

**There was a meeting of the Committee at 1.10 p.m. on Monday
19 May 2008 in Room 1.11 of the Faculty of Classics.**

Present: Dr Michael Scott (Chair), Mrs Carolyn Bartley, Mr Andy Corstorphine, Ms Juliet Cowen, Ms Rhiannon Easterbrook, Mr David Edwards, Mr Stephen Howe, Mr Henry Hurst, Mr Steve Kimberley, Dr Holly Kinnear, Mr Myles Lavan, Dr Paul Millett, Ms Emily Schurr, Ms Lacey Wallace

Apologies: Prof S Goldhill

1. Minutes

The Minutes of the meeting of 11 February 2008 were **approved**.

(i) MPhil Application Process

The Chair **reported** that the Faculty Board had been alerted to this year's problems.

(ii) Part II Modern Foreign Language Teaching

The Chair **reported** that the Teaching Committee shared the committee's concern and were looking into the issue.

2. Matters arising

(i) JRF: entry to scanner/tablet room in 2.06

The Administrative Officer **reported** that she had not made progress on this and it was **agreed** that she would meet with the Chair after the meeting to discuss the issues.

(ii) Undergraduate common room – Provision of PC in addition to Mac

The Committee **thanked** the Computer Officer for providing a PC in the UCR.

(iii) Undergraduate common room – Provision of a microwave

The Administrative Officer **reported** that the request for a microwave had been **declined**.

(iv) E-Noticeboard

The Administrative Officer **reported** that the Chair of the Faculty, the IT Committee and the Web Management Group had agreed the request for a SSJC e-noticeboard. The Committee **considered** the management Guidance Notes circulated and all **agreed** to the principles of usage. It was **agreed** that when content is considered, there should be a link to the Herotodeans' website.

3. Undergraduate Matters

(i) Out-of-Hours Access and Sunday Opening of the Library

The Committee **agreed** that the current opening times of the library are generous. The Chair **requested** that the library posts information on the e-noticeboard regarding the various strategies students could use to make the most of the library's resources.

(ii) Common Room

(A) Kettle

The Administrative Officer **reported** that there is a hot drinks machine in the common room which dispenses hot drinks at 40p per cup which is cheaper than the Buttery. The vending machine could dispense tea but this would exclude the choice of freshly brewed coffee as currently offered. It was **agreed** that this should be put to the undergraduates and the student representative will **report** the decision at the next meeting.

The Administrative Officer **informed** the Committee that tea is only provided for Faculty meetings.

(B) Access times

The Computer Officer **confirmed** that doors are open until 7:00pm during Full Term. It was **agreed** that no further action is required.

(C) Water

The Administrative Officer **reported** that a water dispenser will not be installed due to cost and environmental reasons (disposable plastic cups) and that this had been discussed at a previous SSJC meeting.

The Committee **considered** and **agreed** the Code of Conduct for the use of plastic beakers provided by the Faculty. The following was **agreed**:

- Mr Corstorphine would email the Code of Conduct to all undergraduates,
- a Code of Conduct would be posted on the e-noticeboard in due course and,
- the Custodian would laminate a poster for the common room.

(D) Posters

The Administrative Officer **reported** that there is no budget for posters.

The Undergraduate Reps confirmed that the posters would be framed posters of 'inoffensive' images and would not be used for advertising student events. It was **agreed** that all posters should be put past the Administrative Officer for approval.

The Administrative Officer will inform the students of the type of fixings that may be used.

(E) Seating

The Administrative Officer **confirmed** that the common room seating is new, and that the Custodian had not reported any complaints about the heating of the room. The Administrative Officer also **noted** that some of the seating is fixed and cannot be re-arranged. It was **agreed** to wait until the winter months to reassess the heating situation.

(iii) Library Chairs

Mr Howe **reported** that the library chairs are new. Brown (and the charcoal black of the 3 ergo chairs) had been chosen as a restful colour that doesn't show the dirt and complements the colour of the carpet and shelving.

(iv) Lecturers

See point 8.

(v) Faculty Lighting

Mr Corstorphine **reported** that the Health and Safety Committee had requested that this issue be brought up at the SSJC and that the CUSU will assist the Faculty formally approach the University and City Council about the matter. It was **agreed** that this should now be taken up with the Sidgwick Site Committee.

4. Undergraduate Handbook

The Committee **considered** revisions to the Undergraduate Handbook:

- the content could be streamlined
- the paper version is a useful format but the web version could be re-arranged as separate web pages with pdf files to download,
- Part II Thesis information is not required as this is provided in a supplementary booklet,
- a complete staff list is not required, but there should be contact details of all Directors of Studies,
- there should not be a separate student and staff handbook as they are a common reference for all.

5 Lecture List

A draft Lecture List was **circulated** and the Lecture List Secretary **requested** that any issues with it be emailed to him. It was **agreed** that electronic versions of the timetable grids should be available.

The Lecture List Secretary **thanked** Mr Corstorphine for the feedback regarding the problems with Apollo and Dionysis that occurred this year.

The Lecture List Secretary **confirmed** that the issue of the Tragedy Paper had not yet been resolved with the English Faculty.

The Committee **recommended** the draft lecture list to the Faculty Board.

6. Graduate Matters

(i) Scanner

It was **noted** that the scanner in Room 2.05 is new and of good quality. The Graduate Representative **confirmed** that an email will be sent to all graduates reminding them that this scanner is available.

The Assistant Librarian **reported** that the library photocopier produces copies in high volume for the lowest cost (6p/A4 sheet) and the more functions a copier has the more likelihood that breakdowns occur. It was **agreed** that there will be no change to the library photocopier.

(ii) Talking in the Library

The Assistant Librarian **reported** that library staff make regular hourly 'patrols' to stop any eating, drinking and excessive talking. The Committee **recorded** that students could notify one of the library staff of any disturbance and they would speak to the individuals.

(iii) Rubbish

The Administrative Officer **reported** that the Custodian will empty the rubbish bin more frequently and a larger bin will be purchased.

(iv) IT Equipment

The Computer Officer **reported** that the issue of more computer equipment and a printing allowance had been postponed. However, provisions for graduates should be in place by Michaelmas Term 2008. The Computer Officer **agreed** to report back the solutions to the equipment issue and preferential credit limits for graduates at the next meeting.

(v) RVR Room – Scrap Paper

The Assistant Librarian **reported** that a box had been provided for scrap paper but that this had vanished five times!
It was **agreed** that another box would be provided.

7. Printing Allowance

See 6. (iv) above.

8. Lecture Questionnaires and Feedback

(a) Feedback Process

The Administrative Officer **reported** that LQs are the official formal process for student feedback and that currently only the Administrative Officer and the Chair of the Faculty look at them in detail. There is currently no system in place for the students to receive feedback as to how the Faculty is dealing with an issue raised on a questionnaire. The Committee **agreed** that a system be introduced to 'close the feedback loop'; a resume of action taken should be placed on the e-noticeboard along with an outline of the whole process by which LQ's are dealt with.

The Committee **recommended** to the Faculty Board that the Officers should present a report on student feedback to the first Teaching Committee meeting of every term.

It was **agreed** that a resume of the report could be posted on the e-noticeboard for students to consult.

(b) Lecture Questionnaire Protocol

The Committee **noted** concerns regarding the timing of handing out of LQs, the relevance of some questions and the anonymity aspect of completing LQs.

It was **noted** that a new protocol for administering LQs could be introduced:

- (i) Lecture Questionnaires should be completed at the end of a lecture in the lecture room.
- (ii) Lecturers should absent themselves from the room at the end of the lecture while the questionnaires are being completed.
- (iii) LQs could be returned in a sealed envelope by one student to either (i) the lecturer; (ii) to the Administrator; (iii) the lecturer's pigeon-hole.

It was **agreed** that LQs should be circulated after the middle of every lecture course.

(c) On-line Questionnaires

The Committee **agreed** that both types of questionnaires should be kept.

It was **noted** that having an online questionnaire means they are available to students at any time and answers 'may' be more truthful because of increased anonymity.

It was **agreed** that online questionnaires should be circulated at the beginning of the Easter Term and, for this year only, one month after Easter Term ends.

9. Online Social Networking Sites

The Administrative Officer **reported** concern about the content of some student groups on the Facebook networking site. It was **noted** that students need to be informed of the protocol for using these sites. The Committee **approved** the protocol guidance **circulated** by the Administrative Officer and that a copy should be posted in the RVR.

It was **agreed** that an email should be sent from the Chair of the Faculty to all students about this issue. It was also **agreed** that the groups' administrators be contacted and asked to remove offensive content, or close the group.

10. CamGRAD

The Graduate Representative **requested** that more be written on CamGrad by supervisors. It was **agreed** that the Academic Secretary – Graduate be consulted by the Graduate Representative and the outcome be reported back at the next meeting.

11. New Chair

Myles Lavan was **introduced** as the new Chair of the SSJC from October 2008.