

## FACULTY OF CLASSICS

### STUDENT-STAFF JOINT COMMITTEE

**There was a meeting of the Committee at 1.10 p.m. on Monday  
18 May 2009 in Room 1.04 of the Faculty of Classics.**

Present: Dr Myles Lavan (Chair), Mr James Addison, Ms Belinda Crerar, Professor Simon Goldhill, Mr Stephen Howe, Dr Holly Kinnear, Dr Naoise Mac Sweeney, Dr Paul Millett, Mrs Carolyn Bartley (Secretary)

Apologies: Mr Andy Corstorphine, Mr Farzin Mirhahi, Ms Maeve O'Dwyer

The Chair began by welcoming Dr Naoise MacSweeney to the meeting as the incoming Chair of the Staff Student Joint Committee and JRF/Post doc representative.

1. Minutes

The Minutes of the meeting of 9 February 2009 were **approved**.

2. Matters arising

(i) IT Equipment – Credit Limits/RVR printing

The Administrative Officer **reported** that the RVR will move to the vacant computer suite in the basement of the Faculty of Asian and Middle Eastern studies for the duration of the building works.

The Administrative Officer **reported** that the IT & Library Resources Committee has agreed that this year would not be the most appropriate year to implement printing charges and credit limits due to the disruption caused by the building works. However, the Computer Officer will be monitoring printing use although possible decreases in amount of use due to the building works will be taken into account when setting up allowances for the academic year 10/11.

The Administrative Officer **reported** that charges would cover costs only and would be in the region of 4p/A4 and that charges would apply to both undergraduates and graduates.

(ii) Global Questionnaire

The Undergraduate and Graduate Representatives **agreed** that they would provide questions to the Administrative Officer by Friday 29<sup>th</sup> May.

(iii) Guidelines for incoming students

The Undergraduate Representative **reported** that a Facebook Group has been set up for freshers, including mature students. Guidelines will be written by the Undergraduate Representatives to include information about, for example,

preparation for the IG course at Bryanston, reading of set texts before starting the first term and essay expectations.

The Undergraduate Representatives **agreed** to email draft materials to the Administrative Officer no later than Friday 29<sup>th</sup> May for inclusion at the next Teaching Committee on 4<sup>th</sup> June.

The Committee **agreed** that as this Group is also a place for messages and has open membership it will be moderated by primarily the Undergraduate Representatives but also the Administrative Officer.

The Academic Secretary for Undergraduate Affairs **agreed** that details about the Facebook Group would be communicated to freshers.

(iv) Common Room

The Administrative Officer **confirmed** that for Michaelmas Term 2009 and Lent Term 2010 undergraduates and graduates will be sharing room 1.10, the current undergraduate common room. The Administrative Officer **reported** that following her meeting with the Graduate Representative and confirmation by the Faculty Board, there will not be a microwave or fridge in room 1.10 but some new chairs will be provided to establish working and socialising areas.

The Administrative Officer **reported** that prices cannot change for the can and food vending machines in room 1.10. However, when the new graduate common room is ready, coin-operated Flavia coffee machines will be installed in both student common rooms. It was **noted** that prices for hot drinks will be below those of The Buttery.

(v) Advisor System

The Academic-Secretary for Graduate Affairs **confirmed** that from October 2009 a new system will be introduced whereby each graduate student will be assigned both a supervisor and a secondary advisor.

3. Undergraduate Matters

(i) Preparation for IG group 1-3

The Undergraduate Representatives **described** concerns from students who had not done Greek before (see email attached) and the ill-preparedness they felt on starting Michaelmas Term. In response the Academic Secretary for Undergraduate Affairs **agreed** that communications to freshers should further emphasise the need to reach a specified standard between Bryanston and starting the Michaelmas Term. It was **noted** that the College Classical Representatives should also encourage this. The Undergraduate Representatives **confirmed** this will be included in the incoming student guidelines on Facebook.

4. Graduate Matters

The Graduate Representative had e-mailed fellow students to ask them for items to be discussed at the meeting, but no responses had been received.

The Graduate Representative raised the issue that clarity is required for MPhil students regarding the difference between ‘assessed exercises’ and ‘essays’. The Academic-Secretary for Graduate Affairs **reported** that this has been included in next year’s Graduate Handbook.

5. Extension Project

(a) Relocated RVR

The Administrative Officer **reported** that she is in the process of investigating how to provide 24 hour access for graduates and JRFs to the relocated RVR in the basement of the Faculty of Asian and Middle Eastern Studies and will report in due course.

The Administrative Officer also **reported** that Lapwing would be made available if possible.

(b) Pedestrians/ cyclists movements around the building site

The Administrative Officer **reported** concerns from the contractors about the possibility of accidents between cyclists and pedestrians as they negotiate the tight corner between the building site and the Faculty of Asian and Middle Eastern Studies. It was **agreed** that the most effective method to slow down cyclists would be the addition of a physical barrier like that already at the entrance to the Sidgwick site between Stage 1 and Stage 2. Also signs should be displayed demanding the dismounting of bikes at the corner. The Administrative Officer **confirmed** that she will assess cost and viability of the barrier.

(c) Library exit door

The Administrative Officer **reported** contractor concerns about the exit door at the west end of the library. This is a fire door and consequently does not have a glass window. As the door swings outward there is the possibility of injury to those on the outside as people vacate the library. It was **agreed** that signs should be displayed both inside and outside the library door alerting users to this.

(d) Schedule for Enabling Works

The Administrative Officer **confirmed** that a draft schedule of enabling works will be presented to the Faculty Board later this week. Most importantly, Stage 1 will close on 22<sup>nd</sup> June. This means that all students will have to use the entrance to Stage 2 to gain access to the building. Notice boards etc will be relocated to the foyer of Stage 2. Prior to the start of Michaelmas Term a reminder email about the entrance change will be sent to all students.

The Administrative Officer welcomes assistance from the Undergraduate and Graduate Representatives in communicating this to the student body.

The Administrative Officer **confirmed** there will be some limited use of room 1.02

6. Any Other Business

(i) The Assistant Librarian **reported** the following:-

(a) Greek Dictionaries

No new Greek dictionaries will be purchased as the Library currently provides 17 and the Lexicon is nearing completion.

(b) Photocopier change machines

A change machine will not be introduced as they cost £1200 and there has been a large decrease in the amount of photocopying in the last twelve months.

At the request of the Undergraduate Representative, the Computer Officer **confirmed** he will assess the cost of another scanner in the library.

(ii) The tape recording of lectures

The Academic Secretary for Undergraduate Affairs noted his disquiet at this practise. It was **agreed** that there should be a definitive instruction in the Handbooks that this was not allowed without the permission of the lecturer. The Academic Secretary for Undergraduate Affairs **agreed** to raise this at the Fresher's meeting.

7 Date of next meeting

The date of the next meeting is Monday 2<sup>nd</sup> November 2009, 1.10pm.

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