

FACULTY OF CLASSICS

STUDENT-STAFF JOINT COMMITTEE

There was a meeting of the Committee at 1.10 p.m. on Monday
31 October 2011 in Room 1.04 of the Faculty of Classics.

MINUTES

Present: Mr Michael Carroll, Mr Roeland Decorte, Mr Maximilian Haas, Mrs Jane Fisher-Hunt, Dr Rebecca Flemming, Mr Stephen Howe, Mr Steve Kimberley, Dr David Leith (Chair), Mr James McNamara, Mrs Carolyn Bartley (Secretary)

Dr Leith began the meeting by introducing himself as the new JRF representative and Chair of the SSJC, and welcomed Mr Michael Carroll as Graduate Bursary Holder (Teaching).

1. Apologies: Ms Katy Castle, Dr Nigel Spivey
2. Minutes
The Minutes of the meeting of 23 May 2011 were **approved**.
3. Matters arising
There were none.
4. Examiner's Reports
No comments were received.
5. Student Handbooks
The Administrative Officer **confirmed** that any errors should be reported in the first instance to the Chief Secretary, Lina Undicino, and the Academic Secretary for Undergraduate/Graduate Affairs as appropriate.

The Graduate Representative **confirmed** that he and Carol Atack had updated the unofficial graduate handbook on the Faculty website.
6. Election for student representatives on the Faculty Board
Election date: Tuesday 29 November 2011
Closing date for nominations: Tuesday 22 November 2011

The Secretary **reported** that posters advertising the election will be soon be put up around the Faculty and urged the current student representatives to encourage fellow students to stand.

(i) New online voting system

The Secretary **confirmed** that this year the Faculty will be using the online voting system should there be more nominations than required ie 2 undergraduate representatives and 1 graduate representative.

The Secretary **confirmed** that she will set up a test ballot for all SSJC members to experience the online voting system and to ensure that it works before a ballot goes live.

(ii) Revival of Faculty Form by CUSU

The Undergraduate Representative **reported** that he was not aware of this as he hadn't received a letter from the CUSU Education Officer.

The Graduate Representative **reported** that the Graduate Union are active in supporting graduate representatives.

7. Undergraduate Matters

(i) Coffee/coke machine in the Undergraduate Common Room

The machine has not been working since the start of term.
ACTION The Secretary to liaise with the Custodian.

(ii) Water to be available from vending machine

It was felt that this was unnecessary as there is drinking water available from a tap in the common room and that it is more environmentally friendly if students provide their own reusable bottles.

(iii) Undergraduate Common Room refurbishment

The Administrative Officer **reported** that this is not likely in the near future.

8. Graduate Matters

(i) Register of current graduates

The Graduate Representative **confirmed** he will email all current graduate students to request that they provide him with a new or updated entry of research topics and interests. The list resides on the Faculty website at http://www.classics.cam.ac.uk/current-students/register_current_graduates/ .

(ii) Afternoon teas

The Graduate Representative **reported** that Eleri Cousins had been organising weekly afternoon teas in the Graduate Common Room and that they had been well received and attended. More social events are in the pipeline.

(iii) MPhil and PhD feedback

The Academic Secretary for Graduate Affairs **confirmed** that the new guidance to supervisors and graduate students requests that supervisors should be accessible for feedback every two weeks.

9. AOB

(i) Printing charges for students

The Computer Officer **reported** the following:-

- printing charges for undergraduates will go live at the end of Michaelmas Term 2011. Graduate students still receive complimentary printing.

Black and white = 5p/A4 sheet.

Colour to be confirmed but in the range of 20-25p/A4 sheet.

Costs include paper.

Further information about payment options can be viewed at <http://www.cam.ac.uk/cs/desktop-services/ds-print/paying/payment.html> and <https://ecredit.ds.cam.ac.uk/> (Raven authentication). Pre-pay is available online using a debit or credit card or in cash at Computing Service Reception, New Museums Site.

- two new printers will be installed in the RVR.
- each student will have dedicated data space on the server which is backed up every night and accessible from any computer.

(ii) Lecture Handouts online

The Undergraduate Representative **reported** that lecturers are encouraging the use of lecture handouts online, however, students prefer hardcopies. It was **confirmed** that this will still happen as the Faculty does not expect its students to pay for printing lecture handouts.

Date of Next Meeting

Monday 13 February 2012, 1.10pm, Room 1.04