



## **Education Zone Monday 21<sup>st</sup> November, 4pm SU Coffee Lounge**

### **Present**

#### **Chair**

Izzy Tooke - VP Education (VPE)

#### **Students' Union Officers/staff**

Laurie Illingworth - SU President (PRES), Paul Murtough - Representation and Democracy Coordinator (PM), Louise Aiken - Membership Engagement Manager (LA)

#### **Chairs of School**

George Coombs - Chair of School: Art, Design and Computer Science, Caitlin Jackson – Chair of School: Psychological and Social Sciences, Thomas Devlin - Chair of School: Humanities, Religion and Philosophy

#### **York St. John University Staff**

Alyson Tobin - Deputy Vice Chancellor (DVC), Liesl King - Subject Director: English Literature, Mandy Asghar - Director of Academic Development Directorate (MA) , Rebekka Kill – Head of School: Art, Design and Computer Science (RK), Frances Dodd – Head of School: Health Sciences (FD), Jane Rand – Head of School: Education (JR), Rachel Wicaksono – Head of School: English Language and Linguistics (RW)

#### **Student Representatives**

##### **Art, Design and Computer Science**

Andrew Fraser – Computer Science, Asha Kandaker – Product Design, Chris Norminton – Product Design, Kayleigh Burton – Design, Ellie Plews – Fine Art, Ellen Shaw – Graphic Design, Martha Moutsipai – Interior Design

##### **English Language and Linguistics**

Alexander Terry - English Language and Linguistics, Isaac Frampton - English Language and Linguistics

# YSJSU | MEETING MINUTES

## Education

Michael Smaje – Primary Education, Megan Coull – Education Studies (With SEN), Asha Matthan – Rogers – Education Studies (With SEN), Bryony Wood – Primary Education, Laura Wells – Primary Education, Harriet Raine – Primary Education, Madeline Besdmiza – Primary Education, Caitlin Cunny - Primary Education

## Health Sciences

Aisha Bi – Occupational Therapy, Abi Ainsworth – Physiotherapy

## Humanities, Religion and Philosophy

Harry Blanchard – Theology, Stephen Miller – Theology, Daniel Johnson – Contemporary Literature, Anna Pattison – Christian Theology, Joshua Clark – Christian Theology, Josh Crombie – Geography

## Performance and Media Production

Oli Longbottom – Music Production, Ben Ramscar – Music Production, Jessica Robson – Applied Theatre, Emily Tindall – Music, Ben Ritching – Music, Nikki Chard – Music, Vikki Uden – Music

## Psychological and Social Sciences

Laura Southward - Psychology of Child & Adolescent Development

## Sport

Lucy Garnett – Sports Science

## Apologies

none received

## Welcome & Introductions

VPE welcomed all in attendance to the meeting and presented staff with the opportunity for introduction

## Items for Any Other Business

PRES declared two items for this section

- Annual General Meeting
- #LoveSUs

## Agenda Items

1. Minutes and actions of the meeting – 18/10/2016
2. University restructure
3. Resources
4. Upcoming VPE campaigns
5. Open discussion
6. Any other business

### 1. Minutes and actions of the meeting – 18/10/2016

VPE provided updates of actions which resulted from the first meeting of the Education Zone in October

- Library book location signage – ILS are currently looking into systems for better advertisement of locations
- Screens in CD block – ILS are also looking into the functionality; DVC stated that concerns surrounding locations on campus seemed to be a primary focus of the previous meeting.
- Moodle and lecture slides – DVC asked MA to refer to the university policy, MA stated that there is no policy but ‘good practice’ guidelines, subject directors have been contacted to ensure they are abided by.
- Lecture cancellations – MA interjected that the use of ‘text messaging’ is still being looked into, RW stated that a flowchart has been developed outlining the procedures for lecture cancellations, DVC asked if this could be in place by semester 2.
- Tables in MB004 – MA stated that some research has been done with David Lancaster and the option of using pallet tables from other locations is viable.
- New Wing temperature - VPE discussed the issues and referred to MA for further information; MA stated that the director of Estates has this on the agenda to review.

### 2. University Restructure

VPE brought to the discussion the recent change over to ‘schools’ to continue discussion from the October meeting.

DVC asked if there were any concerns, none were raised.

### 3. Resources

VPE introduced the discussion surrounding resources

#### General feedback:

Chair of School (HRP) stated that a number of concerns have been raised about missing text from readers, often making text unreadable due to missing sentences; this is not the first time it has happened.

DVC stated that the library should be contacted directly

RK asked if this was due to a badly scanned copy

Chair of School stated this appeared to be the case.

**Action:** Chair of School to liaise with staff about the quality of print outs

Chair of School (HRP) also stated that a number of students have requested a 'safe space' to study in the busy times for the library and Holgate – this is specifically referenced for students with autism.

**Action:** VPE to work with the institution to look into the viability of this provision

Chair of School (PSS) stated a number of issues which have been flagged in regards to ethics approval within Psychology; a small group of students have been able to easily proceed due to gaining access to the tutor's 'SurveyMonkey' however, this is not available to all students and therefore others feel disadvantaged.

JR stated that there is an accessible system for students, 'Select Survey'

MA stated that the institution may be switching from 'Select Survey' but a message to staff should be circulated.

**Action:** MA to e-mail academic staff regarding 'Select Survey'

\*MA later stated that Select Survey is available to all students and should students wish to use it they are required to contact [helpdesk@yorks.ac.uk](mailto:helpdesk@yorks.ac.uk) and request changes to their permissions.

DVC stated this is an urgent issue that requires attention.

RW stated that the e-mail should be directed to subject directors who will be aware of all dissertation supervisors in post.

Music Production stated that a number of issues have been raised in regards to the new MACs available to use; traditional software is not fully available and therefore makes a number of tasks being carried out void.

PRES asked if the lecturers are aware

Yes – but lecturers don't use the system regularly so don't seem to understand the concerns.

Music students followed this, requesting that software they require to be available in the library

VPE stated that a representative for level 3 is currently working on this with academic staff.

Chair of School (ADCS) stated that there is currently no WIFI available in particular sections of the design block.

RK stated that this is being worked on with the Director of Estates as it has been an ongoing issue, spanning at least two years.

**Action:** RK to report on the outcome of this.

Students also requested that presentations from external speakers/guest lecturers be uploaded to Moodle for future reference and reflection.

**Action:** VPE to ensure this is done within the schools

Primary Education students stated that there doesn't seem to be enough areas for group work on campus.

PRES stated that the Students' Union bar and Coffee Lounge areas can be utilised for study as well as socialising.

DVC and JR stated this will be looked into but may be a localised issue.

**Action:** DVC and JR to report on a best course of action

## Software:

Students on the design courses also highlighted that required software is not currently operating on PCs

Similarly, students in level 1 English Language stated that current software required for the module 'Language acquisition' falters and locks students out, this has been found to **be due to the excessive** use by students at any given time.

RW stated this will be looked into, however it should not affect the students attainment in the long run.

**Action:** RW to report on the findings and resolution for this issue

Music students also stated that there are current software issues too and is currently being looked into.

DVC stated there seems to be a number of generalised hardware/software issues that need addressing.

**Action:** DVC to ensure work is carried out to resolve current software issues.

## 4. Upcoming VPE campaigns

VPE stated that upcoming campaigns included:

Continuing elections of Course Reps  
Is Your Feedback What you Need Back (28-29<sup>th</sup> November)  
How to Harvard

VPE also stated that reps, if not already done so, come collect their lanyards from the Information Point at the Students' Union .

## 5. Open Discussion

### Psychology (Level 3)

Generally positive feedback with the exception of the aforementioned survey issues.

### Psychology (Childhood and Adolescent Development)

Submissions for 'Research Methods' cannot be processed as the data on Moodle is still set to 2015/16

**Action:** Chair of School to contact academic staff to resolve this.

### Fine Art (Level 3)

Feedback from students has been very positive.

### English Language and Linguistics (Level 1)

Had a meeting with academics recently and all is positive.

### English Language and Linguistics (Level 2)

Language Acquisition – software malfunctions

Linguistics Lab – temperature is set too high

RW responded to the software issue stating that on its introduction, a member of staff assessed the platform, however a better pilot could have been done – this should be better in the future.

### Primary Education (Level 1)

Students having just completed 'SE1' stated that required forms are outdated

No feedback has been produced from an assignment submitted a month and a half ago

JR asked for which group was affected – group 4.

**Action:** JR to investigate the feedback issue.

### **Primary Education (Level 3)**

Webcams and software not accessible

**Action:** VPE to e-mail ILS

Students also stated issues surrounding semester 2 placements; the official start date is Thursday 5<sup>th</sup> January, however students have been told to return to the university on Wednesday 4<sup>th</sup>, causing issues for those who commute. There has also been a timetabling during the February half-term which is used for planning.

JR asked if the subject director had been approached?

The student stated that they had approached the SD and it was stated that January can be altered; however, February may contain some compulsory elements.

### **Initial response to the above:**

JR presented the following responses to the commentary from on the 22/11/2016

As was established in the meeting, the timetabled items for the 1<sup>st</sup> Wednesday after Christmas (immediately before placement) are known to the team and colleagues in Timetable are removing them, and the Subject Director is in dialogue with students regarding timetabled session in February.

The following issues were brought to the Course Lead's attention for the first time on 22/11/16 (after the Zone meeting) and clarified immediately (i.e. in-session):

- Reflection forms out of date.
- Formative feedback return (submitted three weeks ago; returned this week)
- Link Tutor awareness of files – file content has been included within previous whole-cohort SE briefings, and the Course Lead has additionally offered to put together an information summary that can be accessed electronically.

### **Contemporary Literature (MA)**

Student feedback is generally positive

### **Religion, Philosophy and Ethics (Level 2)**

New submission to the journal of ethics is really beneficial

### **Biomedical Science (Level 1)**

Student feedback is generally positive

Physiotherapy (Level 1)

Breaks between lectures are not needed, particularly when following sessions are with the same tutor.

Not all information of how to carry out tasks is presented to students

FD asked if this was related to a particular module

Student stated this was 'P.O.P1'

## 6. Any other Business

PRES discussed the upcoming #LoveSUs campaign in association with NUS on Friday 2<sup>nd</sup> December

PRES and PM discussed the upcoming AGM on Monday 5<sup>th</sup> December at 2pm in the SU Coffee Lounge

## Date of Next Meeting

Monday 6<sup>th</sup> February 2017, 4pm, SK/128

## Summary of actions

Agenda item	Action:	Assigned to:
	It was stated that print outs are often miss-printed and text is missing, this is to be resolved. <b>(Page 4)</b>	COS
<b>Resources</b>	Students require a 'safe space' for study on campus <b>(Page 4)</b>	VPE
	Students need to be aware of the 'Select Survey' option <b>(Page 4)</b>	MA
	Highlighted software issues to be resolved within the Design block <b>(Page 5)</b>	RK
	A request was put to the meeting	VPE



for guest lecturer slides to be uploaded to Moodle  
**(Page 5)**

Group space was raised as an issue to be resolved for Primary Education  
**(Page 5)**

DVC/JR

Software issues for level 1 and locking students out  
**(Page 5)**

RW

Generally, there are a number of issues regarding software which need to be resolved  
**(Page 6)**

DVC

## Open discussion

Regarding the issues for Moodle assignment uploads and date error academic staff are to be contacted  
**(Page 6)**

COS

Feedback from SE1 has been late with no reason provided, this needs investigation  
**(Page 7)**

JR

Software problems relating to Primary Education need resolving  
**(Page 7)**

VPE