



Dr Jacob Zobkiw  
Secretary

[Jacob.Zobkiw@hull.ac.uk](mailto:Jacob.Zobkiw@hull.ac.uk)

## Minutes of Course Rep Forum

Held at 11:00am on 5<sup>th</sup>/6<sup>th</sup> December 2016 at University House, Meeting Room 1

Date of meeting	07/11/16 08/11/16	05/12/16 06/12/16
Attendance	144 Attendees 42 Apologies	142 Attendees 62 Apologies

1 Apologies

Please ask EC for apologies

2 Welcome

Welcome from VPE

3 University Matters

*HUU invites guests from the University to engage Course Representatives with projects and plans, and for feedback.*

i) Timetabling (Helen Kirby-Hawkins, Senior Timetabling Officer)

Course Reps were invited by the VPE to provide quality feedback on the student experience regarding timetabling. Feedback included inaccuracies and lectures cancelled or re-scheduled without warning.

Some reps asked for timetabling to work with Google calendar – VP-E replied that everyone uses different formats. It was suggested that students receive a text to indicate last minute cancellations; this was warmly received by other reps. The timetabling team asked students when they would like the release of the semester 1 timetable. The common consensus was



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when students had received their results from the previous year. If students have any issues relating to timetabling, they can visit the AskHU helpdesk (University House, second floor) or [help@hull.ac.uk](mailto:help@hull.ac.uk)

- ii) Technology Enhanced Learning – Andy Birch, Canvas Project Manager (Monday); Joel Mills, Acting Head of Technology Enhanced Learning (Tuesday).

The general consensus was that students are happy with Canvas. AB explained to students how they can cut down on notifications should they wish. AB also encouraged students to use the 24/7 helpline. Many students raised the issue of relevant and important documents on eBridge not being transferred to Canvas. AB explained that these documents have not been lost and can be transferred over. TEL will need to know the module code. For more help please e-mail [tel@hull.ac.uk](mailto:tel@hull.ac.uk).

JM talked about the possibility of de-anonymising exams and assessments so academics will know whose work they are marking. This will enable staff to administer personalised feedback and will be beneficial for staff and students alike if staff are able to say well done to students. Some students raised the issue of favouritism or those who have complained about a lecturer being punished through a poor mark. It was suggested that a combination of both might be beneficial: staff can find out students' grades after they have been administered.

JM also discussed digital exams, which would be composed of large rooms full of computers with a locked down browser so internet usage is restricted. TEL are currently considering multiple scenarios in how this would look. The benefit of digital exams is that the system can automatically mark students' work, meaning the workload for academics is lightened and students will get their feedback much quicker.

- 4 VP-Education Briefing  
*VPE informs reps of his projects for the semester*

- i) Online Training Modules



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VP-E outlined his plans to engage with reps and students via social media – particularly YouTube. He asked reps what competency skills they would like to learn, with reps answering assertiveness, stress-management and managing confrontation.

ii) Online Course Rep Forum

On Tuesday 22<sup>nd</sup> November 19:30, the first ever Online Course Rep Forum took place via Canvas Conference call. It was a great success and 60 reps attended, interacting with VP-E through the chat function, while VP-E spoke through the microphone.

iii) Governance Referendum

VP-E encouraged reps to vote in the referendum. Some reps questioned the VP-E on the other side of the argument and for the cons in changing the governance structure of the Union.

iv) SLTA Update

VP-E thanked those reps for their help in making the launch of the SLTAs a great success. In one day we received 205 separate nominations – a record. Those reps will get course rep points.

5 Other Course Rep Matters

Course Reps were concerned about the staff at Sanctuary who tend to talk to each other and ignore customers. Reps were also concerned over the price of goods in the shop, which were deemed to be too expensive. VP-E explained that the shop will soon be a Spar, which will be convenient for everyone.

6 Any other business

Reps were encouraged to nominate a staff member for an SLTA award ([www.hullstudent.com/slta](http://www.hullstudent.com/slta)). Reps were also alerted to the additional training sessions due to take place week commencing 8<sup>th</sup> December. Those who attend will get points.



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- 7 Next meeting will be – Monday 6<sup>th</sup>/ Tuesday 7<sup>th</sup> February at 11:00am until 12:30pm in Meeting Room 1 (University House).

Course Rep Action Register 5<sup>th</sup>/6<sup>th</sup> December

Area	Issue	Action required (VPE and committee/directorate and other notes)	Progress
Timetabling	Child Nursing – Many Mature students are travelling 2 hours for a 50 minute lecture. Could the nursing timetable be looked at to save on the cost of travel? No student gets fuel allowance.	Timetabling to note this and work on a timetable which has more hours in a single day.	
	Technology: USB adapters are a great idea, is there a possibility to have more? On the same theme, are there any plans to upgrade the AV capability of bookable rooms?	ME to communicate feedback to BJL staff	Library are investigating the options to add Apple lightning connectors and other connectivity to group learning rooms. There is a USB ports are available for every PC
	Creative Writing – Students have a 3 hour block on a Friday 3-6pm	BJL to communicate opening times on screens and update website  Course Reps to communicate times to students	Correction: Close midday 23 <sup>rd</sup> December in line with University opening times.
	Workshops: Postgraduate Taught students have essays to do within a few weeks of semester commencing. Is it possible for some of the library drop-in sessions to take place in the first week of semester – particularly the Referencing Workshops? Earlier sessions would be hugely beneficial.	VPE & ME to communicate feedback to the Library Skills Team.	Passed to Skills team ahead of their next planning round
	Room bookings are on the hour, just like lectures. Is it possible to move times slightly so students do not lose 10 minutes going to and from lectures?	It was felt that the room booking times were a fair reflection of the timetable.	No action needed
	Room Bookings: It can be frustrating when students see a room empty but not able to use it because others have booked it. ME explained that if a student does not use their booked room after 30 minutes then it becomes void, and	Course Reps to disseminate the '30-minute rule' to students.	No further action needed

Course Rep Action Register 5<sup>th</sup>/6<sup>th</sup> December

	other students are entitled to the room.		
	Temperature: Some study rooms have been particularly cold. ME answered that certain sections are cooler and Estates set up temperature for the building.	VPE/Forum Reps to raise issue with Estates	
	Book Reservations: If a student does not claim a book, or a book is requested, then the next person in line can pick up that book after 3 days. This is not happening at the moment.	ME to communicate this to BJL staff.	There was an issue with the system. Library staff have been working on a fix and believe it to be resolved. Please raise any further issues with a member of staff.
	Student Behaviour: More students are using their laptops/tablets at a computer station, without actually using the desktop. This is frustrating when computer stations are full. Also students are forming in large social gatherings, distracting others in the process.	ME to take back to BJL staff.	When particularly busy staff will enquire with such students if they are using the PC and if not if they'd be prepared to move to a different space.  We are aware that many students use multiple devices as part of their work but we will try and help whenever possible.
	Computers: They take a lot of time to log-in – sometimes up to 5 minutes.	VPE to raise in library meeting	ICTD are working on this issue.
	Postgraduate Lounge: It is unfair that Postgraduates who are part research/part taught cannot utilise this study space. It was suggested that the name of the space should be changed to reflect that only PGRs can use this space.	VPE to raise with BJL	
	KDL: There are no courses relating to Drama and English at Scarborough anymore, yet these books are still at the KDL. Can students be informed of the timescale for moving these books to the BJL?	VPE to raise with BJL	

Course Rep Action Register 5<sup>th</sup>/6<sup>th</sup> December

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Timetabling	Year 3 Nursing: Big issues in rooms not being able to accommodate the cohort. Students have been sitting on the stairs in Wilberforce lecture theatres.	VPE to raise in Timetabling meeting with University.	This is being addressed with FHSC. Issues around data captured and cohort sizes due to size of Estate. Further compounded by Induction week, plans in motion to address this.
	It was reported that some mature students have dropped out of University because of the constant change to lecture times – could not plan ahead properly.	More information required	TT comments-more info needed as this would better inform our desire to further reduce timetable changes and have a baseline tolerance level for number of changes to manage expectations and stop this from happening.