



Minutes of Course Rep Forum

Held at 11:00am on 6th/7th February 2017 at Student Central, Meeting Room 1

Date of meeting	07/11/16 08/11/16	05/12/16 06/12/16	06/02/2017 07/02/2017
Attendance	144 Attendees 42 Apologies	142 Attendees 62 Apologies	

1. Apologies
Please ask EC for apologies.
2. Welcome
VPE welcomed course reps to the third Course Rep Forum.
3. University Matters
HUU invites guests from the University to engage Course Representatives with projects and plans, and for feedback.
 - i) Hull Employability Awards (Julia Goodall, Assistant Director, Careers & Employability) (Monday)/(Hannah Cooper,)(Tuesday)
JG gave an overview of the Hull Employability Awards criteria to course reps. There are 5 key areas to the process, one of which is completed by being a Course Rep; other areas include CV writing, interviews, work experience and volunteering. The programme increases employability and looks good on a CV.

Some course reps in attendance are already signed up to the programme, JG advised that any reps interested in the programme can find more information or sign up by visiting <http://hullawards.hull.ac.uk/>.



4. Breakout Groups

HUU invites reps to discuss how the University and HUU can help them during their time as reps.

i) Academic Voice

How can the Student Staff Committee be improved?

VPE asked course reps to work in small groups to discuss how SSC's are currently being run and consider any changes that could be made to ensure the meetings run effectively, benefiting both staff and students.

ii) Union Voice

Do you feel represented by the Union?

VPE welcomed views on how Union Council could be improved and be made more accessible to ensure students feel empowered and able to make change within the Union.

5. Course Rep Matters

Course reps were concerned about modules from semester 1 no longer being visible on Canvas, VPE and other reps explained how to favourite tabs to make resources from previous modules easy to find.

Course reps raised the cost of printing materials required for their course, one rep advised that 'small' law cases often cover around 90 pages, making them difficult to read online and expensive to print.

A course rep highlighted the lack of communication within departments when setting deadlines, some joint courses have high numbers of assignments due on the same date or close to exams. Improved communication when co-ordinating deadlines could prevent this happening.

Politics course rep raised that one of her lectures is timetabled for a seminar room which is too small to accommodate all of the students. VPE agreed to chase this up as it is not acceptable.



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A course rep informed VPE that some library computers still showing links to Ebridge and not Canvas.

Course reps from Sciences explained issues they were encountering with Canvas with regards to multiple notifications and having to re-enrol onto courses, which had dropped off their accounts.

Course rep provided feedback from languages student on the new LLC facilities in the library. Main concerns were the availability of computers for language students and that the area was too noisy. Course rep expressed the view that not enough information had been circulated to students regarding the facility. VPE agreed to help facilitate a meeting to discuss concerns.

VPE answered a query regarding anonymous marking and any potential plans to remove anonymity. VPE discussed the pros and cons of anonymous marking whilst emphasising that this had only been a meeting discussion point and no changes to the current system had been suggested.

Course rep from Education raised the issue of inconsistency in deadline extensions. VPE explained with the creation of Faculty Hubs it was hoped that a consistent policy could be put in place across the courses. Action: VPE agreed to raise policy

Course rep raised that several different staff at Faculty Hub had been dealing with her email issue, questioned if an acknowledgement email could be sent to avoid confusion over who at the Hub is responsible. Action: VPE to put forward suggestion.

6. Any other business

Student Trustee Vacancies

Nominations for Student Trustees are now open, Student Trustees sit on HUU's Board of Trustees and contribute to the decision making at HUU. There are 5 board meetings a year, Student Trustees also have the opportunity to become members of a sub-committee. Interested students can speak to VPE or complete a nomination form that is currently online. Nominations close on Friday 10th February at 12pm.

Elections

VPE promoted the upcoming elections, where School Reps, Faculty Reps and Student Officers will be elected for 2017/18. Elected School and Faculty reps will sit on some University



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committees and work with staff to make change within departments. Student Officer Roles are full time paid roles lasting a year, which can be taken as a year out during study or immediately after graduation. VPE invited any students interested in running for a position to speak to VPE or Democracy & Governance Co-ordinator for more information on the roles and how to apply. Nominations open Monday 13th March and close on Friday 17th March 2017.

Course Rep Training Videos

The first course rep training video is now available to view online, there will be 5 core training videos based on feedback received at the last Course Rep Forum. VPE hopes to upload a weekly video to keep reps up to date. Videos can be found under the Course Rep module of Canvas.

Education Survey

Education Survey will be launching on 27th February.

7. Next meeting will be – Monday 13th/Tuesday 14th March at 11:00am until 12:30pm in Meeting Room 1 (Student Central).

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Issue	Action required (VPE and committee/directorate and other notes)	Progress
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	Issue Raised with Library and estates. Awaiting Update.
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	Issue raised with Library SMT. SMT are happy to rebrand the Lounge as PGR Lounge.
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	Issue raised with Library team. Awaiting Update.
Politics: Course rep raised that one of her lectures is timetabled for a seminar room which is too small to accommodate all of the students.	VPE to raise with Politics and Timetabling	Lecture has been moved to a different Lecture room to accommodate the numbers of students.
HSC: A course rep highlighted the lack of communication within subject groups when setting deadlines, some joint courses have high numbers of assignments due on the same date or close to exams. Improved communication when co-ordinating deadlines could prevent this happening.	VPE to Raise with HSC faculty.	VPE raised with AD(E) who informed that they will look into it.
Library: A course rep informed VPE that some library computers still showing links to Ebridge and not Canvas.	VPE to raise with the library team	Library team aware and waiting for ICTD to change the links.
LLC: Course rep provided feedback from languages student on the new LLC facilities in the library. Main concerns were the availability of computers for language students and that the area was too noisy. Course rep expressed the view that not enough information had been circulated to students regarding the facility. VPE agreed to help facilitate a meeting to discuss concerns.	VPE to speak to FACE regarding communications. Course Rep to email VPE to arrange meeting.	Reviewed amount of communication regarding the LLC changes. VPE felt that communication had been clear and adequate yet noted it was via email which students often do not read. No contact received by the student who raised the issue.
Student Hubs: Course rep from Education raised the issue of inconsistency in deadline extensions. VPE explained with the	VPE To raise with SHUBS/Business Managers	Issue raised and the key miscommunication was identified between 5 days and 7 days. There was a change to the policy that noted the change from 7

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creation of Faculty Hubs it was hoped that a consistent policy could be put in place across the courses		days to 5 working days. Staff have been communicated again about the policy change.
Student Hubs: Course rep raised that several different staff at Faculty Hub had been dealing with her email issue, questioned if an acknowledgement email could be sent to avoid confusion over who at the Hub is responsible	VPE to raise with SHUBS/Business Managers	Issue raised, awaiting update.