



Your Union

HUU Academic Council - Hull
Monday 1 February 2016

Jacob Zobkiw
Secretary
01482466269
jacob.zobkiw@hull.ac.uk



Minutes of Academic Council

Held at 1:15pm on Monday 1st February 2016 at Staff House

Date of meeting	2/11/15	17/11/15	1/2/16
Attendance	115 Attendees 32 Apologies	95 Attendees 31 Apologies	72 Attendees 75 Apologies

1. **Apologies**
Please ask ERC for apologies
2. **Welcome**
Welcome from VPE
3. **Approval of minutes**
Minutes approved
4. **Course Rep Investigate**
 - i) **Virtual Learning Environment – an introduction to Canvas (Chris Turnock, Head of Technology Enhanced Learning)**

Chris showcased to Course Reps the numerous technological developments at the University. First, he explained the uses of Lecture Capture, which has been contracted to a vendor but cannot be announced until 09/02/16. With this technology, staff will be able to record themselves, therefore transforming teaching practices at the University. TEL are planning to change the name of Lecture Capture with the help from course reps; there could be an award for the winning entry.

It was explained that the iHull app will be developed further, becoming more presentable and accessible while containing more features. Tiles will appear according to the individual student’s needs



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(for example, washing machine accessibility for those in halls of residence), and can be personalised. There is potential for a live bus feed, and timetables for specific numbers.

The Canvas VLE is up and running and all course reps should have received an invite to join the course rep page. It was explained that, in the next year, Canvas will replace e-Bridge at the University after a successful formal process of feedback. The Canvas platform has been cited as the best on offer by staff and students, is easy to use, and also works like social media. Staff can create video or audio files through the media editor, which will be useful for assessment feedback. There will be a push on the Canvas marking which can link with social media (Facebook, Twitter etc.). There are three apps which are suitable for use on iOS and Android. Windows users will have to use the browser. It will upgrade every three weeks to stay up to date and staff can design their own pages and create a unique identity. The hope is that staff will utilise the platform more than e-Bridge, thereby increasing student engagement.

Chris informed course reps that Hull University has purchased Student Support for Canvas with a five year license. This entails 24/7 support so students can get help whenever they want. In addition, there is a published introductory course for students which will help integrate them into Canvas. Currently, Canvas is being utilised in the Faculty of Education and Computer Science, and by July every faculty will be on the platform. E-Bridge will still be available for those taking resits.

There were several questions asked by course reps:

1. Will students be notified if they are migrated to Canvas when they are on a short course?

Chris replied that the University is still discussing this. If the module in question is a final module of a programme, then it will not be switched to Canvas. Chris said he should have a list by Easter on the modules that will be on Canvas, which he will give to the VPE.

2. Will Canvas be used by staff in a standardised way and will they be trained?

Chris replied that, unlike e-Bridge, students are free to personalise Canvas. Course reps are vital in engaging with the University on what students want. Canvas should save staff time and increase their involvement on the platform. The University is making efforts to ensure staff are consistent in their use.

3. Can you link from Outlook to Canvas?

Chris replied that this is just a one-way link.

VPE explained that course reps were not utilising e-Bridge and resources were not being posted. He asserted that Canvas is a great opportunity to access and post discussion forums, consequently building a community of student representatives.

Chris continued to highlight the capabilities of Canvas, such as: setting up e-mail lists and receiving e-mails from a personal account; linking social media accounts to Canvas; controlling notification preferences; and choosing what can be seen on the dashboard. Students can organise their events,



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lectures and deadlines through the calendar tool. There is also a 'help' panel wherein a problem can be reported on a freephone number. In the daytime the help office will be London, and at night the response team will be situated at Salt Lake City, though this team will fully understand the needs of Hull students, and will be trained to respond to their needs in a satisfactory manner. Furthermore, students can ask the Canvas community for aid if they are experiencing an issue and users can also submit an idea to the community.

Finally, Chris emphasised that Canvas is for students and fulfils what the students want. It will help improve the students' learning experience, grades, and satisfaction levels, thus ensuring quality enhancement across the University.

Students were then invited to explore the platform in groups for 5 minutes.

Action: Course Reps are asked to help staff and students become acquainted with Canvas, in addition to reporting on what students would like to see on the platform.

- ii) **Timetabling and the Student Services Centre Projects (Helen Kirby-Hawkins, Student Administrative Services)**

Helen was not able to make the meeting and will attend Academic Council at a future date.

5. Course Rep Issues

Please see pages 5-8 of these minutes for the Course Rep Action Register.

6. Any other business

- i) Course reps were informed of the Student Led Teaching Awards (SLTAs). Nominations are open at <https://hullstudent.com/education/student-led-teaching-awards> . VPE asserted that student feedback is vital for staff development and improving the teaching practices at Hull University.
- ii) Education Survey has launched this week. Students were encouraged to pick up a survey after the Council or fill in the form online. The survey results are compiled into the SWS and used to lobby and campaign the university on behalf of the students. VPE clarified that the redeveloped library was only possible thanks to the results from the survey. The Education Survey is available at <http://hullstudent.com/edsurv> .
- iii) VPE informed Course reps that on Friday 5th February there will be a Feedback Campaign and a Treasure Hunt run by HUU, aiming to generate awareness and interest in the Feedback Charter and Education Survey.



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iv) Nominations for Student Elections will open 10th February. VPE explained the importance of elections, the disparate roles students could run for, and then proceeded to encourage students to run for election and change student lives.

7. Next meeting will be – Friday 11th March at 10:15am until 11:30am (Morning) and 5:15pm until 6:30pm (afternoon) in Meeting Room 1 (Hull Union). Council will be followed by a social in Johnny Mac.

Course Rep Action Register

Theme	Issue	Action required (VPE and committee/directorate and other notes)	Progress
Microphone usage	Lectures use of microphone – clip on microphones not working, leading to lecturers shouting.	VPE to follow up with LEAP	None
	URGENT 17/11/15: Microphones in the Allam LT are being high jacked during lectures and profanities are being broadcast to entire lecture theatres.		
Facilitates	Room capacity for HUBS students – students are sitting on the stairs in lectures.	VPE to take up with Estates Directorate	None
	Room temperature in Wilberforce LT1 is too hot.		None
	Languages students have been put in rooms for 14 people when there are 16 students on the course.	VPE to take up with Room Bookings/Timetabling (SAS)	None
	FOSS LT – Desks moving when people are writing on them (suspected they are not secured appropriately). Furthermore and incident was reported that a ceiling fan detached from the ceiling whilst it was in use – room evacuated. Health and Safety concerns were raised.		None
	University-wide (Including Students’ Union building) – Clocks! Students would like more clocks and those that are about the campus to be set to the right time and working!		None
	Left-handed students are at a disadvantage as buildings are only providing arm chair desks for right handed people. This is particularly a problem within the Ferens building. – Student noted that there were 9 students on their course that are left handed and are unable to use the facilities available.	VPE to take up with Estates Directorate	None
	Loten building – students are resorting to writing on their laps – more tables requested.		None
	Heating in Applied Sciences – too cold.		None
	Larkin LTG quality needs improvements, also over-crowding in lecture theatres. Microphones and laser pointers are not working appropriately.		None
	Wilberforce LT 1&2 Microphones.		None
	Wilberforce LT 15 Right hand screen isn’t working.		None
	Larkin Building 24 hour study space was referred to as ‘unhygienic’.		None
	01/02/16 Venn building automatic doors regularly break down.		
During a lecture a chair collapsed within the Allam LT whilst a student was using it.			

Course Rep Action Register

Signage	More needs to be done to advertise the microwaves within the students' union.	VPE will work with President and Director of Commercial Services to improve signage.	None
	01/02/16 Signage needs to be clearer in the permit holders' car park, as the two signs are very small.	The President has been meeting with the Estates Directorate. VP-E to get report and inform course reps of contents.	None
Kettles	Kettles within the Union was raised as something that students would like.	President to follow up after students came in to see him regarding this issue.	None
Timetabling	Issues with MSc Applied Social Research – clashes with optional.	VPE to take up with Timetabling in Student Admin Services (SAS)	None
	History - WISE Centre and Hull campus based lectures are not being scheduled with appropriate time in-between. Also noted that when signing up for a module, the WISE Centre is not within the module description. Noted within the Patterns of prejudice module.		None
	LLB Students have requested that more non-assessed essays take place on the course in order to give students more practice.		
	01/02/16 Social Work – Timetables have been issued only a week before semester. Students are also struggling to get feedback on essays because of staff leave.		
	01/02/16 Accounting – Students attend a 2 hour lecture but have to relocate to a different building after an hour.	VPE to liaise with Student Admin Services and Estates Directorate.	None
	01/02/16 With the timetabling at quarter past the hour, this makes it more expensive to commute on bus from Doncaster because of the childcare prices.	VPE is liaising with University on changing timetable structure.	
Assessments	Politics students noted that they have three deadlines for one day (30 November). Furthermore there are also applications for internships that are due in around the same time.		None
	Film a lot of assessment types that are writing and no real help with practical film making.		None
	01/02/16 – There was a 50 minute delay for a Biomedical exam because the wrong papers were handed out twice. This also affected students on various other courses.		Some students have been contacted by the Advice Centre. Others encouraged to talk to the Advice Centre and fill out a mitigating circumstances form.
	01/02/16 Geology – Not enough emphasis on bringing Student identification to exams. Many observed that regulations were not being followed and that students did not keep phones under desk or in bags. The Sports hall was also too cold.		None
	01/02/16 Physics – Many interruptions in exams, some of which came from invigilators. Other students noted that students distracted other students, while some exams were too close together meaning there was not enough time to revise for each one.		

Course Rep Action Register

	01/02/16 Chinese Foundation Year – Level of test was very hard. Characters were used which students were not familiar with. Students not given much time to revise.	VPE to discuss with Teaching and Assessment Committee.	None
	01/02/16 Disabilities – For exams in the Wilberforce building there was no organisation and students were unaware that seats were set out by surname over two rooms.	VPE to look into it. Students encouraged to contact the Advice Centre.	None
	01/02/16 – Some students were dissatisfied with the conduct of invigilators, finding them off-putting and distracting. Some found other students to be equally as distracting.		
Communication	Computer Science students noted that the new communication policies and regulations are not appropriate for their department.		None
Learning and Teaching	Computer Science students noted that there is an issue with the programme module. Several students are having difficulty with the way in which the module is being taught 1) Problem is introduced during lecture 2) Concept is explored however no examples of how to solve the problem are solved 3) Coding challenge takes place Students who are newer to coding are struggling with this exercise, furthermore it was raised that there is little to no feedback on these activities.	VPE Feedback Campaign	None
	01/02/16 In Computer Science there is a poor staff/student ratio, with 320 students to a lecturer in one instance.	To Raise at SSC. VP-E to discuss with Faculty Manager and Dean.	None
	Languages students noted that the beginner's classes were going too quickly – a lot of grammar but not enough vocabulary.	VPE to work with Faculty Co-ordinator and raise through Faculty Learning Teaching & Assessment	None
	International students are having trouble keeping up with tutors.	VPE noted that the provision of teaching English to International students will be increased over the summer period.	None
	Chemistry – Not given lecture notes, department has gone paperless, this is causing an issue due to the high level of equations required for this.		
Academic Support Tuition (Personal Supervisors)	Education – Masters Level students.		None
	Maths –few more example answers needed.		None
Practicals	Biological, Biomedical and Environmental Sciences – 60 students to a practical, not enough support for the group and		None

Course Rep Action Register

	too many people. Suggested group sizes to be made smaller (30).		
Students' Union	First few weeks Sports and Society memberships took too long to obtain.		None
	17/11/2015 A sofa in Retreat was reported as damaged and in fact caused a health & safety concern.	VPE and ERC worked with HUU's facilities team to have said sofa removed.	Completed!
	17/11/2015 Toilets within University House several of the toilet doors were un-available and the others were not useable for hygienic reasons.		
Mentors	Mentors wanted for first year law students. Law and Legislative studies student noted this.	Peer Assisted Study Sessions (PASS)	None
Student Wellbeing/Welfare	Disabilities, nothing in place in the first few weeks.		None
Office Hours	Hull University Business School (HUBS) Undergraduate office closes before lectures finish, hence students cannot speak to anyone in the office once their lecture is over.		None
	17/11/2015 It was noted that enough office hours were being given for strategic management- lecturer is spread over two campuses and is offering two hours of office time per week for module, assignment and academic support tuition.		
	FASS Hub – issues with students not being helped.		None
	More seminars requested for what is being studied.		
Students' Union	Ground floor feedback was positive.	VPE to pass on to Commercial Director of HUU.	Done
Technology Enhanced Learning	Psychology Course Reps noted that in their lectures certain types of media can't be played.		
	Room sizes in Larkin are not suitable, 11 students and a lot have to have their backs facing the wall.		
	A lot of modules on e-bridge have not been named and it is difficult to find the numbers.	VPE notified course reps on courses.ac.uk. This handbook will have all module names and numbers. Alternatively, students can ask at SSC.	
Library	Library study skills announcements interrupting lectures.	VPE to speak to Director of LLI.	
	01/02/16 Fines for late laptops return. Students are being fined out of hours even if they have a receipt.	This can be sorted on an individual basis and the library is reimbursing students. VPE to liaise with Richard Heseltine.	
	01/02/16 Some sockets in library are not working, particularly on the second floor.		
Resources	Physics software is unavailable, however Engineering students are able to have the software for free (MacLab)	Raise at SSC.	