

# UNIVERSITY OF KENT

## School of Mathematics, Statistics and Actuarial Science

### Minutes of the Staff-Student Consultative Committee Held at 2pm on Wednesday 28<sup>th</sup> October 2009 in the McVittie Library

**Present:** Mrs Esther Glover (Chair)  
Dr Diana Cole, Mrs Loba Van der Bijl, Dr Steffen Krusch, Mrs Cherie Bateman (Minutes)

**Student Representatives:**  
Matthew de Lima, Liam Franz, Shireen Gammoh, Hollie West

**Apologies:** Apologies subsequently received from Mufaddal Dhamangaamwala

#### 1. Welcome

The Chair welcomed all the members to the first meeting of this academic year.

#### 2. Terms of Reference

The paper circulated prior to the meeting explains the purpose of the Committee and who the membership consists of.

#### 3. Chair's Communications

It was noted that the schedule of meetings for this committee was 2 per term for the Autumn and Spring term, with no formal meeting arranged for the Summer term. Additional meetings could be arranged if it were felt necessary.

#### 4. Minutes and Matters Arising from the Last Meeting

The minutes of the previous meeting were reviewed and agreed, with the following points for note:

##### 4.1 Mathematics Society

It was noted that Liam Franz is working with another student to arrange that a Mathematics Society be set up through the Student Union. Further information will be circulated once it is known. Liam was asked to keep the School informed of progress.

**ACTION: LF**

#### 4.2 Coursework Deadlines

Concerns were raised by a group of students last year that deadlines were grouped together. During the Summer Vacation analysis of coursework deadlines was carried out and subsequently discussed at Learning and Teaching. It was felt that no significant bunching of deadlines had occurred.

#### 4.3 Course Rep Budget

A proposal had been received from last year's course reps concerning a Course Rep Budget for such things as photocopying. A discussion with this year's reps took place and they all agreed that they did not think it necessary to continue with this. It was **agreed** that no budget be set but that if the reps needed any financial assistance with admin matters, they would speak to Dr Sowrey.

#### 4.4 Plagiarism

The Chair explained to the reps that there were a number of plagiarism cases last year and in many cases the students' response was that they were not aware of how to correctly reference, etc. The Chair, as Senior Tutor, has sent out an email to all students regarding plagiarism and directing them to the UELT website for help and guidance with this subject.

Hollie West suggested that the School could have some kind of interactive workshop on plagiarism. Shireen Gammoh and Matthew de Lima both suggested a Key Skills class for Masters' students, possibly something that could be incorporated during the introductory week. EJJ will investigate the possibility of these suggestions.

**ACTION: EJJ**

### 5. Personal Academic Support System

#### 5.1 Tutor System

The tutor system has changed again this year to accommodate the increasing number of students. Effectively this means that there are a number of new tutors. Signing in and out with your tutor gives students a chance to catch up and also give the tutor a chance to get to know the student for reference writing purposes.

Some reps thought it would be nice for tutors to email their tutees mid-term as well. After some discussion it was **agreed** that EJJ, as Senior Tutor, would email all students mid-term to remind them that their tutor is available to see them if they have any problems or concerns.

**ACTION: EJJ**

## **5.2 Stage 1 Support Classes**

To note that Stage 1 Support Classes started this week and would run until week 11. Approximately 40 students had been invited to attend and of those invited about 20 had attended. A request was made for material from these classes to be made more widely available on Moodle. It was felt that this may be a possibility after the classes had finished. EJJ will investigate.

**ACTION: EJJ**

## **5.3 Academic Discipline**

Attendance monitoring has been taking place and it is planned that all data up to the end of week 6 will be reviewed with a view to issuing warnings. It should be noted that warnings last for 12 months.

The Chair informed the reps that the School is participating in a pilot scheme of electronic attendance recording. Any feedback on this would be welcome.

## **6. External Examiners' Reports**

The Reports of the External Examiners were circulated to members.

## **7. Start of Year**

The School will be expressing its displeasure regarding the start of term in respect of SDS, room allocation and computer systems. Students are encouraged to complain about the situation if they feel they were affected by it.

## **8. Social Event**

The School is happy to support the students if they wish to hold a social event. The Chair has told the reps it is up to them to organise and to get back to her or Dr Sowrey regarding this.

**ACTION: REPS**

## **9. Any Other Business**

Hollie West reported that students on the Mathematics with Secondary Education course did not feel part of the University as they did not receive things like ballot forms to vote during the recent student reps elections. It was **noted** that FES would be contacting Christ Church regarding this matter.

Next meeting: 16 December 2009

**CKB**  
**29/10/09**

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