

HUU Academic Council

(A subcommittee of the Education Zone)

A meeting of the Academic Council will be held on 20/5/11 - Monday 3pm start time ending at 4pm in meeting room 1, University House, 2nd Floor.

Lee Fallin
Secretary
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Note: Items which are starred (*) will be taken as read. Members are asked to let the Secretary know in advance of the meeting if a request is to be made for an item to be unstarred.

Agenda

1. **Apologies for Absence**

2. **Welcome**

To welcome new members

3. **Declarations**

(a) Declaration of Members' Interests

4 **Minutes**

(enclosed)

To approve the minutes (Part A) of the meeting held on 15th March

5 **Matters arising from the minutes**

6 **Chair's Report – VP Education**

7 **Chair's Actions**

- (a) Course Rep BBQ
- (b) Assessment and Feedback Working Group. (to follow)
- (c) Academic Year Working Group, (to follow)
- (d) Library Campaign. (oral report)
- (e) Library Redevelopment Project Group. (to follow)
- (f) New Code of Practice on Student Representation. (enclosed)

- (g) Education Zone strategy and budget proposals. (enclosed)
- (h) eBooks (presentation from Charlotte Walker)
- (i) Course Rep Training Action Plan. (enclosed.)
- (j) HUU Education Survey (oral report)
- (k) Next year.

8 Course Rep Issues.

9 Faculty Rep Issues.

10 Senate Rep Issues.

Any other Unreserved Business

12 Dates of meetings 2010/11

TBC

MB

Hull University Union
Minutes of Academic Council 3rd February

Item 7 (f)

(A subcommittee of the Education Zone)

HUU Academic Council – Minutes

Meeting: Academic Council

Date and Time: Thursday 3rd February at 13:00 ending 16:00

Venue: University House, Meeting Room 1



Part A: Unreserved Business

Part A :

Name	Membership Category	1/11/2010	3/2/2011
Aidan Mersh	President, HUU	✓	X
Lee Fallin	ERC, HUU Secretary	✓	X
Victoria Winterton	Acting Secretary for Academic Council Chair, Education Zone	✓	✓
Matthew Barrow	VP Education, HUU Chair	✓	✓
Course Representatives		Over 120 in attendance, contact committee secretary for full details.	58 in attendance, contact committee secretary for full details.

1 Apologies for absence

Action

Apologies were made by 34 members, please contact committee secretary for details.

Apologies were received from Lee Fallin, ERC who had office hours in Scarborough

2 Welcome

The Chair welcomed all Course Representatives.

3 Declarations

At the discretion of the chair, this item was skipped

4 Minutes

The minutes, Part A, Draft 2, of the meeting of the Academic Council held on 1/11/2010 were approved as a correct record and signed by the Chair.

5 Matters Arising

At the discretion of the chair, this item was skipped and there was no opportunity to raise

6 Chair's Report – VP Education

The Chair delivered a report to Academic Council

- One of the most successful years for students unions.
- Lots of wins
- Important time for higher education
- People need to get as involved as possible
- Go through points and give people the chance to contribute
- Library Campaigns
- Research based on student survey and ideas cafe etc.

Chair's Actions

(l)Library

i. **Developing a vision for the future of the Brynmor Jones library. (Video)**

The library campaign video is shown

ii. **Library Campaign – Progress.**

MB opened the room for comment

Raises issues that focus on IT which is good but asks if encouragement from the union was already in place? MB explains there were plans for a redevelopment but they fell because of several reasons: New vice chancellor, just first floor, no student's consideration, no research very limited, wanted more research, and a better development plan

Not enough books – engineering 100 students 6 textbooks has petitioned core text readings £50 a book unaffordable not just the IT need to focus on books make bottom floor short logins no facebook etc need to be doing work, have one side of checking if book is available and quick prints – stop people from going on facebook

MB responds on the book issue that the university is leaning towards E books MB says would not like to shift wholly towards e books people prefer to read books

iii. **Opening hours.**

Do we need it open longer?

Pointless because it is not a working environment because might as well only be open for an hour. Need to focus on environment not opening hours. Third year student does not want to use the library in and out quickly. A library should be quiet and should not have to ask to

be quiet its embarrassing.

People make phone calls whilst there not just receive them. Post grad not been in library since he started

Study rooms not open until same hours as library they close at 9. Unfair for those who find it easier to be in study rooms

People sometimes leave things in study rooms for an hour or more when people aren't using. People sometime use it just to chat or sleep.

Is the biggest problem that there aren't enough social areas?

MB says staffs need a place to tell students to go to.

Wheel house is not enough

MB work space on ground floor for social and then quieter as you get up the library that is the direction needed. Alleviate noise as that is where people are sent. Try to not be negative

One student found herself going to concourse to work because it's easy to talk and often quieter than the library. Why should the library be a social space? Notes cafe in library poses threat of damaging the books not a good idea

Reverse the fourth floor concept one floor social and the rest quiet if you want to be noisy go to that floor - something for staff to say

Key areas for people to communicate easily. Place to check on individuals who are repeatedly breaking rules of the library maybe block their student cards. Better policing.

Is there a few disused accommodation blocks? Behind the SU and behind science – unused –

propose implement something there

MB notes the improvement in the opening hours of the library a big win for the union at the start of the year open till 2 during exam periods

iv. **Noise.**

Noise issue, ban students who consistently offend others people just use facebook and make noise talk on the phone mobiles should be banned from being on in the library also the post graduate school is just as bad. More like a cafeteria people screaming unable to do work not fair for the amount for money we are paying.

MB notes that staffs have found it difficult to approach students. Students can be aggressive hence difficult so looking at other ways such as lighting and more security and signage.

Another suggests banning as a good idea don't see why not. MB says yes as union ban people.

The amount of computers free not accurate some are in fact broken

People outside study rooms using mobile phones not practical

v. **eBooks**

MB asks for input on books and e book

Issue with searching from home it says there are some available and go in and not there. People should check out books for using them for more than 3 hours then can't find them people travel from far away.

Books are lost library. People move books on different floors and leave them there have to go searching for books around floor. Need to be able to book books

Annoying that cannot book books already on the shelf. Only when they are being returned

People also stashing books so that not even the librarians can get them back increasing issue with the English department

MB says leave library for now and move one. Realise great many issue with it.

IT

MB introduces – IT administrators within the university and opens up them to ask questions

Respect for other students – people talking not on work facebook wireless easier key respect from other students. Short term loan – need the ability to renew short loan books

MB responds on noise issue with a zone system for different students who want to do different levels of work 4 has made other floors nosier. Book issue cannot afford hundreds of books

Facebook issue mostly used for laziness but can be used for productive means. However some discussing what had to drink. Study in quiet wanted. Too much hassle to stay in the library because of noise.

More dynamic than fourth floor. Unfair history floor fill up a lot more easier.

Sheffield and Warwick library appear bigger than ours. MB notes it is actually the same size. We have the space but redevelopment has continuously been put off. Now is the time to push on the issue.

ICT service desk takes up a great deal of space how much is actually needed?

Reporting a missing book – takes too long need to minimise time it takes too many procedures

Rob has helped with new live pc system

Rob says needs more engagement to establish what people need. If not enough machines what is the right number need to work together to find out exactly what we needs

(a) Academic Conference

MB outlines the title of the conference - the future of Higher Education and the growing importance of the University of Hull's ability to engage with students in a time of change.

The event has a fairly exciting line-up and will include;

- An opening presentation from HUU Sabbs and ERC.
- A plenary from the University of Hull's Vice-Chancellor Prof Calie Pistorius.
- Presentations and opportunity to ask questions of University Senior Management.
- Interactive and engaging workshops.
- Free buffet and cakes.
- Evening debate with Hull North MP Diana Johnson, NUS VP Higher Education Usman Ali, QAA Development Officer Derfel Owen and the University Vice-Chancellor.

Urge all to come as a lot of work has gone into it to get the big names to come.

(b) Study Advice Service

MB brings up study advice service - mWhat you think of it? Should it be improved?

It needs to be moved not very accessible. MB responds it was supposed to be put into the union but that idea was rejected it does need to be looked into

Main issue is how hidden it is. Bit of a maze to find it.

Why put on the agenda - is it beneficial as they want to move

it to departments issue.

Do student find it useful?

Found it very useful and colleagues. Worried about how to ask them. Maybe when students come get study advice centre to introduce themselves so that new students are aware.

Needs to kept independent of the departments as if going to deal with essay writing do not want to be going to the department who will be marking the essay it is getting them to mark another piece of work. May not want to show professor as want to show finished product

MB notes issue of independence – possible something for students unions to take on. Maybe set up peer groups for people to study and learn together.

When first started attended all the sessions they were really good really informative better independent get more from it.

Has tried to tell people about the service – needs to be pushed more by departments themselves with more gusto to say they are there and really do help

Agrees good idea on peer groups. Introduce to others

Physics is very maths based. Has set up study groups problems they do not know where how to contact and if do have study groups where do we meet up

It's quick whereas with department it can take a few days. Need to be separate. Departments cheat on themselves better for someone to give required resources.

(c) **Assessment and Feedback**

MB says move on to assessment and feedback one of the weakest part of the University - it has consistently performed badly in terms of satisfaction rates. Supposedly working group set up that has not happened yet but will be happening this semester.

What do people think?

Criminology is the weakest. Anthropology and gender are

excellent with it. Anyone from the department is happy to discuss essays anyone. Point that it is also how the students 12 leave ish

MB asks what are expectations, time limit typed or written etc?

Lecturer had typed individual feedback to each person and knew why it was 72. Another said nothing besides not well researched. Some difficult to approach depends on lecturer some say you are third year should know by now. Legible typed feedback is very important

MB notes we are expected to come up with typed reference work so lecturers should to

Note an ebridge example everything on line for each essay and annotates online for each student via ebridge. Simple notes make a difference IT structure is there so no excuse

For modern languages essay feedback is really good but problem with exams and no idea why did a certain way.

English department meeting going to lower marking so that it only has to be assessed by one marker to find easier ways to get essays back quicker.

Turnitin more universal

Feedback before exams important especially when work handed in at the beginning for the semester

(d) Study Groups.

MB moves onto study groups, area for students unions. Mentioned in recent student satisfaction survey. Growing importance is that union offers academic support and become less societies focus and more academic support.

One way for really improving would be a system for students to take part in study groups particularly around exam times is it a good idea?

Ethos is really good. But not necessarily constructive better for socialising after hard work

Would it be a part of study advice centre? MB says just idea at the moment but maybe a part. Have ability for forms but more general failed essay on how to improve peer to peer support and guidance on how to improve.

With subject societies high membership but not that active maybe best to utilise them can be pushed in conjunction with union

(e) Representation Code of Practice.

MB notes radical overhaul of representation structure in the unions. Code of practice is long outdated people cannot make sense of so it is being re written review representation. Looking at other unions with excellent rep systems. Possible paid senate reps and expected to do a lot more work. Lee and MB biggest frustration is little communication with faculties. Better with paid senate reps have that communication. Create a mini VPE for each faculty.

Other idea is more support for LF and MB. Currently have democracy coordinator use them more. Lee and MB have little time for projects when organising academic council etc

How can we grow as an education zone?

Good idea to grow but on a practical idea, a common point of contact is not easy. Practical idea, can we link onto ebridge to have a tab for education zone for discussions as all use it.

MB notes just gained one LF is currently working on it. Only concern is breakaway from union and appear more university

2 more people walk in

On senate reps not enough communication with senate and course reps and course reps should take on more roles.

Ebridge tab a good idea as a union tab. Important for announcements easier on ebridge than emails.

MB are you happy with emails?

- Format bad for mobile devices

(f) **SUEI Gold.**

MB brings up SUEI gold. Hull already silver and are going for gold this year and can classify as one of top three student unions in the country. Hopeful to get gold

(g) **QAA Collaborative Provision Audit**

MB notes QAA collaborative provisions audit. Lots of work to do and explains it is about coordinating all other FE colleges

(h) **Periodic Reviews.**

Periodic reviews – LF had done modern languages MB doing history one. Other sabbatical officers will take the next few.

(i) **HUU Elections.**

MB notes HUU elections
– nominations deadline
– how many available Sabbatical
– notes education posts available.

8, 9, 10 The Chair takes the decision to combine items 8, 9, 10 and asks if there are any issues?

1. Are there meetings between faculty reps and senate reps and course reps?

MB looking at standing orders and getting it set up they will be taken to the next academic council.

2. Modern languages different ones for different languages. Spanish only go over hw from class in lectures – course rep meeting told have to speak to lecture themselves and people felt pointless to have course reps and no one wanted to put themselves on the line.

MB says raise again and if unresolved come back and he will get involved.

3. Issues with lighting going off in exams and in rooms in Wilberforce. Lec 15 in Wilberforce and a and c in Robert Blackburn and 20 in Wilberforce

4. Triggered by movement
5. Lecturer told guys at the back to wave their hands in the air to stop in from going off
6. How does someone know who their course rep is? Is there a way for anonymous contact as uni email is too big?

MB responds have produced huge posters with all names of each course reps on – one outside LF's office one in library trying for one in Wilberforce and there on the websites.

7. Likes the idea of a forum – MB says possible through e bridge or website
8. Course reps should be shown by each department MB wants photos in place for course reps
9. Notes picture used by history are the ones on the library note people look different long hair etc different person makes difficult.
10. Notice board and department sent request for pictures and if didn't give one they went onto facebook for them. MB says easier said than done limited time in education zone
11. Ask if it is part of course rep responsibility to make them known. Students should take it upon themselves. MB notes students feel shy.
12. Senate note no one replied to senate rep and people just want it on CV.
13. One ran a drop in session but no one came
14. One member set up facebook group but not everyone wanted to join. And no issue have been raised.

- 15. Need to ensure people are doing the job not just enjoying the title. Lee really pushed it in the training in the books.
- 16. MB notes need a way to hold course reps to account
- 17. Find not much response when lecturers are around. But stand up and speak in lectures then contacted after. Going to set up facebook group.

?X Any other Business

No other business was raised

11 Date of next meeting

The date of the next meeting is to be confirmed

LF
VW

Signature _____ of _____ Chair
Date of signature _____

These minutes are available in alternative formats on request from the Education Hub.

Student Representation Working Group - New Code of Practice
Item 7 (f)

(A subcommittee of the Education Zone)

University Code of Practice

Partnership with Students in the Management of Quality and Standards

1. Introduction

The University has a formal commitment to partnership with students as a means of ensuring that we provide an outstanding student experience and place students at the heart of the University. Student participation in the management of quality and standards is an important aspect of this partnership working. Students are active participants in their own education with an important role to play in shaping the academic direction of the University. We believe that the more students are involved, the more they will feel part of what the University does. All members of the University, staff and students alike, have a responsibility to make a reality of this vision.

2. Scope and Authority

This Code of Practice sets out the formal arrangements for partnership with students in the management of quality and standards. The operation of these arrangements is the shared responsibility of the University and Hull University Union. The responsibility of the University is discharged through its faculties and academic departments and overseen by the Quality Office. The University Learning, Teaching and Assessment Committee is the final arbiter of the application and interpretation of this code of practice.

The arrangements for partnership with the Students' Union should be understood in the context of the Union's own democratic structures. The Vice-President (Education) has responsibility for student representation within the Union and represents the views of the Student Union regarding academic matters on a variety of University committees and other groups, the most significant of which is the University Learning, Teaching and Assessment Committee. The Union's Academic Council is the principal body through which the views of the student body on academic matters are articulated; this consists of all the student course representatives and is chaired by the VP (Education). The VP (Education) represents and campaigns for the views of Academic Council, particularly around thematic issues. The Union's Education and Representation Coordinator assists the VP (Education) with the Course Representation system,

organises training, and is the principal point of contact for academic departments in respect of this system and other student representation matters.

This code is provided to partner institutions for information as an example of good practice which may be applicable to their provision.

3. Application

This Code of Practice applies to partnership with students in the following mechanisms for the management of quality and standards:

- Departmental staff-student committees
- Faculty Boards, and Faculty and Campus Learning and Teaching Committees
- Senate
- Periodic review panels
- Annual programme monitoring
- Programme approval, amendment and withdrawal
- Other committees and working groups at departmental, faculty and University level with student representation

4. Remuneration

Students **must not** receive any financial or other remuneration for serving as members of any University committee or group.

5. Departmental staff-student committees

5.1 Establishment and membership

Every distinct academic area **must** establish a staff-student committee (SSC). This is normally established at the level of the individual academic department. In academic areas where departments do not exist, the SSC must be established at an equivalent level, such as a major subject area. The establishment of SSCs at levels other than the departmental level **must** be approved by the relevant Faculty Learning and Teaching Committee or, in the case of the Scarborough campus, by the Scarborough Campus Learning and Teaching Committee, the latter's decisions being notified to relevant Faculty Learning and Teaching Committees. All decisions to establish staff-student committees at levels other than the departmental level **must** be notified to HUU's Education and Representation Coordinator and the Quality Office prior to the start of the academic session.

Each department, or other approved academic unit, **must** appoint two members of staff to take departmental responsibility for the operation of the SSC, and for liaison with HUU. These **should** normally be one member of academic staff and one member of administrative staff. Their names and contact details **must** be passed to HUU's Education and Representation Coordinator.

Student members of SSCs should be described as **course representatives** not student representatives to match the terminology generally in use among students.

Student membership of SSCs is based on programmes of study. All programmes **must** have a clear representative structure. The following table specifies the recommended number of course representatives according to the number of students on the programme. It **should** apply to all full-time and part-time UG and PGT programmes, and all programmes and levels **should** be represented.

Number of students on programme (per level)	Number of course representatives (per level)
1-40	1
41-80	2
81-120	3
120+	4

Programmes with multiple shared core modules **may** share course representatives; this **must** be made clear to the students concerned.

All 'with' and joint programmes **must** also have specific course representation. This requirement **may** be fulfilled by a 'joint representative' who can be responsible for multiple joint/with programmes provided that the number of students on an individual joint/with programme does not exceed 40, in which case an individual course representative must be elected for that programme. The total number of 'joint representatives' should be in line with the table above.

Staff membership of SSCs **should** be representative of the range of programmes taught in the department and **should** normally include members of staff responsible for departmental learning and teaching matters, quality and standards, student progress, examinations, and administrative matters. The total number of staff representatives should not exceed the total number of student course representatives. External members of staff, such as members of Library staff, **may** be invited to attend.

The proposed composition of SSCs **must** be approved by the relevant Dean or nominated representative at faculty level and be notified to HUU and the Quality Office prior to the start of the academic session.

5.2 Raising awareness of the opportunity to become a course representative

HUU takes the main responsibility for encouraging students to stand for election as course representatives, producing relevant marketing materials both online and in print. This effort is normally concentrated in Week 1 of the first semester. All departments **must** allow HUU to display posters and/or fliers in and around departments in suitable locations and **must** agree to reasonable requests by HUU to make announcements in lectures. HUU **must** liaise with the nominated departmental contacts about all aspects of promotion, especially about making announcements in lectures. Close liaison between departments and HUU will also enable HUU to prioritise its efforts in those departments having difficulty in obtaining nominations

Both HUU and academic departments **should** make every effort to promote the opportunity to become a course representative to postgraduate students, international students, mature students, distance-taught students, and other under-represented groups.

5.3 Nomination and election of course representatives

Prior to the start of the semester, each department **must** agree with HUU a deadline for the receipt of nominations. This will normally be the end of Week 2 of the semester. Each department **must** appoint a returning officer (RO) to oversee the nomination and election of course representatives and to notify the results. HUU must appoint a member of HUU staff to act as assistant returning officer.

All departments **must** use the agreed HUU nomination form and candidates must complete and return these forms before the deadline. Nomination forms submitted by students directly to HUU will be passed to the department by HUU, and will be accepted if the nomination is received by HUU before the stated deadline. After the nomination deadline, the RO must call an election if the number of candidates exceeds the number of positions. It is the responsibility of the RO to publicise by all available means the names of the students nominated and the details of the election process. Elections will normally take place in Week 3 of the first semester.

Elections **must** be held in secret using an appropriate paper or online method, and not by a show of hands. First-past-the-post is the preferred method of deciding the outcome of elections. Only those falling within the constituency of the representative may vote in the election.

The RO **must** declare the results of the election as soon as possible, and no later than three working days from the end of polling. Both successful and unsuccessful candidates **must** be notified personally. The details of elected course representatives, including the name, University email address, course, level, mode of study and year of study, **must** be returned to HUU at the same time. All nomination forms (or copies), including those for unsuccessful candidates, must also be returned to HUU for use in diversity and equality monitoring. Departments **must** complete the declaration of election on the back of the form for successful candidates.

5.4 Training of course representatives and staff members

HUU **must** provide training for all Course Representatives to take place as soon as possible after the elections. HUU also offers training to members of staff serving on staff-student committees or acting either as returning officers or departmental points of contact.

5.5 Scope of business

Departmental staff-student committees **must** form an integral part of departmental quality assurance and quality enhancement processes. The committee **must** be free to discuss any business relating to the overall student learning experience including but not limited to:

- Staff-student committee representation
- Assessment methods

- Learning and teaching methods
- Student evaluation
- Quality of teaching
- Project work
- Work placements, year abroad arrangements
- University and departmental academic policy
- Quality and availability of resources
- Library and IT resources
- Student support
- Content and quality of programmes and modules
- Feedback and evaluation on assessed work
- Personal supervisor system
- Student handbooks
- External examiner reports
- NSS
- Module evaluation

Staff-student committees **must not** discuss:

- Individual members of staff
- Individual students
- Personal complaints and grievances

However, students **must** be reminded of alternative mechanisms through which such matters can be raised.

5.6 Conduct of meetings

Staff-student committees **must** meet at least four times per annum. There **should** be opportunity for meetings to be held more often if the need arises.

The Chair may either be a member of staff or a student and **must** be elected or agreed by the committee at the first meeting of each academic year. Students are encouraged to take this role. The Chair **may** be rotated by the agreement of the committee. The secretary may be either a member of the committee or any other student or member of staff appointed to be in attendance for this purpose. The committee **must** agree who is responsible for the production of the agenda and the circulation of papers (whether the committee secretary or another person).

Agenda and papers (including minutes of the previous meeting) **must** be made available to all course representatives at least seven days before the meeting is held, including the date, time and location of the meeting. Minutes **must** be taken at each meeting by a minute taker designated by the committee. Minutes **must** be approved by the committee at the following meeting, and any amendments requested **must** be recorded.

Agenda, papers and minutes **must** be accessible to all members of the relevant student body, for example via a dedicated notice board or departmental intranet; minutes made available before approval at the following meeting **should** be stamped 'UNAPPROVED'. All agendas, papers and minutes **must** also be sent to HUU's Education and Representation Coordinator.

New members at the beginning of the year **must** also receive the previous end of year report of the committee (see 5.8 below). This should be discussed as an agenda item at the first meeting, and any issues which were not resolved by the end of the previous year **should** be revisited.

5.7 Facilities for course representatives

Each department **must** provide facilities for course representatives to communicate with the students they represent. This **should** include as a minimum notice board space and an eBridge site. Other facilities to be made available to course representatives **must** include access to photocopying and filing space specifically and solely for committee related purposes and access to meeting rooms to hold private meetings where necessary.

5.8 Reporting

Staff-student committees **must** produce an end of year report as a means of drawing together issues raised and actions taken during the year. This provides both an effective briefing for new members in the following year and very specifically a sound basis on which the Students' Union can maintain an overview of the system of course representation. This report should be completed by a student member of the committee and **must** be approved by the committee at the final meeting of the academic year.

The annual reports should be forwarded to the relevant Head of Department and to the VP (Education). The Academic Council of HUU produces an annual written submission to the University Learning, Teaching and Assessment Committee (ULTAC) covering all the major issues raised by staff-student committees during the year, and ULTAC maintains a rolling action plan in response to this.

6. Faculty Boards and Faculty and Campus Learning and Teaching Committees

There are student representatives on each Faculty Board. Their role is to represent the views of students in their departments or subject areas. They are elected by course representatives at the first meeting of each staff student committee. Each committee has one student representative on the relevant Faculty Board. Course representatives on the Scarborough campus elect representatives to Faculty Boards for each of their SSCs in the same way as on the Hull campus. The outcome of the elections **must** be communicated to HUU's Education and Representation Coordinator.

HUU selects a Faculty Coordinator from the student representatives on each Faculty Board. The role of the student Faculty Coordinator is to be the principal student representative in the Faculty, to act as a principal point of contact in each Faculty for HUU, and to sit on the Faculty Learning and Teaching Committee and on Senate (see 7 below).

Student representation on the Scarborough Campus Learning and Teaching Committee is through the HUU Education Officer, a member of HUU's Scarborough Executive.

7. Senate

Membership of Senate includes one student representative from each Faculty. Faculty student representatives are the student Faculty Coordinators. The role of Faculty Coordinators on Senate is to represent the views of students in their respective Faculties.

8. Periodic review panels

Panels established by University Learning, Teaching and Assessment Committee conduct periodic reviews of subjects on a five-yearly rolling basis. Student involvement in the process must include the following:

- Consultation by the department when writing the self-evaluation document
- Meetings with representative samples of students by the review panel
- Departmental discussion with students after the review regarding the outcomes and the departmental action plan

The departmental discussion of the action plan **must** take place through the Staff-Student Committee but need not be limited to that forum.

In addition to these forms of participation in the periodic review process, a student representative from an area other than that being reviewed **must** be included in all periodic review panels, and **must** be treated as a full member of the panel with no restrictions on remit. Student representatives **must not** be remunerated for their participation in review panels.

The Quality Office works in partnership with the Students' Union to establish and maintain a pool of student representatives willing to be recruited to review panels. The Quality Office also takes responsibility for providing an appropriate form of induction to the work of periodic review panels for student representatives.

9. Annual programme monitoring and quality enhancement reports

Students contribute to the annual monitoring of programmes indirectly through module and programme evaluation questionnaires, and by a variety of consultative mechanisms deployed by departments. Heads of Department **must** show how they have directly engaged student representatives in the formal process for annual monitoring and the production of annual quality enhancement reports. These requirements are set out in the codes of practice relating to these two processes.

10. Programme approval, amendment and withdrawal

The Quality Handbook specifies various mechanisms for student participation at faculty and university levels in respect of arrangements for programme approval and modification. These are essentially advisory rather than mandatory, with the exception of the ex-officio membership of the Programme Approvals Committee held by the Student Union's Vice President (Education). Students affected by proposed programme changes **must** be consulted about major amendments to current

programmes or about the withdrawal of programmes or modules. Students **should** be informed about minor changes.

As a matter of good practice, all departments **should** also ensure that students are involved in curriculum review groups or their equivalent, or must show other evidence of how students are positively engaged in curriculum development.

11. Other committees and working groups

All academic areas of the University should endeavour to engage students in the management of quality and standards wherever possible and appropriate. This code of practice covers major areas of formal representation. In addition the University supports the involvement of students in other committees and working groups, especially those of an *ad hoc* nature where students may be able to make a valuable contribution about a specific issue. HUU's VP (Education) is available to offer advice to any academic area about ways of engaging students in the work of the University.

5 April 2011

Hull University Union

Education Strategy and Budget Proposals.

Item 7 (g)

(A subcommittee of the Education Zone)

HUU Education Zone Strategy

Theme 1. EDUCATION

You told us that you prioritise your academic education and you wish us to do the same:

We intend to focus on improving:

- The student experience and the quality of academic provision students receive.
 - This includes
 - Teaching quality
 - Levels and quality of feedback
 - Your learning environment
 - Our academic support to you
 - Student engagement on academic issues

We shall accomplish this by:

- Continually developing and improving the effectiveness of our student representation system.
- Consulting and prioritising our campaigns to meet your academic needs
- Adequately resourcing our support services

We shall measure our success by having:

- Improving scores in the NSS for feedback and the learning environment (facilities) benchmarked against the 2011 scores
- 80% answer “somewhat effective” or “very effective” to the question “the course rep system is effective” benchmarked against March 2010 score of 36%.
- Levels 5 on the HUU Course Rep benchmark and the NUS Student Engagement toolkit benchmark.
- Improved ratings of our support services

Ideas to deliver the plan:

- We will explore the provision of additional support within the Education Zone by employing an extra member of staff. Their role would be to offer assistance in all administrative and research based duties. They would coordinate the minutes of staff/student committees, track attendance of Course Reps, assist the VP Education with any projects as well as help to organise events such as Academic Conference. They may also be responsible for the input of data relating to the University’s HEAR project. A detailed role description will be drawn up and applicants will be selected using our normal talent recruitment procedures.

- We shall explore the provision of additional help for Course Representatives using student Faculty Coordinators. These students will identify faculty issues and report in to VP Education and the Zone. They will be responsible for ensuring there is preparation for staff /student meetings and Faculty Boards and communicating outcomes to Faculty Reps through emails, social media and Department and Faculty notice boards. A detailed role description will be drawn up and applicants will be selected using our normal talent recruitment procedures.
- We shall look at the best way to implement the above at the Scarborough Campus and how best HUU can help the University develop the Cross Campus faculty approach.
- We shall promote and incentivise the role of course representatives so that others aspire to volunteer. We shall reward good work and wins for students. We shall make it easier for students to know who is their representative is and how to contact them through departmental notice Boards, the education site on hullstudent.com, social media and ebridge.
- We shall organise regular training for course reps so they know what is expected of them. Regular Academic Council meetings will be held to consult on policy and plans and feedback on our impact. We shall investigate alternative ways of consultation.
- We shall lobby for improved teaching and learning facilities using evidence based research and campaigning. We shall use both HUU research as well as NSS results to focus our efforts by department to improve feedback and your learning environment.
- We shall continue to lobby the University for an improved Brynmor Jones library and work collaboratively to create a redevelopment that best serves students needs. We will also work to improve the newly redeveloped Keith Donaldson library in Scarborough.

Action Plan/Draft KPIs

Aspiration	Current Issues.	Action Required	Impact	Resources Required	When	Measurement of Success
To elect 100% of Course Reps in every University of Hull dept or academic area in Hull and Scarborough.	Resources, time.	A course rep publicity action plan will be created throughout the summer period.	Improve the quality of learning and teaching at the UoH. Lots more students more engaged and interested in student representation.	£1,100 (The University of Hull has made an £1,100 donation over the last two years and hopefully will do so again).	July 2011 -Week 4 Semester 1	Level 5 on the NUS/HEA student representation benchmarking tool.
To deliver an excellent quality and diverse range of Course Rep training.	Resources, time.	A course rep training plan has been created and can be found in the appendices.	Better quality reps with diverse and transferable skills. Helps to boost students CV. Interesting and engaging.	£1.223.55	Week 6 Semester 1	Level 5 on the NUS/HEA Benchmarking tool. 95% of Course Representatives rate the training as satisfactory or very satisfactory
To continue to run	Time,	The Education and	Increased	£25,169	July	To be

high quality research and evidence based campaigns both to support the VP Education, Faculty Coordinators, Faculty Reps and Course Reps.	administration and resources.	Representation Coordinator's job title should be amended to become the Education and Research Coordinator. This position should then be paid in full for a 52 week contract. New job role and full costing can be found in the appendices.	amount and better quality research and evidence based campaigns. More of an opportunity to influence the University and improve the student experience.	Grade 6 contract. (N.B. this figure includes pension costs which may not apply.)	2011	reviewed in June 2012.
Aspiration	Current Issues.	Action Required	Impact	Resources Required	When	Measurement of Success
To deliver an active and supportive student representation system. Constant monitoring of Staff Student Committee minutes, attendance and achievement. Support to depts for running elections and constant communication with students.	The Course Rep system is receiving little if any support due to so many projects being taken on.	HUU should recruit a new member of staff entitled Course Representation Coordinator. This position should assist the VP Education in all aspects of the Course Rep system and will take on various admin duties. Full contract and job role description available in the appendices.	A world class student representation system. Their target would be to help us to achieve levels 5 on the NUS/HEA student engagement benchmarking tool.	£18,362 1 year 40 week grade 5 contract. (N.B. this figure includes pension costs which may not apply.)	July 2011	To be reviewed in June 2012 by Chief Exec, Director of Membership services and HR Manager and VP Education..
To create and maintain an outstanding level of representation at Faculty level.	No communication between course reps, faculty reps and senate reps.	Standing orders should be updated to reflect new University Code of Practice. The remuneration of Faculty Coordinators should be considered in the future. Further justification for the proposed Course Representation Co-ordinator	A more coordinated student representation system with added incentives.	To be confirmed.	June 2012	To be considered in June 2012 100% of faculty reps recruited and trained Track the attendance of all Faculty Reps to set targets in future

To host events or conferences targeted at providing students the opportunity to hear from senior figures within the institution and from across the sector and also ask questions, make observations and take part in engaging debates.	They take a lot of time to organise and we do not have sufficient resources to put on food or teas and coffee for students.	Based on last year's student conference, this year we will create an informal working group to plan and organise the event. The group will explore the possibility of perhaps shortening the conference and doing one in the first semester and one in the second semester.	Providing students with the opportunity to hear from University Senior Management. Engaging students in the key issues that the University or the sector is facing. To allow students to voice concerns or ask questions.	£900	July 2011	Increase attendance to such events above the February 2011 level of 60. 80% of attendees are satisfied or very satisfied in evaluations.
Aspiration	Current Issues.	Action Required	Impact	Resources Required	When	Measurement of Success
Incentives for course reps.	Students aren't rewarded for their volunteering within the education zone.	We will use our HUU Education Survey to gain feedback on how the system could be improved. We will also consult our course reps at the final academic council on ways in which we can better incentivise the role.	Students will be more engaged and more willing to give time to the Education Zone. It may also be an opportunity to run fun events for our Course Reps helping them to network and meet new people.	£1,000	July 2011	Level 5 on the NUS/HEA benchmarking tool. Course Reps are satisfied with support from HUU (Through survey data)

To help the University of Hull reach a turnout of 65% in the National Student Survey.	Resources.	We will work collaboratively with the University of Hull to create an action plan for the 2012 publicity of the National Student Survey.	The higher the survey turnout, the more valid the statistics will be.	We would hope to receive funding from the University for this. This year we secured £650.	July 2011	65% turnout in the NSS.
Produce a high quality, well researched student written submission after every academic year.	Resources, time.	We will need to purchase quality prizes to help promote surveys. Also, it will be the ERC's responsibility and they will need sufficient time to be able to carry this task out.	The advancement of the student experience and the improvement in quality of learning and teaching.	£600 for prizes.	April 2012	Over 800 responses to our Education Survey. 40% of Course Representatives fill in the Course Rep Survey.
Aspiration	Current Issues.	Action Required	Impact	Resources Required	When	Measurement of Success
To be actively involved in attending NUS events or other conferences related to Education issues. Also resources needed for travel.	Resources.	More resources are needed for travel and conference fees. Also, regular trips to Scarborough – ERC fortnightly, VP Education regularly.	A greater awareness of good practice from the sector.	£1,000	June 2011	Regular hours in Scarborough. Conferences attended when necessary/relevant.

Education Zone

Hull University
Union - Budget
2010 - 2011

	£	-
Income - Direct Activities	Total	
	£	-
	£	-
	£	-
51001 Grants - Subvention - D.C.	£	-
51002 Grants - Other - D.C.	£	-
51028 Membership Subscriptions - D.C.	£	-
51031 Donations - D.C.	£	-
51036 Advertising - D.C.	£	-
51037 Event Income - D.C.	£	-
51044 Sponsorship - D.C.	£	-
51045 Travel/Match/Teas Subs D.C.	£	-
51048 Training Subs D.C.	£	-
51050 Commission - D.C.	£	-
51070 Guest Fees - DC	£	-
51100 Other Income (Students) - D.C.	£	-
51101 Sales Suspense - Do Not Use	£	-
51102 Logic Suspense - Do Not Use	£	-
Income - Direct Activities	£	-
	£	-
Investment Income	£	-
52003 Interest - Bank	£	-
52004 Dividends - Shares	£	-
52005 Interest - Cazenove	£	-
52006 Interest - Money Market	£	-
52007 Interest - Abbey National	£	-
52008 Interest - Other	£	-
52009 Interest - HUUSL loan	£	-
Investment Income	£	-

		£	-
	Income - Fund Generating	£	-
53005	HUUSL Rent - F.G.	£	-
53006	Rent Other (Stalls etc) - F.G.	£	-
53007	HUUSL Admin Charge - F.G.	£	-
53008	Admin Charge Other - F.G.	£	-
53009	Asset Sale - F.G.	£	-
53010	Provision Surplus - F.G.	£	-
53021	HUUSL Profit (Gift Aid) - F.G.	£	-
53038	Photocopier External Sales - F.G.	£	-
53043	Room Rental External - F.G.	£	-
53044	Commision - D.C.	£	-
53047	Laundry Washer Receipts - F.G.	£	-
53048	Laundry Dryer Receipts - F.G.	£	-
53049	Laundry Soap Receipts - F.G.	£	-
53050	Cloakroom Income F.G.	£	-
53060	Membership Fees - Public - F.G.	£	-
53061	Membership Fees - Students - F.G.	£	-
53062	Membership Fees - Staff - F.G.	£	-
53063	Membership Fees - Other/Special - F.G.	£	-
53064	Sessions / Assessments F.G.	£	-
53065	Sports Courses - F.G.	£	-
53066	Fitness Centre Sessions - F.G.	£	-
53067	Session Guest Fees - F.G.	£	-
53068	Aerobic Sessions - F.G.	£	-
53069	Gym Session - F.G.	£	-
53070	Guest Fee - F.G.	£	-
53072	All Weather Pitch - F.G.	£	-
53073	Fllodlit Multi Sport - F.G.	£	-
53076	Equipment Hire - F.G.	£	-
53077	Locker Hire - G.G.	£	-

53078	Solarium Sessions - F.G.	£	-
53080	Squash Court Hire - F.G.	£	-
53081	Outdoor Facilities Hire F.G.	£	-
53082	Indoor Facilities Hire F.G.	£	-
53083	Other Hire F.G.	£	-
53084	Tennis Court Hire - F.G.	£	-
53085	Equipment & Clothing Sales - F.G.	£	-
53086	Food Vending - F.G.	£	-
53087	Drink Vending - F.G.	£	-
53088	Other Income - F.G.	£	-
53089	Pay Phone - F.G.	£	-
53095	Nursery Fees - F.G.	£	-
53097	Nursery Grant - F.G.	£	-
53100	Wet Sales - F.G.	£	-
53101	Food Sales F.G.	£	-
53103	Food Sales Resnikov - F.G.	£	-
53114	Pool Income - F.G.	£	-
	Income - Fund Generating	£	-
		£	-
	Own Income	£	-
58028	Subscriptions - Own A/C	£	-
58031	Donations - Own A/C	£	-
58036	Advertising Income - Own A/C	£	-
58037	Event Income - Own A/C	£	-
58044	Sponsorship Income - Own A/C	£	-
58048	Training Subs - Own A/C	£	-
58100	Other Income - Own A/C	£	-
58001	Own Balances B/Forward	£	-
	Total Own Income	£	-
		£	-
	Total Income	£	-

	£	-
61201 Grants Dispensed - D.C.	£	-
	£	-
Other Direct Charitable Exp	£	-
60288 Purchases For Resale - D.C.	£	-
62222 Conference - D.C.	£	1,800
62224 Publicity - D.C.	£	-
62229 Speakers Costs - D.C.	£	-
62234 Equipment - D.C.	£	-
62240 Vehicle Hire - External - D.C.	£	-
Other Direct Charitable Exp	£	1,800
	£	-
Office Expenses	£	-
62241 Room Hire External - D.C.	£	-
62242 Entertainment - D.C.	£	100
62288 Equipment & Clothing (Clubs & Socs) - DC	£	-
62289 Information Sourcing - D.C.	£	-
62409 Other Expenditure - D.C.	£	150
62410 Printing - D.C.	£	1,550
62411 Stationery - D.C.	£	74
62412 Postage - D.C.	£	44
62413 Photocopier - D.C.	£	60
62414 Telephone Charges - D.C.	£	-
Office Expenses	£	1,978
	£	-
Running Costs	£	-
62425 Advertising - D.C.	£	-
62426 Television - D.C.	£	-
62427 Finance Charges - DC	£	-
62428 Subscriptions - D.C.	£	-
62429 Newspapers - D.C.	£	-

62433	Entertaining - D.C.	£	1,000
62435	Overs & Unders - D.C.	£	-
62436	Fuel Cost - D.C.	£	-
62440	Running Costs Sundry - D.C.	£	-
	Running Costs	£	1,000
		£	-
62470	Depreciation - D.C.	£	-
		£	-
	Staff Costs	£	-
62500	Payroll - D.C.	£	36,244
62501	Payroll - Security - D.C.	£	-
62502	Casual Wages - D.C.	£	-
62503	National Insurance E/R - D.C.	£	2,612
62504	Pension E/R - D.C.	£	3,322
62505	SSP/SMP - D.C.	£	-
62510	Recruitment Expenses - D.C.	£	-
62511	Travel - D.C.	£	757
62512	Subsistance - D.C.	£	-
62513	Uniforms - D.C.	£	107
62514	Accommodation - D.C.	£	-
62515	Medical - D.C.	£	-
62516	Refreshments - D.C.	£	16
62517	Training - D.C.	£	1,223
62518	Leaving/Retirement Gifts - D.C.	£	-
62519	Termination Costs - D.C.	£	-
	Staff Costs	£	44,281
		£	-
	Recharge Costs	£	-
62701	Mini Bus Recharge - D.C.	£	-
62702	Photocopier Recharge - D.C.	£	-
62703	Room Hire recharge - D.C.	£	-

62704	Video Hire Recharge - D.C.	£	-
62705	Telephone Recharge - D.C.	£	95
	Recharge Costs	£	95
		£	-
	Support Costs	£	-
63232	Affiliation Fee - D.C.	£	-
63235	Fees Other - D.C.	£	-
63236	Licenses - D.C.	£	-
63245	M/Makeover non-capital costs - D.C.	£	-
63440	Cleaning Service - D.C.	£	-
63441	Cleaning Materials - D.C.	£	-
63443	Repairs - Fixtures & Fittings - D.C.	£	-
63444	Repairs - Decorations - D.C.	£	-
63445	Repairs / Renewals General - D.C.	£	-
63446	Contract Maintenance - D.C.	£	-
	Support Costs	£	-
		£	-
	Management & Administration	£	-
64434	Expenditure Misc - D.C.	£	-
64450	Insurance - D.C.	£	-
64451	Legal Fees - D.C.	£	-
64452	Accounting Fees - D.C.	£	-
64453	Other Management Expenditure - D.C.	£	-
64454	Admin Charge - D.C.	£	-
64455	Office Suspense A/C DO NOT USE	£	-
	Management & Administration	£	-
		£	-
	Purchases & Stock Movement	£	-
70288	Purchases For Resale - F.G.	£	-
70289	Purchases For Resale Wet - F.G.	£	-
70290	Stock Movement - F.G.	£	-

Purchases & Stock Movement	£	-
	£	-
Other	£	-
71288 Equipment	£	-
72428 Overs & Unders - F.G.	£	-
Other	£	-
	£	-
Staff Costs F.G.	£	-
72500 Payroll - F.G.	£	14,997
72501 Payroll - Security - F.G.	£	-
72503 National Insurance E/R - F.G.	£	965
72504 Pension E/R	£	2,400
72505 SSP/SMP - F.G.	£	-
72510 Recruitment - F.G.	£	-
72511 Travel - F.G.	£	200
72512 Subsistence - F.G.	£	-
72513 Uniforms - F.G.	£	100
72514 Accommodation - F.G.	£	-
72515 Medical - F.G.	£	-
72517 Training - F.G.	£	-
72518 Leaving/Retirement Gifts - F.G.	£	-
72519 Termination Costs - F.G.	£	-
Staff Costs F.G.	£	18,662
	£	-
Recharges F.G.	£	-
72701 Mini Bus Recharge - F.G.	£	-
72702 Photocopier Recharge - F.G.	£	-
72703 Room Hire Recharge - F.G.	£	-
72704 Video Recharge - F.G.	£	-
Recharges F.G.	£	-
	£	-

	Office Expenses F.G.	£	-
73410	Printing - F.G.	£	-
73411	Stationery - F.G.	£	-
73412	Postage - F.G.	£	-
73413	Photocopier - F.G.	£	-
73414	Telephones - F.G.	£	-
	Office Expenses F.G.	£	-
		£	-
	Running Costs F.G.	£	-
74420	Television - F.G.	£	-
74421	Subscriptions - F.G.	£	-
74422	Newspapers - F.G.	£	-
74424	Rental F.G.	£	-
74426	Entertaining - F.G.	£	-
74427	Running Costs Sundry F.G.	£	-
74432	Advertising - F.G.	£	600
74434	Other Expenditure - F.G.	£	-
	Running Costs F.G.	£	600
		£	-
	Maintenance Costs F.G.	£	-
75440	Cleaning Service - F.G.	£	-
75441	Cleaning Materials - F.G.	£	-
75443	Repairs - Fixtures & Fittings - F.G.	£	-
75444	Repairs - Decorations - F.G.	£	-
75445	Repairs General - F.G.	£	-
75446	Contract Maintenance - F.G.	£	-
76040	currency Variance	£	-
	Maintenance Costs F.G.	£	-
		£	-
76442	Depreciation - F.G.	£	-
		£	-

	Admin & Management F.G.	£	-
78450	Insurance - F.G.	£	-
78451	Legal Fees - F.G.	£	-
78452	Accounting Fees - F.G.	£	-
78453	Finance Charges - FG	£	-
78455	Other Management Expenditure - F.G.	£	-
78456	Admin Charge	£	-
78460	Fund Expenditure - F.G.	£	-
78461	Fund Write Offs - F.G.	£	-
78462	Share Value Movements - F.G.	£	-
	Admin & Management F.G.	£	-
		£	-
	Total Grant Expenditure	£	68,416
		£	-
		£	-
68229	Speakers Costs - Own A/C	£	-
68234	Equipment/Clothing - Own A/C	£	-
68240	Vehicle Hire - Own A/C	£	-
68241	Room Hire External - Own A/C	£	-
68242	Entertainment - Own A/C	£	-
68409	Other Expenditure - Own A/C	£	-
68428	Subscriptions - Own A/C	£	-
68511	Travel - Own A/C	£	-
68515	Duty (Event) Expenditure - Own A/C	£	-
68222	Conference - Own A/C	£	-
68436	Vehicle Costs - Own A/C	£	-
68517	Training - Own A/C	£	-
68232	Affiliation Fee - Own A/C	£	-
		£	-
	Total Own Expenditure	£	-
		£	-

Total Expenditure

£ 68,416

£ -

Loss

£ 68,416

Hull University Union
Course Rep Training Action Plan
Item 7 (h)

(A subcommittee of the Education Zone)

Course Representative Training 2011-12

Dates	Session & Audience	Name	Time	Outline	Facilitation	Resources & Cost
Oct & Nov	Course Rep Training	<i>Introduction to Representation</i>	2h	Introduction to the principles of representation: - Requirements of Reps - Skills and techniques - Visibility - Feedback - eBridge - Academic Council	In house facilitation Lead: ERC & VPE <i>Joint Facilitation</i>	biscuits (4p), tea/coffee (£1.20), 2 photocopy handouts (10p) = £1.34 per person 350 x £1.34 = £469
	Course Reps*				Available online 3 weeks after Support through eBridge for all participants	

Oct & Nov	Returning Course Rep Training	Welcome Back! A refresher for returning Reps	1h	Refresher of the principles of representation: - Requirements of Reps - Skills and techniques - Visibility - Feedback - eBridge - Academic Council	In house facilitation Lead: ERC & VPE <i>Joint Facilitation</i>	Costs included in above
	Course Reps*					
						Available online 3 weeks after Support through eBridge for all participants
Nov	Faculty Rep Training	Faculty Rep Training	2h	About Faculty Representation & Additional Skills - What is Faculty Board? - Suitable issues for faculty - Networking - -	In house facilitation Lead: ERC & VPE <i>Joint Facilitation</i>	biscuits (4p), tea/coffee (£1.20), 15 photocopy handouts (75p) = £1.99 per person 45 x £2.74 = £89.55
	Faculty Reps*					
Dec	Meeting Skills and Debating	Meeting Skills & Debating	1.5h	Being an effective member of a committee/meeting - Structuring and controlling a meeting - Chairing a meeting - Consensus seeking - Decision making - Influencing - Listening	In house facilitation Lead: ERC <i>ERC Facilitation</i>	5 photocopy handouts (25p), biscuits (4p), tea/coffee (£1.20) = £1.49 per person 50 x £1.49 = £74.50
	Course, Faculty and Senate Reps Education Zone Other union volunteers					Reduced session available online 3 weeks after

Dec	University Procedures, Politics and Advocacy	Senate Rep Training	2h	Key skills for Senate Reps - University Politics & committees - Quality and University Procedures (inc. Periodic Review) - QAA, audits, and submissions - Advocacy (influencing policy) - Team-building for Senate Reps	In house facilitation Lead: VPE <i>Joint Facilitation—VPE lead</i>	Buffet (£3.80), tea/coffee (£1.20), 15 photocopy handouts (75p) = £5.75 per person £5.75 x 10 = £56. 50
	Senate Reps*					
	Education Zone members					
Jan/Feb	Research and Evidence based campaigning	Research and Campaigning	3.5h	How to research an issue and campaign on it - Why research - Qualitative - Quantitative - What next? Analysis and write-up - Presenting - Campaigning	In house facilitation Lead: ERC (& VPE) <i>ERC Facilitation with VPE leading on examples</i>	Buffet (£3.80), tea/coffee (£1.20), 15 photocopy handouts (75p) = £5.75 per person Heavily reduced session available online 3 weeks after. £5.55 x 30 = £169. 50 Support through eBridge for all participants
	Course, Faculty and Senate Reps					
	Education Zone					
Mar	Coaching conversations and confidence building	TBC Course Name	2h	Confidence building, coaching conversations, tricky situations: - How to deal with difficult conversations - Confidence, body language etc. - -	In house facilitation Lead: ERC <i>Intensive, adaptable session, coaching.</i>	5 photocopy handouts (25p), biscuits (4p), tea/coffee (£1.20) = £1.49 per person 50 x £1.49 = £74.50 Support through eBridge for all participants
	Course, Faculty and Senate Reps					
	Education Zone					

Apr/May	EoY Report, What have you achieved & CV	Year Over! What have you achieved, what is next and building your CV	1.5h Rounding up the year - What have you achieved this year? - Course Rep Survey - Departmental end of year report - Recognising your volunteering - Get Course Representation on your CV & selling yourself - Stand next year?	In house facilitation Lead: ERC <i>ERC as Facilitator</i> Content available online at the same time as session runs.	biscuits (4p), tea/coffee (£1.20), 1 photocopy handout (5p) = £1.29 per person 100 x £1.29 = £129
	Course Reps & Faculty Reps				
2011-12	For all training:				10 x flipcharts = £15 Training Toys = £50 Green, Red & Blue pocket file £100
					Total = £1227.55