

Monday 15th November

Academic Council - Scarborough

(A subcommittee of the Education Zone)

A meeting of the Academic Council will be held on 15/11/10 - Monday 5:15pm start time ending at 7:15pm in C18, Hull University Scarborough Campus.

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. **Standing Orders Governing Academic Council** (enclosed)
To consider Academic Council's Terms of Reference and Membership
4. **Declarations**
 - (a) Members' request to unstar starred (*) items
 - (b) Declaration of Members' Interests
5. **Minutes** (enclosed)
To approve the minutes (Part A) of the meeting held on 10th December
6. **Matters arising from the minutes**
7. **Chair's Report – VP Education**

8. Chair's Actions

- (a) Assessment and Feedback.
- (b) Academic Framework
- (c) LTSU – Cross-Faculty Online Support Tool.
- (d) Library.
- (e) Representation Code of Practice.
- (f) Senate Rep introductions.
- (g) Education Zone Election.
- (h) Faculty Rep Elections.

9. Course Rep Issues.

Any other Unreserved Business

10 Dates of meetings 2010/11

- (i) 8/12/10 5pm-7pm.

MHB

Academic Council Standing Orders.

Hull University Union

Academic Council Standing Orders

Item 3

(A subcommittee of the Education Zone)

3010

STANDING ORDERS **GOVERNING ACADEMIC COUNCIL**

MISSION

The Council may consider any matter affecting the academic interests and academic welfare of students of the University and formulate policy for recommendation to the Education Zone on any such matters.

FUNCTION

1. The Academic Council shall be responsible for ensuring:
 - a. collection of information regarding the academic welfare of all students;
 - b. dissemination of information regarding the academic welfare of all students;
 - c. Recommending policy on academic matters arising from University policies and decisions for referral to the Education Zone;
 - d. Recommending policy on academic matters arising from Government or other outside bodies' policies/decisions for referral to the Education Zone;
 - e. communication between the Vice President Education, Union elected student representatives at Senate and Faculty level, and Representatives at department/unit/school level; and
 - f. the promotion of student representation to all students at the University.

MEMBERSHIP

There shall be an Academic Council of the Union consisting of student representatives of the University.

2. The voting membership of the Academic Council shall be:

Any Student registered with the University of Hull or any student registered at any partner college studying for a UoH awarded qualification.

All Full Members of the Union shall be eligible to attend meetings of the Academic Council as observers with speaking rights.

3. Three members of Academic Council shall be elected at the meeting in Semester 2 to act as Union Council representatives for the next academic year, on the condition that they remain students. If a vacancy arises, it shall be the responsibility of the VP Education to appoint representatives until an election can be held.

MEETINGS OF THE COMMITTEE

4. Category of meeting. There shall be two categories of meetings of the Council.
 - a. Ordinary Meetings. There be four Ordinary Meetings in every academic year. Two shall be held on the Hull Campus and two shall be held on the Scarborough Campus. They shall be called by the Vice President Education and shall be announced at least five clear days before, and the agenda thereof shall be distributed to members at least two days in advance.
 - b. Extraordinary Meetings. An Extraordinary Meeting shall be called by the Vice Present Education on their own initiative or at the request of five members from points a and b above, Union Council or 25 Full members of the Union.
5. Quorum. The quorum for all meetings shall be twenty-five members.
6. Chairperson. Vice-President Education to be Chair.
7. Minutes. Minutes shall be taken of all Academic Council meetings posted on the website after ratification by email forum of all members. Minutes of all meetings shall be open to inspection by any member of the Union.

PT/JH January 2010

Passed at GPC: 19/1/10 Passed at Council: 8/2/10

Minutes of previous Academic Council.

Hull University Union

Academic Council.

Item 5

(A subcommittee of the Education Zone)

MINUTES OF THE ACADEMIC COUNCIL
HELD ON THURSDAY, 10TH OF DECEMBER 2009, AT 4.00PM, AT SCARBOROUGH
CAMPUS, ROOM C19

1. Attendance

Course Representatives: Chris Nurhey (Digital Arts)
Robert Way-Bradley (Primary Teaching)
Sara-Lianne Bolton (English Literature and Culture)
Nik Machen (English Literature) (from 4.50pm)

Chair: Chris Marks (VP Education)
Secretary: Katarzyna Pasik (Education & Representation Co-ordinator)

In Attendance:

SU President: Jamie Scudamore (from 5.10pm)
Scarborough Education Rep: Ben Ruddy

2. Welcome and Introductions

VPE welcomed everyone and course representatives introduced themselves.

3. Matters arising

There were no matters arising

4. Chair's Business

There was no Chair's business.

5. Education Zone Update

VPE explained the purpose of the Education Zone and its meetings, where all academic/education related issues are discussed and any action planned.

Reported: VPE explained that last Education Zone meeting this semester happened on Monday 7th December and there were no Education Zone meetings at Scarborough Campus yet, but there will be next semester, and the students can also take part in them via video conference.

Action: VPE to inform about the meeting dates for next semester.

6. Education Operation Plan 2009/10

VPE explained the Education Operation Plan for 2009/10, which was written last semester by VP Academic Representation, and outlines key performance indicators (KPIs) related to education, including course representation.

VPE informed that the Plan is available on hullstudent.com/education.

7. Course Rep Training – Evaluation

ERC reported: 180 course reps trained this academic year so far (147 in Hull and 33 in Scarborough).

In general, comments given on training evaluation forms were positive, and all will be taken into account when arranging training sessions next academic year.

Full training evaluation report is available on request from ERC.

However, ERC wished to see higher turnout and could carry out another training session whether in December or in the New Year, and would like interested course reps to email ERC.

8. Senate Rep Elections – Information

VPE informed that all Senate positions have been filled except for HYMS representative and full list if available on hullstudent.com/education.

Darius Navickas (Chair Scarborough) is Scarborough Senate Representative.

9. Faculty Reps Elections

VPE Reported: There are no Scarborough Faculty Reps, however HUBS students based in Scarborough can nominate themselves.

Application deadline is Friday, 18th December, and Faculty Reps elections will take place on hullstudent.com.

Interested course reps need to email VPE with their contact details.

10. Student Issues

Course Representatives reported the issues students raised at their departments, those were discussed and action decided.

Issue: Poor conditions of University Accommodation

Reported: All course reps complained about very poor conditions of University accommodation but also about University not responding to those complaints, such as:

- Students in Halls have had no heating or hot water for months
- One of the students has been having a leak in the ceiling for a year now and this has not been fixed yet despite reporting it many times
- Broken boilers or sinks never get repaired
- Fire doors do not close properly and kitchen fire doors do not close at all
- There is no light on the staircase in the night so cannot see anything if coming back late (students would like that to be replaced with switches)

Discussion: Also all course reps agreed that when they report those issues the accommodation office says that someone will come to do the repairs, but that never happens. However, when students put Christmas decorations up this December, someone came straight away and asked to take those down.
Course Reps have raised all accommodation issues at the Forum that happened recently in Scarborough. The Dean suggested to arrange a Forum for accommodation issues only, however no date has been proposed yet.

Action: VPE to report the issues to VP Welfare, VP Community and SU President and discuss what could be done.
VPE suggested students can make an official complaint.
VPE advised the course reps to see the Advice Centre during its Thursday drop-in and ask for advice there.
Course reps to keep VPE informed about the progress and to attend the Accommodation Forum.
VPE and VP Welfare to attend the Accommodation Forum.

Issue: Noise in the Library

Reported: Course Reps annoyed with constant noise in the library caused by students, usually on the phone.

One course reps also reported Library staff members talk really loudly, which is disruptive.

Discussion: All course reps agreed with students being loud and would like University to do something about it.
VPE said this is a big issues at Hull Campus as well and there students suggested that it would help if a member of staff could patrol the library in order to control the noise. Course reps agreed it would be a good idea.

Action: Course reps to raise the issue at SSC.
VPE to raise the issue at a relevant University Committee.

Issue: Food prices to high.

Reported: English course reps reported that all students she spoke to complain about high food and drinks prices – too high for students and also higher than at Hull Campus.
Students living in Halls are not happy with the card system, no lunch provided and lack of oven in the kitchen.

Discussion: All course reps agreed with above.
All believe high beverages prices are the reason why students do not take part in activities organised in Calvinos, which used to be very popular.

VPE asked the course reps if they would like the Entertainment team that looks after entertainment at Hull Campus to organise some events at Scarborough Campus, for instance regular nights in Calvinos, and then for Calvinos to serve drinks at lower prices. VPE mentioned £1.50 drinks at Hull Campus and thinks this could be arranged at Scarborough as well. Course Reps would be happy with that.
VPE also reported that there are plans for the Students' Union to move downstairs from next year and taking over Calvinos.

ERC mentioned that the Union shop is being restructured at the moment and perhaps course reps could suggest a wider variety of sandwiches/ lunch snack to be available at lower prices. Course reps liked the idea.

Action: VPE to speak to Chair Scarborough about better selection of food at the Union Shop.
VPE to speak to Entertainment Manager at Hull Campus about arranging HUU activities at Calvinos and serving drinks at HUU prices.

Issue: HUU Entertainment.

Reported: Course Reps reported that all students are unhappy with entertainment offered at Scarborough Campus:

- No live sports
- Gigs in Asylum are not even advertised at Scarborough Campus
- To transport to Hull for HUU events

Discussion: All course reps believe there is no promotion at Hull Campus at all and when it comes to entertainment Scarborough is very separated from Hull Campus.
Course reps think all HUU activities/events should be promoted at Scarborough Campus
VPE said will speak to Entertainment Manager and other Sabbs re the issue.
VPE suggested that there could be a free bus from Scarborough to Hull Campus for HUU events. Course Reps were happy about that idea.

Action: VPE to discuss the issue and free travel with other Sabbs and Entertainment Manager and report back.

Issue: Personal Supervision

Reported: English students have been complaining about personal supervisors – not equal level of support from lecturers. Some personal supervisors are not helpful, unfriendly, not approachable and do not have enough drop-in time.
English students also find admin staff behaviour ‘patronising’.
Digital Media students satisfied with personal supervision.

Discussion: VPE advised course reps to raise the issue at SSC.
ERC reminded that personal grievances should not be discussed at SSCs and course reps were also concerned that University Staff would not allow them to discuss it at SSC.
However, VPE recommended to raise the issue at SSC and said he ‘takes the responsibility’ and advised course reps to said to academic staff that he ‘advised them to discuss personal grievances at SSC’.

Action: Course Reps advised to raise the issue at SSC.

Issue: eBridge.

Reported: Some students find eBridge confusing, and preferred Blackboard, however there were mixed emotions – some do prefer eBridge.
Everyone agreed not enough training has been given to students on eBridge.

Discussion: ERC mentioned the fact that eBridge is still under construction and still does not look like it will at the end.

ERC informed course reps that in each academic department there is a staff member responsible for eBridge and encouraged course reps to pass on any feedback onto that person in order to improve eBridge, and to collect more comments from students on their courses.

Action: Course Reps to keep raising the issue at the SSCs, collect feedback from students on eBridge and pass it onto University member of staff.

Issue: Learning Resources

Reported:

- Course Reps believe printing costs are too high, especially for colour printing (20p per sheet).
- All course reps also unhappy with the fact that they need to print all lecture materials, including lecture presentation slides and any other notes.
- Many students use library PCs for other purposes such as Facebook
- Library PCs are not labelled with what software is available on them, thus students need to log on to find out whether could software they require is on a PC or not
- Computer mice cables are too short.

Discussion: VPE said that if that is the case then the University is breaking the agreement and should not be telling students to print out their own handouts.
VPE promised to raise the issue further.
ERC advised course reps to raise all issues related to learning resources at their SSCs.

Action: Course reps to raise all issues at SSC.

VPE to raise issues at University Committees.

VPE to report library related issues to the Director of Academic Services.

ERC to mention all issues in next Student Written Submission.

Issue: Pocket Campus

Reported: Course reps asked VPE what happened to Pocket Campus.

Discussion: VPE unsure but will find out.

Action: VPE to find out what happened with Pocket Campus and report back.

11. Course Reps Issues/Update

Course reps were asked whether they need any extra support from the SU and receive enough help from their departments.

Reported: English course reps still unsure where their information board is.

Discussion: ERC suggested contacting their departmental contacts to find out where the notice board is.
ERC reminded all course reps to make sure their information boards are updated with their contact details and future events.

Action: English Course Reps find out where their information board is.
All Course Reps to update their information boards.

12. Future Events

ERC informed about future events and encouraged course reps to advertise those to other course reps as well;

Course rep training: As mentioned previously ERC will offer another course rep training if requested by course reps.

Meeting Skills Training: To take place in February. Open to all students.
ERC will email all course reps with details.

Course rep training – new intake: there will be a training for new course reps in late February/early March; event tbc.

Updated events calendar available on hullstudent.com/education and outside the Education hub on the 1st Floor in the Students' Union.

ERC will also email all course reps close to the events' dates and create Facebook events.

14. Any Other Business

ERC encouraged all course reps to join their Facebook group.

ERC informed that first Course Rep Newsletter was emailed on the 2nd December, however few emails were not delivered, most probably due to email addresses being spelt incorrectly. ERC asked those course rep who have not received a newsletter to email ERC with their alternative email addresses.

ERC encouraged all course reps to contact other course reps within their departments in order to improve student participation at our University and discuss how they could advertise themselves and contact students more effectively. ERC suggested that course reps could book meeting rooms in the SU for that purpose and ask for VPE or/and ERC to come along.

SU President informed course reps that there will be a bus leaving Scarborough campus on Monday 14th December at 5pm for the Union Council taking place at Hull Campus.

15. Date of next meeting.

Next Academic Council will take place next semester and course reps will be informed.

The meeting closed at 6.20pm.