### Apologies and welcome

Present: Prof Neill Lochery (Chair, NL), Prof Michael Berkowitz (MB), Imogen Resnick 1st year UG student (IR), William Pimlott, MA student (WP), Joseph Citron, Research student (JC), Vanessa Clarke (Secretary, VC)

Apologies: Prof Sacha Stern, Sergio Cittadino, MA student

The Chair welcomed all present and everybody introduced themselves. He explained how important the Student Staff Consultative Committee (SSCC) is for feeding in issues of concern and good practice. The Chair explained how the SSCC committee feeds into the Department Teaching Committee which also feeds into the Joint Faculty meeting.

1. Minutes and Matters Arising

   The Chair reported the security issue from the last minutes, about whether to install an ID entry system, was an ongoing issue and asked the student reps for their views.

   There were different opinions on whether a security system should be installed. Some felt no as a university is an open space and it will create issues and some felt it strange that there is no security already. It was agreed that the student reps would consult with their fellow students and report back to the committee.

   JC requested email addresses of his fellow research students

   The minutes were ratified.

   **Action**

   - Student reps to consult with their peers
   - VC to send Joseph email addresses
   - As discussed in Dep. Staff meeting in Sep. 2015, no further actions regarding security will be taken.

2. Annual Student Experience Review (ASER) and 3. Methods of Assessment

   The Chair reported that the ASER is a new report to catalogue student feedback and replaces annual monitoring. He explained that it looks at ways of improving teaching and what students regard as important issues.

   The Chair explained that in the academic year 2014/15 there had been some complaints from students around the subject of assessments. The fact that assessments are sometimes grouped together at the end of term and also the concern that there wasn’t parity in assessments across modules.

   It was agreed by the student reps that it was a concern and the assessments need to reflect the learning aims of the module.

   The MA core course was discussed and The Chair asked for comments from last year’s students and this year’s students. JC reported that communication was a problem last year. He said the content and the teaching were good but it didn’t reflect the assessments. JC also commented that it is hard to have a universal module when everybody is studying different things. WP reported that there is
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| **some confusion from the students this year as they don’t know how the course is going to be assessed. MB reported that we are waiting for approval on the assessment method. WP relayed that the good side of the module was that all the students get to meet up and it gives an overview of the department. The Chair reported he would find out from the Joint Faculty Teaching Committee what the methods of assessment will be for the future.** | **NL to find out method of assessment for Core Course**  
| **JC and WP both reported that marks were not always returned to them within the four week turnaround period. The Chair added that it is UCL policy to return marks/feedback within four weeks but HJS’ policy is to return marks within three weeks. Staff to be reminded to make marks available on Moodle within three weeks of hand in.** | **VC to remind staff to make marks available on Moodle**  
| **JC, WP and IR also stated that they weren’t always told how they will be assessed and when assessments are due in. The Chair reported that this information should be available at the first lesson or prior to this on Moodle.** | **VC to remind staff to post assessment info on Moodle**  
| **IR reported that the UG core course seemed to consist of lessons on how to write essays but not on the content of the essay. The Chair reported this would be discussed at the Departmental Teaching Committee next term.** | **NL/VC to ensure issue on DTC agenda**  
| **The Chair reported that due to building works and the expanding student population, there was enormous pressure on rooms at UCL. Students had raised the point that the teaching rooms were often in a mess by the end of the day. NL asked for comments. Generally, after a few teething problems at the beginning of this academic year, it was felt rooms weren’t too much of a problem. IR mentioned a lack of plugs so students couldn’t always plug in laptops.** |  
| **The Chair asked if the student reps had any more feedback.** | **The general consensus was the department was a very friendly place and everybody was very helpful.**  
| **The use of Moodle was felt to be patchy by some academics and the student reps reported they would like higher Moodle use as it is such a convenient way to receive information. The Chair confirmed that everything should be sketched out on Moodle for the term. It was confirmed that all points raised would be fed into the relevant Teaching Committee.** | **Date of next meeting: TBC**  
| **Date of next meeting: TBC** | **VC 19/11/15** |