

## Meeting of the History Department Staff Student Consultative Committee

Tuesday 13 November 2012 at 1.00pm; Room 102

### MINUTES

#### Present

##### Students:

Emily Barrett (BA History, yr 3)  
Valerio Campanella (MA History)  
Jon Chandler (PhD)  
Emily Hilton (BA History, yr 2) *vice* Jack Gibson  
Tali Janner-Klausner (BA History, yr 2)  
Janet Kroll (PhD)  
Benedict Wiedemann (MA MARS) *vice* Alex Lee  
Elizabeth Wong (BA Classics, yr 3)

##### Staff:

Michael Collins  
Stephen Conway  
Ben Kaplan  
Joanna Fryer  
Claire Morley (Secretary)  
Thomas Rath  
Benet Salway (Chair)  
David Sim  
Sarah Snyder

1. Apologies for absence were received from Marlene Cox (Undergraduate Administrator), Jack Gibson (BA History), Alexandra Lee (MA MARS), Sushma Jansari (PhD student).
2. The Committee NOTED the SSCC Terms of Reference.
  - 2.1 NOTED that the Terms re revised: UCLU 'StARs' are now members of the Committee by default.
  - 2.2 NOTED that first year reps are not yet elected; and when the election of the first year reps takes place representatives must be from the full range across the various History degree programmes.
3. Minutes of the previous meeting received.
4. 3.3 – the issue of photocopying quotas (notably for finalists) has been raised with the Faculty and we await a response.
5. The following nominations were received and accepted:  
Departmental Meeting: Tali Janner-Klausner (UG); Valerio Campanella (PG)  
Departmental Library Committee: Emily Hilton (UG); Benedict Wiedemann (PG)  
Consultative and Teaching Committee: Emily Barrett (UG); Jonathan Chandler (PG)
6. The student representatives broadly welcomed the revised course work submission dates with the following reservations:
  - i) Some context on why it was considered necessary or desirable to implement this change will have been welcomed by students;
  - ii) Relatively little material has been covered in a subject before the first essay deadline;

- iii) Indicative reading and guidance from tutors would be welcome to help students inform their essay subject choice so early in the teaching session;
- iv) It was suggested that moving the essay deadline a week later will still give opportunity for timely feedback.
- v) NOTED that the department had not imposed the new penalties on over length course work and that this had been imposed at College level.

6.1 AGREED that the Chair will email all students with some detail of the reason for the change in submission dates.

6.2 AGREED to give consideration to moving the submission date later by one week.

7. The Committee welcomed the proposed bid to 'Quick Wins' for the redevelopment of the student common rooms.

7.1 AGREED that before any works commence and final plans implemented there will be further consultation with the representatives of this committee

7.2 Claire to liaise with the postgraduate student representatives on incorporating an upgrade of the postgraduate (basement) common room.

8. The Chair summarised the key points of the proposed curriculum changes (to be introduced from 2013/14).

8.1 Some concern from the student representatives on how the group project element of the core course would be evaluated (and that mechanisms are in place to ensure full participation and equal effort is secured from all members of the group). This was NOTED.

8.2 Notwithstanding the reservation noted above, the students welcomed this initiative of the group project element. In the event the assessment for this element would be largely oral assessment the committee thought that students will need to be given the tools to develop their skills in this area.

8.3 The overwhelming view of the committee to the proposed syllabus reform was positive.

9. Matters raised by the student representatives:

9.1 Students were concerned that the weekly two-hour slot for the Special Subject classes was insufficient, given that the exam and dissertation elements are worth two course units and said that they would like an additional session scheduled.

ACTION: Chair to feed this in to Syllabus Reform Working Party deliberations

9.2 There is still concern over consistency of feedback: that tutors are not taking a uniform and consistent approach.

9.3 Tali considered that the HIST1001 lecture course is not inclusive in terms of its source materials and has, for example, no texts by women were included amongst the sources; and takes a very Eurocentric overview.

ACTION: Tali to contact the Convenor, Adam Smith, to flag this up.

9.4 Students would like the Reception to have extended opening hours over the period of essay submission, notably over the lunch period.

10. NOTED the launch of the Global Citizenship Programme pilot in summer 2013; and that this is now voluntary and not mandatory.
11. NOTED the Internal Examiners' reports (2011/12) as circulated.
12. NOTED the Departmental Tutor's summary of the Annual Undergraduate Programme questionnaires. Head of Department's Summary of Student Evaluation Questionnaires is still to follow.
13. NOTED the Chairman's communications (as noted on the agenda).

CM/RWBS 13/11/12