

**Student Staff Consultative Committee Meeting  
Wednesday 22<sup>nd</sup> January 2020 at 1pm in FC215**

		Action
<b>1. Welcome and Apologies</b>	<p>Present: Neill Lochery (NL); William Pimlott (WP), research student rep; Robert Sandler (RS), MA rep; Josephine Mottram-Epson (JME), Chair, BA second year rep; Victoria Lisek (VL), BA first year rep, Vanessa Richards (VR) Secretary</p> <p>Apologies: Sacha Stern, Helen Beer, Jacob Hirschowitz, BA finalist rep</p> <p>The Chair (JME) welcomed everybody to the meeting.</p>	
<b>2. Ratification of minutes and matters arising</b>	<p>Toilets – Estates said not much to be done – not enough toilets for the number of people on the floor. Students should let VR/CJ know if there continue to be problems.</p> <p>Microwave in Common Room – not allowed due to Health and Safety</p> <p>Study abroad tutor and SA timetabling – NL to take to DTC</p> <p>The minutes were approved.</p>	<i>NL/VR take to DTC</i>
<b>3. Rooms update</b>	<p>NL asked the students if the room situation had improved this academic year. All students reported scheduling seemed a little better but sometimes rooms were not an adequate size and sometimes the IT equipment doesn't work.</p> <p>WP reported that in the main library there was less space than there had been previously for PhD students.</p> <p>The students mentioned how only one of three computers was now working in the Common Room, 307. VR to follow up with ISD.</p>	<i>VR/CJ – talk to ISD about replacing computers</i>
<b>4. Close the loop campaign</b>	<p>NL explained that the 'close the loop' campaign was about disseminating examples of good practice at UCL where it's been successfully implemented. All students were encouraged to have a look at the <a href="#">You Shaped UCL landing page</a>. WP mentioned HJS should publicise Imogen Resnick's ChangeMakers which she completed in 2018. VR/CJ to get information.</p>	<i>VR/CJ – ask Faculty/ ChangeMakers staff about IR project</i>
<b>5. PRES</b>	<p>NL reported on PRES 2019 results. He explained how taught students complete module evaluations whereas research students don't so the PRES is very important. NL stated that because HJS has a small number of students, results can be skewed. NL reported that students were very happy in most categories. Opportunities to teach and what students are expected to produce</p>	

		Action
	<p>for their submission were areas to look at.</p> <p>WP mentioned that details on PGTA pay need to be clearer. VR explained that depending on the module/lecturer, details vary but HJS would try to make it clearer earlier in the year. The new PGTA job description includes that research students need to inform their supervisor if they intend to apply; this is to ensure that the student isn't at a critical time in their PhD (where working would be inadvisable). Interview panels are set up for all PGTA posts.</p> <p>NL reported that research councils are pushing for all research students to teach and UCL are completing a review to standardise PGTAs across the university.</p> <p>VR to talk to current module leaders to get clarity for this year's PGTAs</p>	<p><b><i>VR – get some clarity for current PGTAs</i></b></p>
<p><b>6. AOB</b></p>	<p>NL reported that he is currently Chair of the Departmental Teaching Committee which includes a student rep. The SSCC feeds into the DTC and both meetings feed into the Joint Faculty Teaching Committee.</p> <p>WP asked if Graduate/Research seminars could be every two weeks instead of every week as students who are based in London are expected to attend, whereas others (overseas/those who are working) are not. Check with FG which students should attend the Research Seminar and which the Graduate Seminar.</p> <p>WP suggested it would be a good idea for a list of timings of post doc funding opportunities/summer schools etc. to be created for research students.</p> <p>JME reported that in an introductory HJS module, a student with different background knowledge in introductory BA modules didn't feel like she had the necessary background information when starting the module. NL said he would take this issue to the DTC.</p>	<p><b><i>VR – check with FG re: attendance at seminars</i></b></p> <p><b><i>WP to investigate and discuss with VR/CJ. NL – take to DTC</i></b></p> <p><b><i>NL – take issue to the DTC</i></b></p>