

**Hebrew and Jewish Studies Department**  
 Staff Student Consultative Committee Minutes  
 Monday 13<sup>th</sup> June 2022, 12pm on Microsoft Teams

| Agenda   | Progress & Decisions  | Action   |
|--|---|--|
| 1. Welcome   | <p>Present: Michael Berkowitz (Chair) (MB), Sacha Stern (SS), Neill Lochery (NL), Lily Kahn (LK), Seth Anziska (SA), Karthik Sundaram (student advisor) (KS), Vanessa Richards (notes)</p> <p>Absent: Makenzie Glavin (MA representative), Theodosia Pipis (research student representative), Sadia Shahid (BA second year and lead representative), Victoria Lisek (BA finalist representative), Bernice Lok (BA first year representative)</p>  |  |
| 2. Minutes of the last meeting and matters arising, MB | Minutes ratified.   |  |
| 3. ASER update (SA)                                    | The ASER snapshot had been taken 31 March 2022. This is a working document and actions will be added as and when. Actions resulting from the recent IQR will be added to the ASER to ensure follow up. Students are asked to contact SA or VR with any items to be added.   | <b>Students to send anything for ASER to SA/VR</b>           |
| 4. Athena Swan update                                  | <p>The Athena Swan Self-Assessment Team are making excellent progress in composing the final report. We have had ongoing student involvement. The draft will be submitted in August to a mock panel and feedback will come back to us for final submission in October.</p> <p>There needs to be a decision whether we create this as an EDI longer term committee in the department (beyond the Athena Swan submission). We should include students in that discussion. We must ensure we have student representative on any EDI committee but do not want students to feel under pressure to contribute to Athena Swan.</p>  | <b>Ensure students involved in Athena Swan/EDI committee</b> |
| 5. Any other business                                  | <p>NL, as Departmental Tutor, reported ECs have been prolific this year. Going forward students are reminded ECs must:</p> <ul style="list-style-type: none"> <li>- be applied for in advance</li> <li>- provide appropriate evidence (as much evidence as possible).</li> </ul> <p>We've had some severe EC cases this year. It is important that next year we have a clear policy when dealing with multiple ECs.</p> <p>KS reported that ECs should not be used just to get a few extra days to work on an essay. It is for 'extenuating circumstances', sudden unexpected difficulties. Suggestion that student adviser be copied in so there can be some follow up with students submitting ECs.</p> | <b>Remind staff/students about EC rules for 22/23</b>        |