

# GSSCL Meeting 8th December 2015

- **Membership of Committee**

## **Student Representatives**

Diego Solorzano Rueda  
Andy Ferrara  
Carlo Schwarz  
Daniel Diez-Alonso  
Antonio Schiavone  
Andres Fioriti

## **Staff Representatives**

Heafey, Maryanne  
Dutta, Bhaskar  
Deven, Natalie  
Mukand, Sharun  
Horslers, Lynne  
Smith, Jeremy  
Riley, Helen,  
Muthoo, Abhinay

**Apologies** were received from Andres Fioriti, Jeremy Smith and Helen Riley.

- **Minutes of the GSSLC meeting held on 26th October 2015**

**.1. Library Issues**

During the last meeting the possibility of better support for the Wolfson Research exchange was discussed. Helen Riley sent an e-mail informing the GSSLC that unfortunately no permanent staff will be available for Wolfson, but better signage and a contact phone number will be prominently displayed. There also will be more regular drop ins. Moreover, the opening times will be extended until Midnight until 18<sup>th</sup> December and from January onwards.

**.2. CRETA Seminar**

For the CRETA Seminar at least 1 hour of slots to meet the visiting researcher will be granted for the Phd students and a greater priority will be given to students closer to the job market.

**.3. Space office hour**

An e-mail was send to all Phd students informing them about the bookable rooms for the office hours.

**.4. Job market information**

Information about the job market process were send out to 4<sup>th</sup> year Phd students. Moreover, if necessary students could ask the department about their submission date for the Phd.

## **.5. Visa**

The department contacted the international office and together with the department some written guidance will be provided.

- **Library Issues**

There were no issues raised.

- **Computing Issues**

- .1. **New evaluation form**

The department is using a new web form for the module evaluation. Currently there are still some small problems to work out. Students are asked to complete the module evaluation by the required deadline.

- **Curriculum Organisation**

- .1. **1<sup>st</sup> year MRes Research Methods Module**

The first year MRes students ask about the timing and the content for the Research Methods Module. It will take place in the second half of term 3. The department is currently working on the specifics. The MRes students should definitely block the time until the beginning of July.

- .2. **Next year's MRes Module**

There are currently no changes planned to the offered modules for the 2<sup>nd</sup> year of the MRes.

- **Curriculum Development**

There were no issues raised.

- **Teaching and Learning**

- .1. **Lecture Capture (MRes)**

Lecture Capture is to the best information of the department only available in a few rooms of the MRes course. This will be checked again by the department since lecture capture is advertised in at least some of the rooms. All Module lectures were contacted if they would allow lecture capture. If the lecturer agrees, private lecture capture could be done independently.

- .2. **Seminars (MRes)**

The 1<sup>st</sup> year MRes cohort pointed out, that often they are not able to cover all parts of the problem sets in the seminars. This might be due to the fact, that some job market students have less time to prepare the lecture. In general, it is also possible to ask the course lecturers about specific problems with problem set questions, but students should definitely try to prepare the problem sets in advance of the seminars.

- .3. **E-Mail list Teaching fellows and Phd students**

There seems to be some confusion with the separate e-mail list for teaching fellows and Phd students and some important mails did not reach all Phd students. This relates to the email

about bookable rooms, which in the first instance was only sent to Teaching Fellows (but has now been sent to Graduate Teaching Assistants).

- **Methods of Examination**

- .1. **Turnout job market presentation**

In the last time the job market presentation of some Phd students were only attended by very few professors.. This is also an issue with the CAGE Work In Progress seminars and the Micro WIP seminars. Maryanne will discuss this with the Head of Department to see whether an email from the HoD might be appropriate.

- **Student Support and Guidance**

- .1. **Attendance 1<sup>st</sup> year MRes**

As a result of complaints by several lecturers about the attendance of the 1<sup>st</sup> year students an email was send to the students. The students considered the tone of the mail threatening. However, the department want to make clear, that even if attendance is not mandatory students should try attend all lectures. The attendance for this year's cohort has been worse than for previous cohorts.

- **Any other Business**

- .1. **PRES summary results**

The results of the PRES are now available. The department will put in an action plan for the next 2 years to improve any issues raised in the PRES results. Summary headline results were discussed and Maryanne will send a copy of the Action Plan to GSSLC members for information and comment.