**MINUTES OF THE MEETING OF CARDIFF UNIVERSITY CENTRE FOR LIFELONG LEARNING STAFF STUDENT PANEL MEETING HELD ON MONDAY 8th FEBRUARY 2016, IN ROOM E1.01, LEARN AT 13:00**

Present Paul Fortescue *Student Representative*

 Juliet Thomas *Student Representative*

 Andrew Blackmore *Subject Librarian*

 Jan Stephens *Co-ordinating Lecturer*

 Nick Jones *Co-ordinating Lecturer*

 Zbig Sobiesierski *Director of Continuing & Professional Education*

In Attendance Catrin Salter

Apologies for absence were received from Sarah Watkins

1. **MINUTES**

That the Minutes of the meeting held on 4 June 2014 were confirmed as a correct record.

1. **MATTERS ARISING**

NOTED the following in relation to the matters arising from the last meeting:

.1 *5 (3.2)* that an introductory level Microsoft Word course is not feasible;

.2 *8 (5.4)* that Continuing & Professional Education is working on improved identification of students eligible for a Certificate of Continuing Education (formerly Foundation Certificate), currently running a pilot on two subject areas in the hope of extending this to all subject areas in 2016/7;

.3 *8 (6.4)* that it is not appropriate for Continuing & Professional Education to email students about student social events;

.4 *8 (7.3)* that tutors have the discretion to provide printed handouts for students on their courses, but they are encouraged to limit this where possible;

.5 *5.6* that an information booklet on how to access Learning Central and emails was produced and put on the Continuing & Professional Education website, however it now needs to be updated and moved to the intranet.

**Action: NJ/AB**

1. **TERMS OF REFERENCE**

NOTED

.1 that the Terms of Reference have not changed since the last meeting of the Staff Student Panel;

.2 that Juliet Thomas would be resigning as a representative at the end of the meeting because she is no longer studying courses at Continuing & Professional Education.

1. **ANY OTHER BUSINESS**

.1 STUDENT FEEDBACK

 NOTED

.1 that from the feedback gathered from peers on their courses it appears that everybody is happy and enjoying their courses;

.2 that most students who provided feedback to the Representatives found Learning Central useful, although some struggled if they were not so IT literate. PF also noted that the students supported each other with Learning Central, with Free-Standing Module students being very helpful;

.3 that one course did not have a break during classes having consulted with students, however there is an expectation that classes will have a break to allow for both comfort and discussion;

.4 that some Pathways students did not get a Library ID card because their courses were taught in the John Percival building and ID cards are produced in the Senghennydd Library;

.5 that one course group had their tour of the library on the last day of the course, and that it would have been useful to hold this earlier on in the course;

.6 that AB has leeway to amend the book limit for Continuing & Professional Education students from six to 15 if they are studying three or more courses;

AGREED

.7 that AB will explore the possibility of having facilities to produce Continuing & Professional Education Library ID cards and that Tutors will be asked to strongly recommend getting a Library ID card.

  **Action: AB and ZS**

 .2 STUDENT COMMUNICATION

 NOTED

.1 that it is difficult for the student representatives to make themselves known to students outside of their courses and therefore gaining feedback is problematic;

.2 that there is Student Representative tray in Reception and a form on the Continuing & Professional Education website for students to feedback to Student Representatives;

AGREED

.2 that tutors will be asked to inform students that PF is a student representative.

.3 SENGHENNYDD LIBRARY

NOTED

.1 that the library facilities on Cathays Park are going to be consolidated and that feedback is being sought from all students, including Continuing & Professional Education students;

RESOLVED

.2 that focus groups will be arranged in café venues prior to course start times and that students will be emailed about arrangements;

.3 that AB will provide ZS a list of questions for a Bristol Online Survey;

**Action: AB and ZS**

1. **DATE OF NEXT MEETING**

The date of the next meeting is to be confirmed.

**LIST OF ACTIONS**

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| **Minute** | **Detail** | **Action** |
| 2.5 | information booklet on how to access Learning Central and emails was produced to be updated and moved to the intranet | **NJ/AB** |
| 4.1.7 | explore the possibility of having facilities to produce Continuing & Professional Education Library ID cards | **AB** |
| 4.1.7 | Tutors be asked to strongly recommend getting a Library ID card | **ZS** |
| 4.3.2 | focus groups will be arranged in café venues prior to course start times and that students will be emailed about arrangements | **ZS** |
| 4.3.3 | provide ZS a list of questions for a Bristol Online Survey | **AB** |