

Student-Staff Committee Annual Report

Academic year: 2017/18	
School/Institute: History, Classics and Archaeology	
Programmes covered by the PG SVC: All History, Classics and Archaeology PGT and PGR programmes	
How many SSCs have taken place during the academic year? 3	
Chair: Chelsea Edmonson for first 2 meetings and then Wyatt Rowe for the last one. This annual report was drafted by Sajidah Saleem in Chelsea's absence and approved by Wyatt Rowe and Don Miller.	Email: C.Edmonson2@newcastle.ac.uk W.Rowe2@newcastle.ac.uk
Secretary: Sajidah Saleem	Email: sajidah.saleem@ncl.ac.uk
Staff Facilitator: Dr Don Miller	Email: don.miller@ncl.ac.uk

Matters resolved during this academic year

Matter raised	Raised by:	Outcome
Change to name of committee	DM	DM, DELT, proposed a vote on changing the name of SSC to SVC (student Voice Committee). It was unanimously agreed.
WhatsApp Group	Chelsea Edmonson	CE proposed a WhatsApp group for all members of the SVC. She set this up. The University App also has a Student Voice section with the reps' details on it and this App is used by students daily.
Research training	Esme Troughton	ET pointed out that as Research training sessions are irregular a reminder would be useful which Jonathan Andrews said that he will send in future.
Language provision	Matt Perry	MP said language provision had been an issue in the past and that now we would cater to the individual needs of students through blended learning in language centre and that if any student had a language need that was not being met they should get in touch with him and arrange a meeting.

Students being asked to leave the Student common room	BC	A sign has been put up in the room stating students cannot be asked to leave.
Vending machine in the student common room does not accept the new pound coins and the coffee machine does not dispense coffee.	Students	Sajidah Saleem called the supplier and reported this and both machines are now working.
Several Masters deadlines are clustered together after Christmas	Matthew Townson	It was reported by Violetta Hionidou that the dates are given out at the beginning of term so are known in advance. Matt Perry said assessments can only follow modules so it is natural that they will all be together. VH said the dates are set on first day of assessment period and can't be later as students require feedback before their next assignment. Jonathan Andrews said that most module leaders point out at the beginning of term that workloads need to be structured and managed.
Timing of consecutive seminars	Students	It was reported that seminars for the Archaeology subject followed one another and so not enough time to get there. Rachel Nesbitt replied that there is a 10-minute window of grace within timetabling between seminars/lectures to allow for this.
Collecting feedback from the office	Wyatt Rowe	WR said students received an email from the office 5 minutes before they were due to close at 4 to collect marks/feedback on Friday when their assessment was on Monday. SF said the office is open to PG students until 5 and the marks are on S3P anyway.
24-hour access to the Armstrong	Chelsea Edmonson	CE asked about 24-hour access to the building and whether everyone knew where the access points were. All present were then informed.

Limited access to the Reading Room	Elizabeth Cooper	DM reported that this was due to a shortage of teaching space and students should try to access the room on the hour if they wish to take out the Classics books.
PFG seminars clashed with other events	Elizabeth Cooper	RN reported that she had investigated the possibility of having these sessions timetabled however the timetabling system will not be able to schedule these as the sessions are open to so many people which would cause too many system errors.

Ongoing discussions

Matter raised	Raised by:	Actions pending
Request to increase PGT and PGR Fund allocation	students	MP is on research leave but Federico Santangelo reported that he would raise this when the next budget is set.
Confusion over referencing styles for MLitt students	Sara Foreman	This item was referred to the Board of Studies.
UCU strike action over changes to the USS pension	Matt Perry	MP agreed that it was very important that students be kept informed of both the rationale for the strike and how it will affect them. Bruce Baker will be arranging a meeting for PG and UG students in the coming weeks for this purpose.

Have you been aware of any equality and diversity issues this year? If yes, please provide any details.

Matter raised	Raised by:	Actions pending

Any other points to note/feedback

At NUSU, we would like to use this report to promote some of the committee's achievements and also use the information provided to report on common trends in student representation. If you are happy for us use the information for these purposes, please mark the following box