

# The University of Manchester

## Student Representation Staff Co-ordinators' Forum Meeting Wednesday 26<sup>th</sup> May 2010 - Notes from the meeting

**Present:** Chris Ashworth, Simon Brocklehurst, Janet Boyd, Kandy Diamond, Giles Droop, Helen Franklin, Jackie Gandy, Miriam Graham, Joanne Jolley, Kate Little, Francesca Moss, Marcia Ody, Laura Prescott, Faye Ratcliffe, Charlotte Raynes, Joy Stewart, Margaret Stockberger, Jane Syme, Joyce Wolfson.

Apologies: Christine Burns, Suzanne Davies, Janet Ellis, Gail Hall, Kath Hopkins, Ryan Hurst, Gill Lester, Jan Marriott, Tracy North, Caroline Sales.

### 1. Welcome

Marcia Ody (Teaching and Learning Manager, TLSO) welcomed members to the meeting.

### 2. Notes from the last SRSCF meeting held on 3<sup>rd</sup> March 2010.

#### Matters arising:

#### a. Co-ordinators' Support

- It is requested that if Co-ordinators have any particular central contacts in Student Services and IT Services, etc. which they would like details of, they should contact Miriam Graham ([m.graham@manchester.ac.uk](mailto:m.graham@manchester.ac.uk)) so that a list of useful contacts could be drawn up.

#### b. PGT Representation

- Co-ordinators with specific responsibility for PGT representation were requested to contact Chris Jenkinson at the Students' Union ([postgrad@umsu.manchester.ac.uk](mailto:postgrad@umsu.manchester.ac.uk)) with information about the particular PGT representation systems within their area. Any requests for specific PGT training or support issues should be sent to Charlotte Raynes ([craynes@umsu.manchester.ac.uk](mailto:craynes@umsu.manchester.ac.uk)).

### 3. Structure of SRSCF

Marcia Ody raised the issue of whether Co-ordinators felt the Forum should continue on with the same format or whether changes should be made. Longer standing members felt that the meetings were a useful forum for finding out relevant information and seeing what other areas are doing.

It was suggested having perhaps one meeting a year where an academic staff member, the (usually administrative) Co-ordinator and a student rep from each School would be invited.

It was agreed that the Forum should continue on in the same format: having three meetings a year but with one of these being the special joint meeting mentioned above. Additional use could be made of electronic discussions when relevant.

New Co-ordinators should be directed to the information about the Forum and student representation in general on the TLSO website -

<http://www.campus.manchester.ac.uk/tlso/qualityframework/representation/>

#### 4 PGT/PGR pro formas

The Students' Union are planning specific PGT rep training in 2010/11. Charlotte has so far received six responses to the request for details of PGT structures within Schools.

**ACTION:** Co-ordinators who have not yet completed the pro formas, please do so or pass them onto colleagues who deal specifically with PGT and/or PGR representation for completion and return them to [craynes@umsu.manchester.ac.uk](mailto:craynes@umsu.manchester.ac.uk).

**ACTION:** Any further information or requests for training should be sent to [craynes@umsu.manchester.ac.uk](mailto:craynes@umsu.manchester.ac.uk).

Joyce Wolfson is currently working in the Research Office to produce a Code of Practice for PGR representation. She has sent questionnaires to PGR reps and found that only 6 (out of 26 respondents) had received any training for their role. The Code of Practice will contain some key basic principles but Schools would then be free to make their own local arrangements. It is envisaged that a repository of good practice would be included in the CoP.

#### 5. How do we engage student reps at School level?

##### The role of 'Union Link'

The pilot for the role of Union Link took place in Life Sciences, Pharmacy and Law, with the aim of introducing the role to fill in a gap of representation between programme level and Faculty/University level. The Link students were asked to provide three reports during the pilot period, relating to their role. Only two reports were received from the Law and Life Sciences Union Link students and none from Pharmacy.

The Students' Union did not feel that the pilot had been successful and would therefore not be progressing with the establishment of the role in future. It was felt that the role would require a lot of work and communication between the Union and the reps.

The School of Law, however, felt that the Union Link pilot had been successful for them as it strengthened communication and knowledge of representation.

Some Schools do have their own year reps or School reps and it is largely left to individual Schools to make their own local arrangements to suit their needs. The Students' Union used to have School reps but these were separate from the programme rep structures so didn't tie in to the programme reps appointed within the Schools.

In order to get an idea of the level of representation at School level, it was requested that Co-ordinators who do **not** have School level representation should contact Miriam Graham ([m.graham@manchester.ac.uk](mailto:m.graham@manchester.ac.uk)).

**ACTION:** Co-ordinators to contact Miriam Graham if they do NOT have representation at School level.

## **6. Blackboard Module update**

Kate Little reported that the module for student reps is up and running but it has not yet been fully trialled. Kate and Charlotte are planning to meet with Ian Miller to sort out technical issues such as enrolment. The plan is to trial the module with PGT reps during the summer with the aim of rolling it out in September. The module will include an online forum for students to discuss and share good practice.

## **7. Student rep elections and training**

Charlotte Raynes reported that a draft training schedule has been prepared for training programme reps in September/October. She will email details to Co-ordinators. Some dates have been specified for PGT rep training. Charlotte requested that, if there is anything specific which Co-ordinators wanted to be included in the training session for the reps from their School, they should contact her. It was also noted that Co-ordinators are welcome to attend the training session for their School if they wish to.

**ACTION:** Co-ordinators to contact Charlotte ([craynes@umsu.manchester.ac.uk](mailto:craynes@umsu.manchester.ac.uk)) if there are any particular issues they would like included in the training session for their reps.

## **8. Manchester Leadership Programme (MLP)**

At a previous meeting, it was agreed that a student rep's hours of service in their role could be accredited towards the MLP. Co-ordinators were asked if they had signed off student rep hours towards their MLP.

**ACTION:** Miriam Graham to email Co-ordinators to enquire if they had signed off any student rep hours towards the MLP.

## **9. Any other business**

None

## **10. Date of next meeting**

Details of the dates of meetings for the next academic year will be published when arranged.