

<b>Minutes of: Undergraduate Student Staff Committee</b>		
<b>Date: 12<sup>th</sup> October 2016</b>		
<b>Item</b>	<b>Minutes</b>	<b>Owner</b>
Present	James Bennett, Olga Goriunova, Chris Townsend, Keith Buckman, Jackie Marty (Minutes) Jack Salvadori, Natalia (DMC) Dorian Duncce-Berling, Lori Murphy (Chair)	
<b>Apologies</b>		
1.	First Year.	
1.	<u>Notes</u> Difficulty in working out how each course connects to each other. Provisional options list to be circulated before Christmas. Reps to discuss with peers and report back.  Check what placements are available to BA DMC students – JB/OG	
	<u>Actions Points</u> a: Reading Weeks, on DMC and why there aren't any – JB to talk with comp science and report back	a: JB
<b>2. Second Year</b>		
2	<u>Notes</u> <ul style="list-style-type: none"> <li>Moodle forums not working – CT to speak with Martin King</li> <li>Provisional options list to be circulated before Christmas. Reps to discuss with peers and report back.</li> <li></li> </ul>	
2	<u>Action Points</u> <ol style="list-style-type: none"> <li>Options and what choices will be available. James to explain how options will work next term, during the year meet up.</li> <li>ALT3 too hot and there is a nasty smell, JM to report to Estates.</li> </ol>	a: JB b: JM
<b>3. Third Year</b>		
3	<u>Notes</u> <ul style="list-style-type: none"> <li>Noise in Arts is an issue and alternative space should be sort if possible.</li> <li>Talk to 3<sup>rd</sup> year students on Film Studies to obtain feedback on the Creative Industries course and what specific areas they would have liked included. This will also feed in to the employability course for 3<sup>rd</sup> years.</li> <li>Send details of PA's to film studies students.</li> <li>Question was asked as to why the Dissertation is submitted in December. Answer given.</li> </ul>	
3	<u>Action points</u> <ol style="list-style-type: none"> <li>Melodrama submission dates have a possible clash JM to check. Moodle update on Melodrama are required. JM to arrange for all courses on Moodle to be audited and updated where necessary.</li> <li>Staff to use the individual degree distribution lists rather than the all students especially when the topics are degree specific.</li> <li>Student Reps to view information for current student's page and notify JM of any missing information they would like.</li> </ol>	a: JM b: All c: Reps
<b>4. Academic Report</b>		
4	<u>Notes</u> <ul style="list-style-type: none"> <li>New Professor in Digital Media/Film – would like reps to sit in on the presentations of candidates. The presentations take place on 17<sup>th</sup> November for anyone who is available to provide feedback.</li> </ul>	

	<ul style="list-style-type: none"> <li>Assessment Criteria has been updated and will be in use. To make it easier for students to understand their feedback.</li> <li>Digital Media Technician Post.</li> <li>More events students should view events calendar. Ideas of where to advertise. Put a link on the FB page. Reps to paste link on year group FB pages. Produce hard copy of calendar on notice boards.</li> </ul>	
4	<p><b>Action points</b></p> <p>a. CT to circulate dates of Rep training</p>	a: CT
5.	<b>AOB:</b>	
	<p><u>Notes</u></p> <ul style="list-style-type: none"> <li>Next Meeting Wednesday 18<sup>th</sup> January 2017 @ 2pm. Location to be confirmed.</li> </ul>	
	<p><b>Action points</b></p> <p>a.</p>	