

THE UNIVERSITY OF MANCHESTER

School of Chemistry

STAFF/STUDENT LIAISON COMMITTEE

MINUTES

Meeting held at 1pm Wednesday 5 December 2012 in School of Chemistry, Room GE.005

Present: Garry Procter (Chair), Andrew Regan, Karen Charters

Student Representatives:

Level 1	Ikra Pervaiz	Cory Bernard
Level 2	Lisa Williams	Jonathan Phan
Level 3	Jessica Quirke	Kyriacos Demetriou
Level 4	Priyanka Comar	Lisa Roe

1. Apologies for absence

None received

2. Minutes and Matters Arising

- 3b) Information about the location of drinking water facilities in the building had been posted into the Blackboard 'virtual common room' area.
- 5a) Group project start times had been discussed with lab organisers, but it was noted that possible changes to the organisation of projects were in place.
- 5b) Seminar announcements would now be condensed into one monthly email.
- 5d) Building issues had been reported to the Building Manager.
- 5e) A bid to the Dean's Fund would shortly be put forward, asking for funds to refurbish the 4th floor library into a 'Learning Commons' area. It was hoped that creating more room and an excellent learning environment would possibly reduce pressure on the computer cluster. It was noted however that this space would not be a common room, and that social space was still an issue within the building.
- 6a) Issues regarding year 2 demonstrators had been brought to the attention of lab organisers. Reps were encouraged to keep bringing forward any problems of which they were notified.
- 6b) This had been passed on and would be discussed by the School's teaching committee.
- 6c) It had been reported that attendance at year 2 PASS had dropped off, but it was acknowledged that this scheme could do with some further development, and feedback on this would be welcomed.
- 7b) Some good ideas about possible ways to improve Welcome Week for first year students had been put forward. Further development would take place in semester two.

3. First Year matters

- a) There had been a number of complaints regarding BIOL10551, specifically an online test which took place in the previous week. Lectures for this course finished on the Tuesday, with the test taking place on Friday, and it was felt that there was insufficient time granted for preparation. In addition, it was felt that there were far too many questions. A few students had asked whether

another chance at the test could be organized. It was explained that this test represented a very small proportion of the marks available for the course, but that a full breakdown of the coursework and examination marks would be sought in advance of the marks being reviewed at the semester one exam board. It was noted that the programme director for Chemistry with Medicinal Chemistry was seeking some dialogue with FLS regarding the content of this course, and these comments would be forwarded to him as part of this. (*Action: GP*)

- b) It had been commented that the computer cluster is always full, and it is often difficult to find an available machine. It was noted that a lot of students tend to use the cluster as social space, and that a lot of engagement is of a non-academic nature. However, the cluster is a University rather than School resource, and space constraints mean that there is no possibility of it being extended. Cluster machines are available in the Schuster and xx buildings nearby.

Action (KC): it was noted that in previous years the cluster had been open until 8pm but that this academic year a note had gone up to show closure at 7pm. Discussion would take place with House Services staff as to why this change had come about, and to reverse it if possible.

4. **Second Year matters**

- a) Feedback from year 2 synthesis labs had been very poor, with feedback on some reports not being received for over 6 weeks. It was also felt that there was some inconsistency between the marking of reports, with a huge difference in marks allocated for two different write ups.
- b) It was also noted that no feedback had been given on the latest CHEM20311 online test.

Action (GP): an urgent response would be sought from the S-Lab organiser, with a reminder of the University's policy on feedback. It was however to be noted that any marks given at this stage are to be considered provisional, as a full moderation process would be followed before marks are confirmed at the end of the year.

5. **Third Year matters**

- a) The lock on one of the ladies toilets was broken again

Action (GP): this would be reported to the building manager.

7. **Fourth Year matters**

- a) Some students were finding the current lectures in CHEM30211 difficult to follow.

Action (GP): this feedback would be passed on.

- b) It was noted that there was overlap between the content of CHEM30211/30311/40311 lectures at present, which made it a bit boring.

8. **Any other business** no further business discussed

9. **Next meeting**

13 February 2013

17 April 2013