

Cardiff School of

**UNDERGRADUATE STUDENT-STAFF PANEL MEETING**

**AT 2.00 PM ON WEDNESDAY 26 June 2013, ROOM 1.5 TDS**

**AGENDA**

1. **Apologies for Absence**

The names of attendees should be noted and any apologies for absence given.

1. **Minutes of the previous meeting**

The committee should receive the minutes of the previous meeting which should be checked and confirmed as a true record.

1. **Matters Arising/Actions**

This item should cover report on progress / completion of actions and matters arising from the minutes of the previous meeting

1. **Update from School Chair on the College Forums**

The Chair should report back on any issues discussed at the most recent College Forum, if applicable.

1. **Teaching**
   1. Quality
   2. Variety of teaching methods
   3. Course content
2. **Assessment**
   1. Variety of methods
   2. Organisation and deadlines of assessment
   3. Feedback – time, quality etc
3. **Academic Support**
   1. Personal Tutor system
   2. Project/dissertation supervisors
   3. Careers Support
   4. Placement students
   5. Distance learners (if applicable)
   6. General
4. **Organisation and Management**
   1. Module choices
   2. Administration
   3. Communication
5. **Learning Resources**
   1. IT
   2. Library
   3. Learning spaces
   4. Equipment
6. **Personal Development**
   1. Employability & Skills development
   2. Placements
7. **External Examiner Reports**

External Examiner annual reports from previous year (Sem 1 meeting) should be presented under this item.

1. **Results of student surveys and other student feedback exercises**
   1. National Student Survey
   2. Postgraduate Taught Experience Survey
   3. Postgraduate Research Experience Survey
   4. Welcome to Cardiff
   5. Erasmus
   6. Study at Cardiff
   7. Placement Learning & Study Away surveys
   8. Module Evaluation
2. **Year 1**

Any comments specific to this year group should be discussed here

1. **Year 2**

Any comments specific to this year group should be discussed here

1. **Year 3**

Any comments specific to this year group should be discussed here

1. **Subject-based Society**
2. **Summary of issues and reports of good practice**

This item should be used to include issues or examples of good practice brought by staff or students that have not been covered elsewhere. It should be reported if there are no issues to be raised.

1. **Any Other Business**
2. **Date & Time of Next Meeting**