

# Minutes: Staff Student Liaison Committee



THE UNIVERSITY of EDINBURGH  
Centre for Open Learning

## Short Courses

Monday 2<sup>nd</sup> December 2019

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<b>Present:</b>	Oliver Reed (OR) George Baxter (GB) Nicola Dove (ND)	Chair; Art and Design Course Organiser Programme Representative, History Teaching Office Administrator, Credit & QA
<b>Apologies</b>	Katrien de Kock (KdK) Anukrat Bhansali (AB)	Programme Representative, Social Political and Legal Studies Programme Representative, Music

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<b>Start Time:</b>	13:00
<b>End Time:</b>	13:16

1.	<b>Welcome</b>	OR
	OR opened the meeting and welcomed everyone present.	
2.	<b>Actions/Updates from Previous Minutes</b>	OR
	Actions/updates from previous minutes:  Point 3 (Student Rep COL Website Update) – OR confirmed that the website had been updated to make the role of the SSLC and programme reps more explicit, with fewer clicks to reach information.  Point 4 (Short Courses Board of Examiner Minutes) – OR confirmed that Data Sync was now used to give access to minutes for programme representatives on non-credit courses.	
3.	<b>Student/Subject Reps: Feedback</b>	
	OR confirmed that programme reps personal emails would not be given out to students and students would be asked to use online form to contact rep.  OR expressed that there is the potential for a hand over document to be created with current reps and passed on to future reps in the next academic year.  GB gave the following feedback from his course (Scots Abroad 1750-1950: Emigration, Ambition and Empire): <ul style="list-style-type: none"><li>• Good course.</li><li>• Tutor knows the subject well.</li><li>• Mid-term feedback had been used and tutor adjusted the delivery of course following feedback.</li><li>• More time could have been given to experiences of ex-pats on the course – tutor did allow more time for this once the point had been raised in feedback.</li><li>• Good engagement and attendance from students on the course.</li></ul> OR asked if the student had used the end of course feedback form, GB had not done so for this course.	

<b>4.</b>	<b>Reps for Term 2</b>	<b>OR</b>
	No matters arising.	
<b>5.</b>	<b>Any Other Business</b>	<b>ALL</b>
	No other business.	
<b>6.</b>	<b>Date of Next Meeting</b>	<b>ALL</b>
	<i>23<sup>rd</sup> March 2020</i>	
	<b>OR</b> closed the meeting at 13:16 and thanked the programme rep and colleagues for their work.	