**Online Student Representatives’ Meeting, Tuesday 28 January 2020, 6.00pm**

**Present:** Ian Chowcat (Opera Studies, L4), Kate Aiken (Theatre Studies, L5), Ollie Hope (Theatre Studies, L4), Shakira Martin (Head of Student Experience), Andrew Walker (Vice Principal)

**1. Apologies** Adam Gac (Opera Studies, L4), Mike Lees (Theatre Studies, L6) Tim Lloyd (Opera Studies, L6).

**2. Matters arising from previous meeting on 30 October 2019:**

4.Student rep handbook

***Action:*** *Student reps to pass on any comments/suggestions regarding the online student rep handbook to AW.*

(Comments continued to be welcomed regarding the online student rep handbook, which can be amended as necessary for next year.)

5. Links with Students’ Union

***Action:*** *AW to draw attention to Ryan Smith and the SU President, Matt Condon, of online student reps’ desire to engage more closely with the SU and for SU to consider suggestion regarding possible online student representation on the executive.*

AW reported that he has drawn this to attention to Ryan Smith and SU President;  SU exec are discussing this issue. There has been some  dialogue between the SU exec and some online student reps about this. AW will report to the SU exec that online student reps are keen to find ways of obtaining representation on the SU executive.

6. Opportunities for online student reps to sit on College-wide committee

***Action:*** *Student reps to contact AW or Ryan Smith if interested in involvement in other College committees.*

Online students are welcome to put themselves forward to become representatives on the College’s committees.

9. Theatre Studies:

***Acton:*** *AW to raise issue of storage space on Mahara with the OCDM.*

AW reported on discussion with the OCDM who confirmed that when students’ storage space limit had been reached it was possible for them to request to OCDM for additional capacity to be allocated to them.

**3. Student engagement review**

Shakira Martin outlined the student engagement review that is currently being undertaken across the College. Shakira outlined how students could take part in this review, which was exploring how the student voice is being heard across the College and how it is being responded to. The review is auditing current activity and will be making recommendations with regard to enhancing student engagement across the College. Shakira thanked the online student reps who were members of the student engagement review panel – Adam Gac (Opera Studies L4) and Kristina Lewis (Theatre Studies, L6). Shakira noted that there were ways in which all students could participate in the review. She referred to a questionnaire that all students could complete and which would be fed into the review anonymously. Shakira also took the opportunity to obtain feedback from the online student reps present on a number of aspects linked to the review.

The responses Shakira received will be fed into the review. These related to the use of the VLE as a forum for student representatives, the relationship between online student reps and the SU; barriers to engagement for students - linked to work-life balance and the need for meetings to be held at times that coincided with student availability; the need for transparency and ensuring that student reps not only felt heard but that the College responded to requests and student comments -even if it were not always possible to take actions forward.\*

\*These are some of the issues raised. Shakira has more detailed notes of the discussion which took place between her and the student reps present.

**4. Online student surveys**

AW informed student reps that the online student surveys for levels 4 and 5 were in preparation. He asked whether student reps would be prepared to comment on the these prior to distribution to students. The student rep agreed to do so.

**Action:** AW to distribute draft student surveys to student reps for comment.

**5.Programme committee timings**

Theatre Studies student reps have noted that it is often difficult to attend programme committees owing to their timings, which take place during the day. They asked whether it might be possible for these to be held instead in the early evening which would optimise student levels of attendance.

**Action:** AW to raise this request with the OCDM.

**6. Technical issues**

It was reported from Theatre Studies reps that there were some technical issues encountered regularly, especially when completing some of the more interactive modules. Whilst help could be sought, it was not available as promptly as had been the case when the support was available ‘in house’. AW noted that a review was to take place of the College’s ICT provision and that these points would be raised accordingly.

**Action:** AW to raise these points in ICT review.

**7. Symposium**

Student reps welcomed the online provision that was to feature in this year’s Symposium and thanked the OCDM for her work in the development of this.

Meeting closed 6.50pm.