Class rep meeting 10th November 2015

In Attendance

Hayley Cadden & Jarmilla

Michael Allan who was there as a class rep was taking the minutes.

Welcomed everyone.

Asked all reps to fill in their names to keep track of who attended and if they had received a text and email, anyone who hadn’t received either, or was to fill out the correct details which would be updated as soon as I got in the office.

**Course Team Meetings.**

Briefed Class Reps on Procedure for Meetings, asked who had already had their meeting and if they could fill in their evaluation forms and bring them to the Student Association.

Reps that had been to their meeting said it was a good experience and that they felt they had been listened to, taken seriously and found it a very positive experience.

Explained the importance of a Course Team Meeting and Feedback

Advised of what is required prior to the meeting, during and after using Toolkit

Explain the importance of Confidentiality

Asked all the reps if they hadn’t yet received their tool kits to put their name down and I would send them the toolkit in an email when I was back in the office.

**SOCE**

What is SOCE (Student On Course Evaluation) this is a short questionnaire that will allow the college to look at the information and act on issues that have been brought up if possible.

Advised all reps that filling the questionnaire in is very important for the college to directly see how the student’s experience is going so far.

I had advised that prior to the meeting I had emailed everyone their SOCE hyperlink so they could fill it out in their own time.

**Education Scotland Review**

 The Review will take place w/c 25 January 2016

This will happen over three days.

How often does this happen? (Every 4 Years) This is a review on the workings of the college where, the team of around 5 people will come in and ask questions on learning and teaching procedures where a team member will sit in on some classes, health and safety and staff structures including HR.

There will also be a student team member who is from another college who will come in and speak to as many students as possible and get more detailed information about what the Student Association Reported on.

The student Association has been asked to provide a detailed report based on what information was collated by the survey monkey questionnaire.

**Training**

All Class Reps have completed training

How do you suggest we capture those who were unable to attend the training?

All Certificates have been posted

All Lead and Deputy Officers have been elected

All Lead and Deputy Officers have completed Officer Training

Certificates will be issued in due course

**Student Association UPDATE**

* SA is currently working on our Strategic Plan this week
* SA is currently working on a Partnership Agreement with the College
* SA is working to produce a report for Education Scotland which must contain survey results from students and feedback
* SA is working on completing our Constitution
* SA is currently supporting all class reps to ensure there is supported representation at Course Team Meetings
* SA have arranged with Course Lecturers ‘Hate Crime Talks’ with Police Scotland w/c 16/11/15
* SA assisting the Erasmus project (programme where we are working with 7 other colleges from different EU countries in order to share good practice) A group will be visiting the College from 16-18 November 2015
* Enquiry Forms can be completed by students at any time (box in the SA Room) and will be dealt with within 5 working days.

**Resolved**

* There have been various concerns regarding Internet dropping within the college.
* *iPrism has been changed so problems will now be resolved*
* Toilets unable to flush
* *information passed to the Estates Manager*
* Main Door- Issues with Main Door closing or not opening correctly
* *Maintenance People called and are looking to resolve the issue*
* ***Matriculation Cards***

*New Software active no issues for future productions*

 *advised to speak to the lecturers as they have to book an appointment for the class to be photographed.*

*Student Concerns-*

*There aren’t always cups in the water coolers (estates contacted) HC*

*Fault in lift in pavilion C& D (estates contacted) HC*

*The students came up with the idea of having a generic poster put up in all buildings to have a direct rep to contact if needed. HC*

*Next meeting will be 1st & 4th of December.*