Class rep meeting held on 1/12/15.

In Attendance Hayley Cadden

 Michael Allan ( Minutes )

Welcomed Everyone to the meeting.

**Course team meetings.**

I had asked everyone who had attended a course team meeting with their lecturer to fill in the toolkit evaluation form and send it to us ASAP. This is so we have evidence and can keep this information on file. Anyone who has not yet received their email with the toolkit attached to write down their email address and I will update the system and send that out.

A class rep from VRQ2 found that her course team meeting was very disappointing and that they were not listened to.

I have asked her to get the class to fill in a survey and come to me to figure out a plan of action.

**Education Scotland Student Association Questionnaire.**

So we are now reaching the end of the survey monkey questionnaire that needs to be filled out so we can produce a report for Education Scotland which needs to be done and sent away by the 14th of December, Currently we have had paper copies being filled out aswell so we get a bigger turnout. we have had 619 students fill it out so a huge Thank you to all class reps and their students for taking time to do this.

It was brought up by the students that there are too many evaluations going on at present such as SOCE , Student Association Survey, Class evaluations and Teaching and that this is getting very frustrating.

I understand that it can be very monotonous and frustrating but with Education Scotland in January creeping up this is what the co0llege is doing to prepare Reports and information needs to be gathered to give the assessors

**Drop in surgery.**

Class reps were asked if they would like specific drop in times available where we would meet in the lunch hall if anyone had issues, It was decided that we would keep the system we have now where they can come to the office anytime they are free to have a chat as everyone’s timetables are now changing and it would be easier just to come up when needed. Advised that there are the enquiry forms at the door if at any time they come to see us and there is no one in due to meetings etc.

Everyone was fine with this.

**Chip and Pin survey-**

We are currently surveying the class reps on whether the class reps would use the chip and pin service in the college.

This will be passed down to the students after the Christmas break and following will be a meeting with higher management to promote that the majority of students want this.

**Marticulation cards**

Reps let me know that some classes still do not have matriculation cards.

I advised them that their lecturer needs to contact the team and make an appointment to get photos taken, they will then be printed out there and then.

Suggestions by class reps-

Change canteen layout as people getting coffee stand at the end of the food que and it’s a safety issue. HC

Microwaves available for students who want to bring in lunches. HC

Chip and pin introduced ( the suggestion arose that this might put more strain on the canteen as more students would be using the canteen and it might create more ques). HC

Hot water dispensers.

More automation in general such as a food carousel vending machine. You put money in and pick pasta or sandwich, fruit pots, juice. Many departments such as hospitality,who run dinner services, who have late nights or evening classes are not able to eat from the canteen so these machines would really help the students out. I will pass this over to Paula Estates manager. HC

Focus group for new website design.

Asked the students questions based on the website and handed the information collected to Scott and Russell in marketing.

January Meeting to be Confirmed.