|  |  |  |  |
| --- | --- | --- | --- |
| **Agenda Item**  **Action Checklist** | **Action** | **Responsible** | **Status** |
| **March 2017** |  |  |  |
| **16/02/02** | Autocad update unable to have at Walsall campus unless we have funding for fees and licenses. Jennifer Norwood to speak to the Head of ABE to establish how many students request the use of Autocad at Walsall | Jennifer Norwood | Collin Orr confirmed that no students had approached him regarding Autocad at Walsall. |
|  | Update regarding 4MA011. Tony Proctor will follow up, Liam Slough to email Tony Proctor with further details. | Tony Proctor | Had meeting with Head of School.  Closed |
|  | Issue regarding 5BC001. Tony Proctor to send an email to all academics highlighting to look out for disruptive behaviour. | Tony Proctor | Tony to update.  Closed by Tony. |
|  | Issue regarding MB lockers. Sandy Shaw to alter the system so cards cannot be used in quick concession. | Sandy Shaw | Action completed. A five minute delay for card swiping has been activated on the barriers.  Closed |
|  | Issue with students being aware of the override codes. Reinforce to key staff who override to make sure students are out of sight whist override codes are being used. | Tony Proctor | Tony to update.  Closed by Tony |
|  | Peer buddy system issue. Ruth Shiner to look into it. | Ruth Shiner | Add peer buddies as observers on CANVAS. Closed |
| **16/02/03** | Issue regarding Telford students not doing their health and safety test. Sensors on door can be programmed to allow entry only if health and safety has been passed. Liam Slough to email Jennifer Norwood. | Liam Slough | Ongoing.  Liam to update. |
|  | Issue regarding 4BM006 tutorials being a four hour block that students do not find useful. Gillian Conde asked students to email her and she will follow up. | Gillian Conde | Ongoing  Gill Conde to update. |
|  | Issue regarding 4MA007. Lecturers are teaching students and then telling them that is it not needed or relevant. Tony Proctor to follow up and Jennifer Norwood will access notes from course committee meeting and raise. | Tony Proctor, Jennifer Norwood | Passed to the Head of Engineering.  Closed. |
|  | Students studying 4MA008 have not had their exam papers marked or any feedback. Tony Proctor to investigate. | Tony Proctor | Tony to update.  Closed by Tony |
|  | No clear information on exam format had been given for 6BM010. Gillian Conde said exam papers have only just been put together and are awaiting external examiners feedback. Students will be told of exam format once they have received feedback in tutorial. | Gillian Conde | Ongoing  Gill Conde to update. |
|  | MA223 being too small for 5BM008. Could start using Panopto, Gillian Conde to look into. | Gillian Conde | Ongoing  Gill Conde to update. |
|  | 5BM002 practical schedule was not on wolf on time. If this happens again email Dr Protheroe or let student support know. |  | No further notifications have been received.  Closed |
|  | Level four Computer Science students don’t feel motivated to attend. Speak to Jennifer Norwood after meeting to discuss. |  | Closed |
|  | Events at the university are not advertised enough. Kirsty Dorward stated that a new student news page with key events and what’s happening is being introduced soon. | Kirsty Dorward | Closed |
|  | 5BM006 students using MD111b. Students asked if they could use it in the evenings. Mark Williams will enquire. | Mark Williams | Students were given access to the room. Complaints were made over how the state of the room was left. Mark Williams withdrew the offer.  Closed |
|  | King Street KS001 room is not suitable for teaching. Tony Proctor to take to FAEQ. | Tony Proctor | Tony to update.  Tony updated: he stated that due to rooming demand King Street will still be used. Wi-Fi has been added. However, use of King Street will be slowly phased out.  Closed. |
|  | Aerospace reading lists/module guides not updated. Jennifer Norwood will bring forward for welcome week meeting, module reading lists and guides to be brought up to date. |  | Closed, course guides updated. |
| **November 2017** |  |  |  |
| **3.** | Issue regarding accessibility for disabled students at King Street | Lesley Giles | Lesley to look into |
| **4.** | Environmental Health issue regarding late/last minute updates of lecture room changes or cancellations | Jennie Norwood | Jennie to contact Ian Hooper to see if this can be improved |
|  | Issue regarding feedback for module 5BM005 | Issue to be passed to Gill Conde | Ruqiya to raise with Ian and Gill Conde as to short deadlines between 1st report and 2nd report so no chance to improve |
|  | MC437 being extremely cold and the projector bulb needing to be changed. | Pete Thacker | Pete to action |
|  | Business Information Systems. | BIM Student Rep | Student rep to send Tony and Iman feedback regarding group work issues and lack of practical work on the course |
|  | Biomedical Science lectures being too long. Also the issue raised by Aerospace and Mathematics lectures running back to back. | Biomed student Representative | Student rep to email Jennie and Robin Eves regarding any 4 hour lectures or any that run over 4 hours back to back |
|  | MA030 being too warm. | Pete Thacker | Pete to action |
|  | Proteins module issue. Meant to be three hour lecture, one hour tutorial. But for two weeks it’s been a four hour lecture. | Issue to be passed to Gina Manning | Gina to address and feedback |
|  | Advanced Technology Management Masters. Two four hour lectures a day, four hours at City and four hours at Telford. | Course Representative | Course rep to email Jennie and she will look into and speak to module leaders |
|  | Computer Science Foundation Year Representative fed back students are unhappy with communications module group work and some students not engaging. | Computer Science Faculty Representative | Computer Science FY Representative to look into and talk to Amar Aggoun |
|  | Issues regarding 4FS007, 4FS002 and 4BC001 and repetitiveness in some modules | Issue to be passed to Gina Manning and to be brought to the Course Committee Meeting | Head of Science to feedback |
|  | Issue regarding feedback for modules 4BC001 and 4BC008 | Ruqiya Ali and Gina Manning |  |
|  | Canvas issue regarding sending emails to multiple people | Canvas Representative Luke | Luke to look into and feedback if there is an easier way for reps to email all students rather than inputting one at a time through CANVAS |
| **5.** | Issue regarding Computer Engineering Software on library computers | Mark Williams | Mark to check computers at Telford Campus are equipped with this software for students |
|  | Telford catering issues. | Jon Elsmore | Jon Elsmore to contact catering services and enquire about longer opening hours for students studying until 6pm |
|  | MC353 air con unit too loud and students can’t hear lecture | Pete Thacker | Pete to action |