THE COURTAULD INSTITUTE OF ART
University of London

Staff-Student Liaison Committee

A meeting will be held at 4:00pm
on Thursday 14th November in Seminar Room 4

AGENDA

1. Apologies

Mark Hone Facilities Manager

2. Matters arising

3. Membership and terms of reference *[to 4:15pm]* **Paper 1**

4. Students' Union President Training Proposal **Paper 2**

5. Students' Union Consultation Proposal *[to 4:45pm]* **Paper 3**

6. UoL CareersGroup Provision

To Report: Revised contracted hours and job description
Oral Presentation from the Associate Dean for Student Affairs

7. BA3 Course Support and Ideas for Developments

Oral Presentation from the Head of BA and MA programme.

8. Space Utilisation Plan Presentation

To Report: *Oral Presentation from the Director*
To discuss: Incorporation of student feedback/opinion in plan to date
To discuss: Impact of Plan on student experience

9. Update on Examinations Procedures

Oral Presentation from Head of Examinations

To discuss: Safeguard measures and changes implemented to prevent repeat of 12/13

10. Scanning and Accessibility of Required Readings **Paper 4**

To discuss: Proposed improvements to the arrangements for uploading readings to the VLE
Oral Presentation from Students' Union President

11. Internal Communications

Oral Presentation from Head of Marketing and Communications
To discuss: Co-ordination of current and planned future student surveying/feedback capture

12. Date of the next scheduled meeting:

Members are kindly asked to forward apologies or any items of additional business to Roisin O'Connor (students.union@courtauld.ac.uk) in advance of the meeting.