

# Student / Staff Consultative Meeting MINUTES



Subject: Student Representation and Feedback Meeting

Venue: Theatrette

Date and Time: Friday March 24, 2017 12.30pm

Attending: Niamh Kelly (Chair), Alena Aubery, Rosemary Kim, Joran Si, Ethan Russell, Jurden, Nixon Garcia, Jason Card, Rowan Kendrick and Nathaniel Davies and Shaun Hendren-McMillan (Rotorua)

Apologies: James (Yu Hsiang Cheng)

Item	Agenda	Commentary	Action
	Teaching and Learning Issues	<ul style="list-style-type: none"> <li>- Require clearer and strict deadlines for assignment issues (Animation students across all programmes).</li> <li>- Clearer class instruction around group /activities etc. (BCS /year 1)</li> <li>- Request acting classes</li> </ul>	<p>Follow up with HoD's request information to be sent to Programmes Committee.</p> <p>BCS Team</p>
	House Keeping/ Operations	<ul style="list-style-type: none"> <li>- Request a breakfast club with clearer guidelines</li> <li>- Room 9- untidy/messy.</li> </ul>	<p>Request students to notify reception in future.</p>

		<p>Request a Whiteboard Roster (fortnightly)</p> <ul style="list-style-type: none"> <li>- Request markers</li> </ul> <p>Request to IT team</p> <ul style="list-style-type: none"> <li>- Upgrade with Wifi</li> <li>- Request Microsoft Office (student license)</li> <li>- Request Adobe Suite for Students</li> <li>- Request additional tablets in the lab</li> <li>- Cisco- request additional switches and routes</li> <li>- Improve hardware CCNA</li> <li>- Overall improve PCS in all AMES Programmes.</li> </ul>	<p>HoD Animation</p> <p>Follow up with IT</p>
	Programme / Department Items	<ul style="list-style-type: none"> <li>- Request acting classes (Animation)</li> <li>- Request an update on equipment for second year (game development)</li> <li>- BoA Year 3 rewriting of material (contexts) not all content updates on Moodle.</li> <li>-</li> </ul>	Speak to HoD
	Out-of hours-accessibility	<ul style="list-style-type: none"> <li>- Request an update on late hours</li> </ul>	Late nights Tuesday and Thursday 9PM
	Any other business	<ul style="list-style-type: none"> <li>- Social Club</li> <li>- Reps to verify clubs to roll out.</li> <li>- Request a Movie Night</li> </ul>	Reps will follow up at the next meeting regarding social clubs and a list of movies.

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	Rotorua	<ul style="list-style-type: none"> <li>- IT Issues</li> <li>- Computers need replacing (9 PCS)</li> <li>- Request a student server back-up system</li> </ul>	Shaun to follow up with IT
		<ul style="list-style-type: none"> <li>- Improve communication across the Rotorua Campus</li> <li>- First Year DAA- no discussion forum available, students unsure of the brief. Request clearer guidelines on the brief.</li> </ul>	Follow up with Nigel (Programme Coordinator and Akoni)