**Student Staff Liaison Committee – Brewing and Distilling**

Wednesday 23 October 2019

Room: ICBD Sensory Suite. Time: 1.30 pm

Chair: Harry Mulligan (Student Officer, Brewing and Distilling)

Invitees: Jane White, David Jenkins, Rachel Whittington (MACs librarian), Jacob Blitzer, Rhea Livesey, Natalie Beentjes, Sarina Kok, Alexander Witt, Student Success Advisor Rep

Absent: Dawn Maskell, Calum Holmes, Annie Hill, Richard Guille, Rachel Sutherland, Matthew Pauley, Marco Gonzalez

AGENDA

1. Welcome and Introductions
2. Apologies
3. Matters arising
4. Updates from each UG and PGT class year representative
5. School Officer update
6. B&D Staff update
7. Library update
8. AOB
9. Date of next meeting and close

Meeting minutes

* Class reps provided feedback on year groups.
* School Officer shared feedback from B&D feedback survey. (Recommend that this is repeated each semester as good to capture what is going well and what is not).
* Main comments and actions required summarised below:

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|  | Comments | Action |
| 1st year rep feedback | Courses going okay.  One timetabling conflict with field trip but unavoidable  Students getting extra classes for B47AA from Julian Goodwin  Possible to do study groups? | Look in to use of study groups as per practice in Biological Sciences. |
| No feebdback from 2nd year class rep. | Individual comments on feedback form:  Issues with lecture delivery of Science and exploitation of plants | Course leader to act on comments about on A19CN and A19XP –students can also leave comments on course feedback survey. |
| No feedback from 3rd year class rep | B99TG – needs tutorial  Issues with concepts in beverages and food science | Should be able to provide extra tutorials for B99TG towards end of semester (similar to Nik Willoughby’s material balance one) |
| 4th year class rep & comments on feedback survey | Tour of labs as part of B90PE/lab inductions earlier  B90QA not well communicated. Difficult to capture what is important during the practical alongwith all the data.  Distilling practical – more direction required on how to complete the HMRC spreadsheet  More classes on Hops  More information on water chemistry  Clearer direction on lab schedules  Friendlier attitude and more understanding during Hons project  Final year quite compacted. | Supervisors were to do this at start of projects – will include general group sessions and tours of facilities in future as part of H&S session  Comments on distilling to be shared with MP and B90QA (and B90QB structure) to be discussed at next staff teaching group  Students welcome to attend Hop Growers of America on Wed 6 Nov  Staff to consider how to improve the start of semester and clearer communication of lab practicals and what to expect. For B90PE will provide more detailed intro to labs and equipment available |
| MSc class reps | More detailed overview of labs/timetables/structure at start of semester  B99TG – clashes with come Entrepreneurship classes and no recordings  Some coursework deadlines at same time  Difficulties with timetabling – especially clashes with Entrepreneurship.  More practical brewing experience wanted  B99BM – more lectures  Timetabling issues - some people not able to access timetables at start of semester  B51ET – Discrepancies with formulas. Lectures not always uploaded before class and difficult when tutorial straight after. Lecturer assumes all class had engineering experience.  B51GE – No recordings of classes. | To go over induction at start of semester and make sure all of this included.  Steve has highlighted difficulty in recording lectures – tutorials will be available towards end semester and examples uploaded to vision.  Rachel is happy for students to help out in brewing during other stages in process – e.g. during CIP etc. She has done this in the past but was poorly attended.  Brew Club provides experience outside of core hours.  Initial lecture slide on timetable during induction (CM to include)  Feedback to B51ET and B51GE course leaders. |
| School Officer | Use of rubrics for feedback on coursework  Alumni events  Practical B&D available through sweetdram | To be assessed in line with other programmes |
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* Positive comments from the survey – enjoy guess lectures. Courses tailored to what students need to know. Programme changes welcomed.
* B&D staff update
  + 3rd year programme will be updated 2020/2021 to account for students not needing to do B99TG
  + Comments about individual courses will be discussed at next teaching group meeting
* Library update

Library refurbishement completed. For JIB ref style, Biochemistry Journal is closest (DAvid also suggested Applied Environmental Microbiology). Can use these styles then amend manually.

Rachel shared link to the isguides (<https://isguides.hw.ac.uk>) and one specifically on endnote (https://isguids.hw.ac.uk/endnote)

* No AOB
* **Date of next meeting – provisionally booked for Wed 27 Nov, 12.30.**

*Prepared by Jane White 07 Nov 2019*