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| Meeting: | Postgraduate Committee Meeting |
| Date: | 5th May 2022 |
| Time: | 12:00 –13:00 |
| Location: | Bookable Room 7&8 |
| Code: | 719 |
| Author: | Tanne Heathershaw |

**Minutes:**

**Attendance:**

**Ayane Hida (AH)-** Postgraduate Officer

**Tanne Heathershaw (TH) -** Student Voice and Communities Co-ordinator for PG

**Jewel Ike-Obioha (JIO)-** PG Committee Member

**Kevin Hyde (KH)** – PG Committee member

**Chisom Ibebunjoh (CI)–** PG Committee member

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**SECTION A: RECURRING POINTS**

**719 Statement from the Chair[s]**

**TH** thanked everyone for coming.

**720 Committee member check-in**

**TH** is busy but doing fine.

**AH** has a lot of work. She is constantly having a headache, however, next week is a mental health awareness week, so she is excited.

? [03:08] Has been busy with decertation.

? [03:27] since mental awareness week is coming soon, he's busy too.

**JIO** has a lot of deadlines and other personal matters to worry about, but she is doing fine.

**721 Minutes & action points from last meeting**

Committee to review the minutes, and discuss action points:

* *AH to work on the promotion of the SIZ through social media*

**AH** has not done it yet. She is going to double-check this with the Advice Team.

* *AH and TH to work on a formalised agenda for the next Assembly*

Work in progress.

* *TH to book the space and begin the planning for June 8th*

The space has been booked.

* *AH and TH to arrange schedule for the dissertation retreat/lunch club*

Work in progress.

* *Discuss funding for a PGC dinner*

**TH** spoke with Olivia Adekunle about it. It seems like the funding for a PGC dinner comes out from the PG funding.

**AH** agreed that they have money in the PG fund, however, the financing of the dinner usually comes from uea(su).

**Action: TH and AH to meet with Olivia Adekunle to discuss funding for a PGC dinner.**

* *Think about a video for the advertising the committee next year*

**TH** talked to Olivia about the PG plan in the summer for the next academic year. TH will keep in touch with people for videos promoting the committee, so she invites everyone who wants to participate.

**AH** said it was a great idea and offered to share videos from previous years.

**SECTION B: POINTS FOR DISCUSSION**

**722 UKRI**

**TH** and **AH** had a focus group regarding UKRI, 6 people came. They will hold another focus group meeting in the coming days. The ues(su) conducts its own feedback with students personally and through online surveys.

**TH** will share the link to the survey in case someone knows any PGR students who will be willing to fill it.

**723 Blended Learning Focus Groups**

**AH** said that Ivo was in it as well. He raised that topic during the Education committee meeting, however, it was more about undergraduate students, so **AH** was talking about sharing it with PG students as well. They want to get feedback on questions like: How is blending Learning working for you? Oline or in-person?

**724 Update on PG Funds**

**TH** said thatduring the last meeting, they had a request for funding to participate in the conference, however, this is not yet an official request, since these people need to provide more evidence.

Olivia Adekunle wanted **TH** to promote thePG Funds Survey, so TH will send a link to the chat and members can share it.

**TH** remembered that another person had applied for funding to participate in the conference. The application was successful.

**725 PG Events and Activities**

**AH** reminded everyone that the Coffee and Cake event took place yesterday. It was successful, however, some students got free tickets but never showed up. AH wants to prevent this for the next event.

**TH** mentioned that she would be working on a PG event plan during the summer. There was the idea of making a separate Welcome Week for the PG students.

? [25:51] offered to conduct separate tours of the campus for PG students, since they do not go on campus tours with UG students.

**AH** raised the topic of the tricky accommodation for the PG students since their studies finish at a different time compared with UG students.

**SECTION C: OTHER BUSINESS**

**726 AOB**

**Action: AH and TH talk to Lee about the Body Scheme optimization for PG students.**

? [33:44] wants again to mention the Inclusive Language Project and share the survey’s link in the chat, so members can share and promote it. Any previous PG student can fill it.

**TH** mentioned that right now the Student Voice team is working on the TEAs planning, which will take place at the end of June. This award is dedicated to honoring the teaching staff, including PG. She encourages everyone to participate in the nomination process when it begins. **TH** also invites everyone to take part in short videos to thank the staff who really helped them or PG students this year.

**727 Time and Date of the next Meeting**

**AH** informed everyone that June’s PGC meeting is going to be the last one in this academic year.

Since the next PGC meeting falls on a bank holiday, TH suggested conducting a survey to determine an alternative date for the meeting.