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Course Rep Training

Since the start of this semester I have been evaluating how to produce differing training packages for the differing years of students. This has taken a priority as even though this year has seen a record of actual course reps trained not all departments have been as active as others. Firstly I thought this was a result of a low level of student interest but other issues have arisen. The formation of the Associate Dean (Students) has produced both positives and negatives in terms of course rep involvement with the Students' union. The positives are those students being put forward for course rep training but the negatives have far outweighed the positives. The formation of the Associate Dean (Students) has placed an emphasis on them to be more active with the student body which in turn has restricted my access to the students directly. However this issue has been resolved and a new system is in place for the next academic year to fully utilise the power of course rep structure.

Distance learning handbook

Distance learning is any learning that takes place with the instructor and student geographically remote from each other. Distance learning may occur by surface mail, videotape, interactive TV, radio, satellite, or any number of Internet technologies such as message boards, chat rooms, and desktop computer conferencing. Since the induction week lectures that I participated in, I have produced a handbook specifically for Distance learners about my role as the Education and Representation officer and how to utilise me in time of need. Also Mike Cooter our Communications Manager is placing the 'Directory' into a PDF format so that Distance Learners can access it through Webct.

University policy for Personal Tutoring

As a requirement within the University's constitution, students must have a personal tutor and more importantly have regular contact hours with them. I have been working on this project since the start of the second semester and have been waiting to clarify the exact requirements of the role of a personal tutor. As I write this paper the exact requirements of a tutor are being sent to me and after Easter the campaign will be run to identify the areas of strategic weakness. This will not only benefit the Institution but most importantly it will identify the role of the personal Tutor mechanism and its importance to the students.

Facilities Issues

Most concerns about the quality of teaching accommodation are dealt with at Faculty level, but inevitably there are matters which require Directorate level action. I have actively involved with the Evaluative reviews of the institution, a first for any Sabbatical team member and I would encourage my successor to also participate in the process.

These are the accommodation issues arising from the Evaluative reviews which are being currently addressed:

- ***Transport to Eastney and weekend Service*** - The results from previous Union Councils has caused serious reviews at Directorate level about the bus service provision. A result has caused an increase in buses during examination periods, three extra buses during these periods. Also the Directorate themselves are looking into the issue of paid bus service at weekend and an increase in service to Eastney.
- ***The Air Quality and sealed windows in Mildam*** – This has been brought up as an issue at the SScC meeting for the Business School. The review has resulted in a re-fit of the windows in this building with draft protectors also being installed.
- ***The Inability to regulate Heating in Burnaby*** – This issue has caused an immediate response and as a result the heating system is being replaced and a new system is being implemented.
- ***St Paul's*** – The St Paul's gymnasium has been used for examination rooms for many years. The problem that has been highlighted was the use of the hall as an exam venue while people are using the gym. This summer exam period will be the first in which the gym itself will be closed for access during exams, if this does not hold true please don't hesitate to contact me.