

Action items from meeting on 14/10/2021

	1. Student displaying unprofessional behaviour on Webex tutes	EMs	Jianbo and Kamini have invited student to a meeting on 22/10/21
	2. Stage 3 Wounds assessment due too early in the delivery of the unit.		This is a short unit and runs over 5 weeks. (weeks 8,9,10, 11,12). As per the unit outline the assessment was due in week 12 (15/10/21), which is reasonable as per the delivery of the unit.
	3. ENN007 Stage 2-unit issues		
	a. 1. Students stated that they were only doing Medsafe activities in the tutes		1. The teacher has confirmed that in tutes there are a mix of case studies and Medsafe. It was discussed that Medsafe should be in 1 or 2 tutes only for no more than 30-45 minutes. Thereafter Medsafe can form part of the APPLY section on BS. To advise students to come to the drop-in sessions with any calculation issues they may have. In this time of remote learning students are becoming increasingly disengaged, and the teacher will need to come up with more creative ideas, to keep students engaged. The teacher is to contact other teachers for new ideas they may be successfully implementing. To consult with the Ed designer for ideas.
	b. Students wanted more information on exam prep		The teacher has confirmed that she has been doing exam prep in tutes from the onset of the unit. Students have been advised about the format of the exam. The teacher increasingly experiencing issues with students not reading instructions, and not coming prepared to sessions. The teacher will add an announcement to BS today regarding the exam format for both campuses.

	c. Poor structure of the classes		Ensure that the APPLY activities flow from your tutes which will keep students engaged and prompt them to pay attention. If the class finishes early, then use the time for students to practice Vital signs etc as our time with them is so limited on campus.
	d. Too much work in the PREPARE section on BS		The teacher advised to plan PREPARE activities and time them to ensure that there is a consistent approach to time spent on preparing for class. To recognise that students have about 3 units running at the same time and that the time spent on PREPARE must be reasonable. Advised to time each activity and advise students how long each activity will take.
	4. Group F21 has incorrect class dates on Timetables		The teacher has been contacted to check the Celcat Timetables for F21 for any stray classes except the Sim) appearing on a Friday.
			EM has sent to the TT team, CRNs for this group to check that no classes are appearing on a Friday for F21 (except the SIM)
	5. Students getting too many emails from teachers with announcements not intended for their campus.		1. Sanjaya has sent out a style guide for teachers on how to manage Conditional release to specific campuses when making announcements.
			2. Kamini has sent out a Panopto video made by one of the teachers on how to make announcements using conditional release.
	6. Students not receiving Brightspace announcements on the day it is posted		The teachers who were mentioned were emailed to do a trial run with another teacher to why this is happening. Teachers to contact TSD to see why this is happening.
	7. Students coming unprepared for tutes/labs which is impacting learning.		impacting those who have prepared; teachers to encourage all students to complete prepare section by using Brightspace announcements

	<p>8. 007 Stage 3 respondus exam has very little are to add the answer in. Student only able to visualise two words at a time.</p>		<p>BS unit coordinator to work with TSD and other unit coordinators that use respondus to increase answer box size</p>
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