



**BUCKS  
STUDENTS'  
UNION**

# **Coffee Session Sheet**

## **Term 2**

### **Tips for your Coffee Session meeting:**

This Coffee Session sheet helps you to plan your goals for the year ahead to discuss with your Course Leader.

Plan your points to ensure a smooth discussion and note any questions you have.

Collect a free Hot Drinks Voucher from the SU for the meeting.

Conclude the meeting by allowing time for any final comments or questions from all parties.

### **1. Following the Term 1 PCM, are there any positive outcomes or outstanding issues to discuss?**

Note to the Student Reps: If you have not received the minutes from your PCM, please contact the Representation Team - [surepresentation@bnu.ac.uk](mailto:surepresentation@bnu.ac.uk)

### **2. Are there any opportunities to aid student rep feedback collection ahead of PCMs?**

e.g. blackboard announcements, in class discussion

### **3. What skills and developmental opportunities are available within and outside of the course to support students' employability and career progression?**

How are students made aware of these?

Note to the Student Reps: explain that the SU Bucks Student Development team can offer tailored training and sessions for all courses. For more info lecturers can contact [sutrainig@bnu.ac.uk](mailto:sutrainig@bnu.ac.uk)

### **4. What actions are the course taking to improve sustainability?**

e.g. e-books, paperless case studies, dissertation printing. As a Student Rep how do you feel students are aware of these initiatives?



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### **5. Are you aware of any new issues that need to be tackled urgently?**

e.g. motivation and engagement, cost of living crisis implications, missing course materials

Note to the Student Reps: please escalate any issues to the Representation team if relevant.

### **6. Are any staff members going above and beyond and deserving recognition at the Excellence in Learning and Teaching Awards (ELTs)? \***

\* The ELTs recognise the achievements of staff who have inspired us throughout the course of the academic year. Nominations can be submitted at [bucksstudentsunion.org/awards/eltawards](https://bucksstudentsunion.org/awards/eltawards)

Remember to email [surepresentation@bnu.ac.uk](mailto:surepresentation@bnu.ac.uk) to confirm your coffee session took place and for further support on any issues or queries.