

2nd Meeting of Council 2011/2012 (31 October 2011 6:30pm)

President's Report

The president is on compassionate leave.

Treasurer's Report

- Moving to the new online Financial system as introduced by the Union and trying to inform the people that claim expenses about this.
- Set up a new activity for GSA Sports to group together all sport-related activities and allow more flexibility to the Sports Coordinator.
- Internal payments to the Badminton Society for hiring their equipment for the GSA Badminton sessions.
- Raising a purchase order for the GSA keyrings that were bought for the Welcome Week.
- Sorting out all the outstanding payments for the Pub Quiz organised by the Hammersmith Student Community.
- Made arrangements with the Union Finance Administrator for re-allocation of the welcome events budget.

Secretary's Report

Infrastructure, Resources

- Great progress in infrastructure since last report from 23rd May
- The [GSA wiki](#) has been set up on the central ICT wiki server and is actively used for meeting minutes, to gather newsletter articles and as the centre of GSA knowledge transfer. Hopefully it can be even more useful in the future. It is managed by the GSA Secretary.
- The [GSA Forum](#) has been set up by Paul Beaumont on the Union server. It contains a public section for all PGs to
 - ↳ propose events
 - ↳ discuss issues
 - Accommodation
 - Careers
 - Transferable Skills Review
 - Catering
 - Library
 - ↳ gather feedback on Transferable Skills Courses
 - ↳ share expertiseand a section private to the GSA executive committee to discuss and call votes.
- Every Executive Committee member now has (and uses) a role account. There are still a few issues to sort out with display names in the AD and LDAP address books. The old AO-* accounts need to be merged with the AWO-* accounts.
- The GSA manages a number of mailing lists
 - ↳ *icu-gsa-exec-dl* is now an exchange list (since it's used to administer permissions for the wiki and shared folder) and *icu-gsa-exec* will eventually be an alias to that
 - ↳ *icu-gsa-events-team* is used to manage keen volunteers to help us run events
 - ↳ *icu-gsa-awos* is an internal communication list for the AWOs but can be used by anyone to reach all the AWOs (but not the entire exec)
 - ↳ *icu-gsa-badminton* is used by Alex to reach people interested in PG Badminton (soon to be complemented by a list for PG sports in general)

- ↳ *icu-gsa-careers* is PGs interested in targeted careers news (will eventually be advertised to departments to send their careers news to instead of spamming the entire PG population)
- ↳ *icu-gsa-accommodation* is for the PG Accommodation focus group
- ↳ *icu-gsa-catering* is for the PG Catering focus group
- ↳ *icu-gsa-ts* is for the PG Transferable Skills Review
- ↳ *icu-gsa-new-project* is a scratch list for ad hoc project groups
- The GSA maintains 3 google calendars (for easy subscription on various platforms + mobile devices)
 - ↳ GSA contains all internal events like meetings, trainings etc.
 - ↳ GSA *events* contains all public events targeted at the entire PG body
 - ↳ GSA *in/out* is an internal calendar to manage away dates of the exec
- The GSA has a shared folder on the Union drive which is used to store all GSA related files. People are encouraged to use that over email attachments to facilitate keeping everything in one place.

GSA autumn elections

The following have been elected

- AWO (Engineering): Mark Collins 23 Y
- Secretary: Helen Shaw 24 Y
- Services Officer: Aleksandra Turp 28 Y
- Vice President (Communication): Florian Rathgeber 32 Y

GSA Executive Committee

- **Yijiang (William) Wu** is acting in the role of the AWO Engineering
- **Alfredo Tan Jr** is acting in the role of the GSA Publicity Officer
- **Marlen Fuendling** is acting in the role of the GSA Clubs, Societies & Services Officer
- Standing Orders have been drafted and will be submitted to the Union Executive Committee after incorporating feedback from the Sabbatical Officers

Event Officer's Report

Organised events so far:

- 18th October: Just Do It Film Screening (free) with live Q&A with Mark Brown who is involved in the film
- 2nd November: The PhD Movie screening, organised together with the Grad school. Free food provided afterwards (has to be organised)

Planned:

- 24th November: IC Postgrads got Talent in the Metric (a talent show competition with prizes to be won)
- 9th December: Postgrad Winter Mingle

Publicity:

- all events on the GSA website and on the What's On calendar
- Facebook / Twitter not updated yet

Problems:

- At the Postgrad Mingle there were problems with the computer system, swipe cards could not be scanned, so some people had to wait up to 45 min to get in.

Council
14th November 2011

27th October update:

- new members for the events team recruited
- Just Do Ot Film screening: very few people showed up - need to send emails to postgrads mailing lists in future
- PhD Movie: 300 tickets sold (sold out)
- Postgrads Got Talent Night: trying to sign up 10-12 performers, meeting with Malcolm MacPherson to be scheduled, prizes: 1st, £100, 2nd, £50, 3rd £25, posters and flyers (Alfredo Tan), Facebook/Twitter/Newsletter (Marlen Fuendling)

Marketing Officer's Report

- Contact has been made with a number of companies for sponsorship, many have expressed interest but have already allocated budgets for this year - ask again earlier next time (July)
- Keyrings for welcome events (enough for the foreseeable future) have been designed and purchased with GSA website details.
- Roll up banner for stands has been designed and purchased by Robert Osborne / Andrew Keenan.
- A paintball company has expressed interest in sponsoring a prize for the talent contest if it goes ahead - needs to be followed up soon once details of the event are finalized.
- Monster Energy Drinks was contacted and the possibility of sponsorship discussed for the talent night. In future they require a detailed plan 6+ weeks before the event - next time an event like this is run this should be organised.
- Specific emails advertising each event are to be sent out in future before any event, as well as including event details in the newsletter.

Services Officer's Report

GSA Services Coordinator has been working to find volunteers who would become the Transferable Skills and Careers Officers. These people will work closely with the Services Officer to set up individual student focus groups on the relevant service and communicate the issues and ideas raised to the appropriate people within the Graduate School.

These two positions have been now filled by Jing Pang (Transferable Skills) and Mikaela Smit (Careers). E-mails, newsletters and invitations to participate in the discussion on the GSA forum on both subjects have been sent to all the IC PGs.

All the responses to the call for comments on the Transferable Skills courses were summarised and presented to Bernadette Byrnes, the Chair of the Postgraduate Professional Development Committee (PPDC). The points raised by students will be addressed at the PPDC meeting in November and individual feedback provided.

The Transferable Skills review is coming to the end of the period where proposals for the changes to the PhD and masters TS courses need to be presented to the College. To our knowledge, all the working party and meetings during the time of consultations have been attended by the student representatives. A student focus group will be organised at the beginning of the next year to ensure that the proposed changes can be discussed and reviewed by the PG body.

We are currently in the process of collecting the feedback on the careers services and are planning to present it to the Careers Office in the near future.

AWO Medic's Report

- Since 23rd May, there have been huge improvements to the way GSA executive committee members communicate and exchange information with the introduction of the GSA wiki, forum shared drive.
- The fact that the GSA President has been on leave for quite a long period has negatively affected GSA, especially in matters where quick decisions were required. I think the GSA would benefit a great deal from having a Vice President. In the meantime, the previous President, the previous AWO Medicine and the current GSA secretary have been available and have helped a lot when there were uncertainties.
- **Department representatives:** communication with current department representatives has been fairly good in terms of responding to emails from AWO medicine, however one dep rep has stepped down without informing the previous or current AWO. Others have failed to respond to emails from the AWO, making it impossible to maximise the efficiency of departmental welcome events in terms of advertising for GSA roles and events. Six dep reps stepped down: three for the Department of Medicine in SK, HH and SM; two in the Clinical Science Centre and one in the Department of Cancer and Surgery. We managed to recruit dep reps for 4 of the positions. However, there have been some difficulties in recruiting or formally electing new dep reps. This could be due to the lack of interest from some PG students to step up as a dep rep, and/or the difficulty to enrol PhD student lists in the online voting system. One major concern is considering re-electing new dep reps instead of those who didn't respond to emails after >2 months of attempting to communicate with them.
- **Departmental welcome events:** efforts have been made by dep reps to make new PG students aware of the role of the GSA and its events and answer all of their queries. More effort should be put into departments that do not have dep reps, or whose dep reps have not responded yet.

AWO Engineering's Report

Recent Activity

I have been helping the GSA prepare for the new term by:

- Ensuring all Dep Rep positions are filled for my faculty.
- Providing current Dep Reps with any support they might have needed for their welcome talks.
- I've been helping promote the GSA at fresher's fare and via e-mails etc. to people within the faculty to get involved and come to upcoming events and also become involved in the GSA.

Future Work

Issues that have been brought up:

- A few people have had problems with bursary in the EEE department I would like to make sure there is a contingency plan in each department in the unlikely event of this happening.
- I would like each department to have a procedure for welcoming students who don't join at the same time of year as everyone else.
- People want to know if there could be departmental photos year photos.

AWO Humanities' Report

As the Humanities students (specifically History) have little reason to visit Imperial when there are no seminars or teaching, summer has been a quiet time for the department. Now term has started there will be considerably more activity. Broadly speaking, students are happy. The principal complaints are that the computers/software are too old, and that the compulsory transferable skills courses are not

Council
14th November 2011

relevant or interesting to Humanities students. However, these matters are currently being considered by the department authorities and they are aware of these issues.

AWO Life Sciences' Report

Recent Activity:

- Tracking previous Dep Reps in department and contacting previous AWO for Life Sciences and directors of postgraduate studies in order to ensure dep reps for the year.
- Making notes about any departmental and university issues, ready to raise at next meeting with college staff.
- Promoting GSA at freshers fair, postgraduate reception and at the postgraduate mingle.

Future Work:

- Making sure dep rep positions are filled for my faculty
- Making sure there are regular 'Life Sciences' aimed social events

The main issues that Life Sciences students have mentioned to me are:

- Why Masters students aren't allowed in the SCR?
- Difficulty in meeting and mingling with other Life Sciences students.
- A 'viva support' document or class should be organised, that states how to prepare, and what happens if a viva goes badly