

# Interim Staff-Student Committees Summary 2012/13



# Contents

Introduction	<b>3</b>
Key Recommendations	<b>4</b>
Best Practice	<b>6</b>
“Hot Topics”	<b>7</b>
Business School	<b>8</b>
Faculty of Engineering	<b>10</b>
Humanities	<b>16</b>
Faculty of Medicine	<b>17</b>
Faculty of Natural Sciences	<b>21</b>
Glossary	<b>25</b>

# Introduction

## Staff-Student Committees

The 470 student representatives across the College play an integral part in assuring and enhancing the world class education Imperial offers to our 15,000 students, while Imperial College Union is committed to drastically improving the support and recognising their contribution.

This effort includes the training program for all year representatives, collecting students' suggestions from two Rep Weeks, the launch of "Your Representative A-Z", representation tools on eActivities and providing granular breakdown of survey response rates on our website. For the first time this year we have also trained the incoming 2013/14 undergraduate Departmental Representatives and undergraduate Faculty Representatives regarding quality assurance and the College's committee structure.

We launched our first staff-student committee (SSC) summary in 2011, aiming to take a snapshot of the effectiveness of our representatives and their participation in departmental meetings. This year we have produced an interim report to show all of the individual staff-student committees across the College and have carried out more in depth analysis to give the College a better picture of what is taking place.



Doug Hunt  
**Deputy President (Education)**  
E: [dpeducation@imperial.ac.uk](mailto:dpeducation@imperial.ac.uk)  
T: 020 7594 8060, extension: 45646

We want to make clear that these summaries reflect our own successes or failures in training and supporting representatives, just as much as they reflect how well a department conducts its meetings.

I hope you find this useful and we welcome further feedback on how to improve the content and format of these summaries, especially as we plan to produce the final annual report for the Quality Assurance and Enhancement Committee in November 2013.

A handwritten signature in black ink, appearing to read 'DH' with a long horizontal stroke extending to the right.

**Doug Hunt**  
Deputy President (Education) 2012/13

# Key Recommendations

- 1. The results from key surveys should be placed on the standing agenda and student representatives should be encouraged to promote them to their peers.**

To increase the response rate of key surveys the “feedback loop” for these surveys needs to be completed, so students know that their views have been taken seriously and acted upon. If this does not take place a significant proportion of the student body will never think their voice is listened to and potentially not bother completing these surveys in the future. The survey results and actions from these should be communicated to student representatives in SSCs and to all students throughout the year.

- 2. Personal tutor (UG only) and supervisor satisfaction (PGR only) should be placed on the standing agenda for every Staff-Student Committee.**

A personal tutor should be meeting up with their undergraduate tutees at least once a term in the first two years of study. To make sure that this is taking place, student representatives should be encouraged to find out whether this actually happening and report their findings at the meeting. Additionally, for the PGR student body to be satisfied there needs to be a healthy relationship between the students and their supervisor. We therefore believe that the PGR representatives need to actively seek if there are any supervisor related issues and report this at the meetings.

- 3. External examiner reports should be distributed and discussed at UG and PGT Staff-Student Committees.**

To give student representatives a better idea of what takes place in the external examiner board meetings and how their exam results are viewed, we recommend that the external examiner reports should be discussed. Through this process the representatives may agree with the external examiners comments and changes from these can be made accordingly.

- 4. Departments with combined UG and PGT/PGR committees should consider creating dedicated PGT and PGR committees.**

The minutes of many departments with combined UG and PGT/PGR committees often focused on UG issues, leaving PG matters to the end of the agenda - and the end of a lengthy meeting. We ask that departments consider whether

splitting off a separate PG meeting would use staff and student representatives time more effectively and allow PG issues to be given their own discussion space.

**5. Departments should be encouraged to provide dedicated pages listing student representatives on their departmental websites and they should be linked to Imperial College Union's "You Said, We Did" page.**

A small number of departments provide a dedicated page with photos and contact details for their student representatives, both for undergraduate and postgraduate. This makes it easier for students to find their representatives, saving them the time of searching for and downloading minutes. The Union strongly recommends that staff membership with their contact details and photos are also added, while these pages should be linked to the Union's "You Said, We Did" page, so students can see the hard work of staff and their representatives, which should encourage students to give more feedback.

**6. Departments should set deadlines for having minutes of meetings uploaded or otherwise made available to students.**

We understand that the minutes of SSCs were not always made available until long after the meeting, and often shortly before the next one. This hinders both the department and representatives in communicating changes to students. We recommend that departments should set a target for when completed minutes - or a report of a meeting - should be uploaded and distributed.

**7. Imperial College Union should make postgraduate student representatives aware of their place in a Union system, and of the support available to them.**

Imperial College Union has identified its lack of support for postgraduate students on other campuses as a major weakness. We will carry on reviewing our Postgraduate Representatives Training material, begin recording our training sessions with Panopto and embed the recordings on our website so those who cannot attend can still benefit from it. Through working with the Graduate School in issuing the Staff-Student Committee Information forms we will be in a better position to know who to contact to find out next year's PGT representatives, so they can be invited to our training sessions and can remain up to date in the Union's campaigns.

# Best Practice

<b>Subject</b>	<b>Mode</b>	<b>Example</b>
Medicine and Biomedical Science	UG	In all the UG committees they discuss the external examiner reports.
All of the subjects in FoNS	UG	The FoNS digital media officer worked with the ICU Deputy President (Education) in producing SSC membership pages.
Chemical Engineering	UG	The Director of Course Operations holds frequent informal meetings with the student representatives to deal with day to day issues and to keep an effective line of communication.
Mathematics	UG	The Clore lecture theatre is being refurbished in the summer holidays due to overwhelming Rep Week feedback.
Earth Science & Engineering	UG	Both external and internal surveys are placed as a standing item on the agenda so student representatives understand the importance and can help promote it to their peers.
Aeronautics	UG	Staff were actioned to have their office hours on their doors, so students knew when they can approach them.
Biology	UG	“Welfare” is a standing item on the agenda and personal tutor issues are discussed in this section.
Physics	UG	The department has created their own “You Said, We Did” page to encourage student feedback.
MSc Bioinformatics	PGT	Staff give a detailed description of the Imperial exam format, which includes giving students tips and emphasising the rules.
MSc Infection and Management for Pharmacists	PGT	A table of all the action points agreed in the meeting is added to the end of the minutes.
Chemistry	PGR	The student representatives have created a buddy-scheme between PhD students and post-docs.
Bioengineering	PGR	The department run a journal club to encourage students from different research groups to discuss research papers.
Business	All	The Business School has a Teaching and Quality Officer who coordinates all of the 13 SSCs.

# “Hot Topics”

## 1. Advertise the SSC meetings and their resulting actions

Departments should advertise the meeting times of SSCs, and to advertise the results of the meetings to students. Departments should also use the ‘You Said, We Did’ method in breaking down the results from SOLE and SSC meetings to help promote their successes.

## 2. Personal Tutors and Supervisors

As issues which significantly and consistently impact upon students’ academic experience personal tutor meetings or supervision should be on the standing agenda of all staff-student committee meetings. The quality of these meetings can vary throughout the year so need to be addressed as an on-going concern.

## 3. Surveys

Surveys need to be discussed when appropriate by all staff-student committees. Staff need to encourage students to complete surveys, provide feedback about findings and ensure students know what actions will be taken in relation to findings. This demonstrates commitment to collecting and utilising student feedback, and encourages student participation in surveys.

## 4. Online SSC membership

We encourage all departments to list members of their staff-student committee online. This public promotion of staff-student committees within a department is invaluable for encouraging student feedback and increasing awareness of staff-student committees as an outlet for students views. Easily accessible committee membership information also ensures students can find who their academic representative is.

# Business School

	BSc Joint Honours	MSc Actuarial Finance	MSc ESB	MSc Finance	MSc IEM	MSc IHM	MSc Management
Agenda distributed							
Actions noted							
Previous actions discussed							
SSC membership available online							
HOD/DUGS/DPS in attendance							
Standing items on agenda (exc. rep reports)							
Departmental Representation Meeting held							
External examiners reports discussed							
LEQs discussed							
National Student Survey discussed							
Personal tutor meetings discussed							
PG LEOs discussed							
PG external examiners reports discussed							
PRES discussed							
Comments about GTA satisfaction							
Comments about quality of supervision							
Papers received							
Number of meetings per year <sup>a</sup>	3	3	3	3	6	3	6

A green box indicates that it has taken place, a red box indicates that it hasn't, a blank box indicates that no information could be found either way and a blue box indicates that specific criteria is not applicable.  
<sup>a</sup> Numbers are taken from the Staff-Student Committee Information Forms



# Business School

	MSc RMFE	MSc Strat. M	Exec. MBA	W/E MBA	F/T MBA	PGR
Agenda distributed						
Actions noted						
Previous actions discussed						
SSC membership available online						
HOD/DUGS/DPS in attendance						
Standing items on agenda (exc. rep reports)						
Departmental Representation Meeting held						
External examiners reports discussed						
LEOs discussed						
National Student Survey discussed						
Personal tutor meetings discussed						
PG LEOs discussed						
PG external examiners reports discussed						
PRES discussed						
Comments about GTA satisfaction						
Comments about quality of supervision						
Papers reviewed						
Number of meetings per year	3	3	2	2	3	3

# Faculty of Engineering

	Aeronautics			Bioengineering		
	UG	PGT	PGR	UG & PGT	PGR	
Agenda distributed						
Actions noted						
Previous actions discussed						
SSC membership available online						
HOD/DUGS/DPS in attendance						
Standing items on agenda (exc. rep reports)						
Departmental Representation Meeting held						
External examiners reports discussed						
SOLE discussed						
National Student Survey discussed						
Personal tutor meetings discussed						
PG SOLE discussed <sup>a</sup>						
PG external examiners reports discussed						
PRES discussed						
Comments about GTA satisfaction						
Comments about quality of supervision						
Papers received						
Number of meetings per year	9	3	3	3	2	

<sup>a</sup> Each department decided whether a PGT course took part in PG SOLE

# Faculty of Engineering

	Chemical Engineering		Civil Engineering		
	UG & PGT	PGR	UG	PGT	PGR
Agenda distributed					
Actions noted					
Previous actions discussed					
SSC membership available online					
HOD/DUGS/DPS in attendance					
Standing items on agenda (exc. rep reports)					
Departmental Representation Meeting held					
External examiners reports discussed					
SOLE discussed					
National Student Survey discussed					
Personal tutor meetings discussed					
PG SOLE discussed					
PG external examiners reports discussed					
PRES discussed					
Comments about GTA satisfaction					
Comments about quality of supervision					
Papers received					
Number of meetings per year	2	2	2	-	-

# Faculty of Engineering

	Computing		Earth Science & Engineering	
	UG & PGT	PGR	UG	PGR
Agenda distributed				
Actions noted				
Previous actions discussed				
SSC membership available online				
HOD/DUGS/DPS in attendance				
Standing items on agenda (exc. rep reports)				
Departmental Representation Meeting held				
External examiners reports discussed				
SOLE discussed				
National Student Survey discussed				
Personal tutor meetings discussed				
PG SOLE discussed				
PG external examiners reports discussed				
PRES discussed				
Comments about GTA satisfaction				
Comments about quality of supervision				
Papers received				
Number of meetings per year	5	3	3	-

# Faculty of Engineering

	UG	PGT & PGR	UG
	Electrical & Electronic Engineering		Joint Mathematics & Computing
Agenda distributed			
Actions noted			
Previous actions discussed			
SSC membership available online			
HOD/DUGS/DPS in attendance			
Standing items on agenda (exc. rep reports)			
Departmental Representation Meeting held			
External examiners reports discussed			
SOLE discussed			
National Student Survey discussed			
Personal tutor meetings discussed			
PG SOLE discussed			
PG external examiners reports discussed			
PRES discussed			
Comments about GTA satisfaction			
Comments about quality of supervision			
Papers received			
Number of meetings per year	4	3	5

# Faculty of Engineering

	Materials		Mechanical Engineering	
	UG & PGT	PGR	UG & PGT	PGR
Agenda distributed				
Actions noted				
Previous actions discussed				
SSC membership available online				
HOD/DUGS/DPS in attendance				
Standing items on agenda (exc. rep reports)				
Departmental Representation Meeting held	1			
External examiners reports discussed			1	1
SOLE discussed			1	1
National Student Survey discussed			1	1
Personal tutor meetings discussed			1	1
PG SOLE discussed			1	1
PG external examiners reports discussed			1	1
PRES discussed			1	1
Comments about GTA satisfaction			1	1
Comments about quality of supervision			1	1
Papers received	1	1	1	1
Number of meetings per year	4	3	3	3

# Faculty of Engineering

## Energy Futures Lab

	PGT	PGR
Agenda distributed		
Actions noted		
Previous actions discussed		
SSC membership available online		
HOD/DUGS/DPS in attendance		
Standing items on agenda (exc. rep reports)		
Departmental Representation Meeting held		
External examiners reports discussed		
SOLE discussed		
National Student Survey discussed		
Personal tutor meetings discussed		
PG SOLE discussed		
PG external examiners reports discussed		
PRES discussed		
Comments about GTA satisfaction		
Comments about quality of supervision		
Papers recieved		
Number of meetings per year	3	-

# Humanities

	UG		PGT		PGR
	Horizons	For Science	Science Comm.	Trans. Stud.	
Agenda distributed					
Actions noted					
Previous actions discussed					
SSC membership available online					
HOD/DUGS/DPS in attendance					
Standing items on agenda (exc. rep reports)					
Departmental Representation Meeting held					
External examiners reports discussed					
SOLE discussed					
National Student Survey discussed					
Personal tutor meetings discussed					
PG SOLE discussed					
PG external examiners reports discussed					
PRES discussed					
Comments about GTA satisfaction					
Comments about quality of supervision					
Papers recieved					
Number of meetings per year	3	2	3	5	2



# Faculty of Medicine

	UG					
	Biomed.	Yrs 1 & 2	Grad. Entry	Yr 4	Yrs 3, 5, & 6	
Agenda distributed						
Actions noted						
Previous actions discussed						
SSC membership available online						
HOD/DUGS/DPS in attendance						
Standing items on agenda (exc. rep reports)						
Departmental Representation Meeting held						
External examiners reports discussed						
SOLE discussed						
National Student Survey discussed						
Personal tutor meetings discussed						
PG SOLE discussed						
PG external examiners reports discussed						
PRES discussed						
Comments about GTA satisfaction						
Comments about quality of supervision						
Papers received						
Number of meetings per year	3	3	3	3	3	3

# Faculty of Medicine

	MSc Allergy	MSc Biomed. Res.	MSc Human Mol. Gen.	MSc Immun.	MSc Inf. Man. Pharma.	MSc Medical Ultra.	MSc MBPV
Agenda distributed							
Actions noted							
Previous actions discussed							
SSC membership available online							
HOD/DUGS/DPS in attendance							
Standing items on agenda (exc. rep reports)							
Departmental Representation Meeting held							
External examiners reports discussed							
SOLE discussed							
National Student Survey discussed							
Personal tutor meetings discussed							
PG SOLE discussed							
PG external examiners reports discussed							
PRES discussed							
Comments about GTA satisfaction							
Comments about quality of supervision							
Papers received							
Number of meetings per year	-	-	3	3	3	3	3

# Faculty of Medicine

	MSc Mol. Medicine	MSc Prev. Cardio.	MSc OSH	MSc RDB	MSc & MPH SPH	PG Surg. & Canc.	MSc Surg. Tech.
Agenda distributed							
Actions noted							
Previous actions discussed							
SSC membership available online							
HOD/DUGS/DPS in attendance							
Standing items on agenda (exc. rep reports)							
Departmental Representation Meeting held							
External examiners reports discussed							
SOLE discussed							
National Student Survey discussed							
Personal tutor meetings discussed							
PG SOLE discussed							
PG external examiners reports discussed							
PRES discussed							
Comments about GTA satisfaction							
Comments about quality of supervision							
Papers received							
Number of meetings per year	-	2	-	3	5	4	-

# Faculty of Medicine

	MRes Cancer Bio.	MRes Clinical Research	MRes Exp. Neuro.	MRes MRIGI	PGR SPH
Agenda distributed					
Actions noted					
Previous actions discussed					
SSC membership available online					
HOD/DUGS/DPS in attendance					
Standing items on agenda (exc. rep reports)					
Departmental Representation Meeting held					
External examiners reports discussed					
SOLE discussed					
National Student Survey discussed					
Personal tutor meetings discussed					
PG SOLE discussed					
PG external examiners reports discussed					
PRES discussed					
Comments about GTA satisfaction					
Comments about quality of supervision					
Papers received					
Number of meetings per year	-	2	3	-	3

# Faculty of Natural Sciences

	Chemistry			Life Sciences	
	UG	PGT <sup>a</sup> & PGR	UG Biochem.	UG Biology	
Agenda distributed	5				
Actions noted					
Previous actions discussed		3			
SSC membership available online					
HOD/DUGS/DPS in attendance					
Standing items on agenda (exc. rep reports)					
Departmental Representation Meeting held					
External examiners reports discussed	5				
SOLE discussed					
National Student Survey discussed	5				
Personal tutor meetings discussed					
PG SOLE discussed		3			
PG external examiners reports discussed					
PRES discussed					
Comments about GTA satisfaction					
Comments about quality of supervision					
Papers received					
Number of meetings per year	5	3	5	5	

<sup>a</sup> PGT includes MRes

# Faculty of Natural Sciences

	Life Sciences					
	MSc Bioinfo.	MSc App. Biosci.	MRes EEC	MRes Biochem. Res.	MRes Mol. Plant Bio.	
Agenda distributed	3					
Actions noted						
Previous actions discussed						
SSC membership available online						
HOD/DUGS/DPS in attendance						
Standing items on agenda (exc. rep reports)						
Departmental Representation Meeting held						
External examiners reports discussed						
SOLE discussed						
National Student Survey discussed						
Personal tutor meetings discussed						
PG SOLE discussed						
PG external examiners reports discussed						
PRES discussed						
Comments about GTA satisfaction						
Comments about quality of supervision						
Papers recieved						
Number of meetings per year	3	3	3	3	3	3

# Faculty of Natural Sciences

	Life Sciences			Mathematics		
	MRes Struct. Mol. Bio.	MRes Sys. & Synt. Bio.	PGR	UG	PGT	PGR
Agenda distributed						
Actions noted	3	3			3	3
Previous actions discussed		3			3	3
SSC membership available online		3				
HOD/DUGS/DPS in attendance		3				
Standing items on agenda (exc. rep reports)						
Departmental Representation Meeting held						
External examiners reports discussed						
SOLE discussed						
National Student Survey discussed						
Personal tutor meetings discussed						
PG SOLE discussed		3			3	3
PG external examiners reports discussed		3			3	3
PRES discussed						
Comments about GTA satisfaction						
Comments about quality of supervision						
Papers received		3			3	3
Number of meetings per year	3	3	-	3	3	3

# Faculty of Natural Sciences

	Physics		Centre for Environmental Policy		
	UG	PGT	PGR	PGT	PGR
Agenda distributed	1			1	
Actions noted	1	1	1	1	
Previous actions discussed	1	1	1	1	
SSC membership available online	1		1	1	
HOD/DUGS/DPS in attendance	1		1	1	
Standing items on agenda (exc. rep reports)	1		1	1	
Departmental Representation Meeting held	1		1	1	
External examiners reports discussed	1		1	1	
SOLE discussed	1		1	1	
National Student Survey discussed	1		1	1	
Personal tutor meetings discussed	1		1	1	
PG SOLE discussed	1	1	1	1	
PG external examiners reports discussed	1	1	1	1	
PRES discussed	1	1	1	1	
Comments about GTA satisfaction	1	1	1	1	
Comments about quality of supervision	1	1	1	1	
Papers received	1	1	1	1	1
Number of meetings per year	8	2	2	3	-



# Glossary

<b>DPS</b>	Director of Postgraduate Studies
<b>DUGS</b>	Director of Undergraduate Studies
<b>FoNS</b>	Faculty of Natural Sciences
<b>GTA</b>	Graduate Teaching Assistant
<b>HOD</b>	Head of Department
<b>LEQ</b>	Lecturer Evaluation Questionnaire
<b>MRes Exp. Neuro.</b>	MRes Experimental Neuroscience
<b>MRes MRIGI</b>	Medical Robotics and Image Guided Intervention
<b>MRes Sys. &amp; Synth. Bio.</b>	MRes Systems and Synthetic Biology
<b>MSc &amp; MPH SPH</b>	MSc and Master of Public Health in the School of Public Health
<b>MSc &amp; MRes EEC</b>	MSc and MRes Ecology, Evolution and Conservation
<b>MSc App. Biosci.</b>	MSc Applied Biosciences and Biotechnology
<b>MSc Bioinfo.</b>	MSc Bioinformatics
<b>MSc Biomed. Res.</b>	MSc Biomedical Research
<b>MSc ESB</b>	MSc Economics and Strategy for Business
<b>MSc IEM</b>	MSc Innovation, Entrepreneurship and Management
<b>MSc IHM</b>	MSc International Health Management
<b>MSc Immun.</b>	MSc Immunology
<b>MSc Inf. Man. Pharma.</b>	MSc Infection Management for Pharmacists
<b>MSc MBPV</b>	Molecular Biology and Pathology of Viruses
<b>MSc Medical Ultra.</b>	MSc Medical Ultrasound
<b>MSc Prev. Cardio.</b>	MSc, PG Cert and PG Dip Preventive Cardiology
<b>MSc QSH</b>	MSc Quality and Safety in Healthcare
<b>MSc RDB</b>	MSc Reproductive and Developmental Biology
<b>MSc RMFE</b>	MSc Risk Management and Financial Engineering
<b>MSc Strat. M</b>	MSc Strategic Marketing
<b>PGR</b>	Postgraduate Research (only PhD students)
<b>PGR SPH</b>	Postgraduate Research in the School of the Public Health
<b>PGT</b>	Postgraduate Taught (MSc and MRes students)
<b>PRES</b>	Postgraduate Research Experience Survey
<b>SOLE</b>	Student Online Evaluation
<b>SSC</b>	Staff-Student Committee

# Notes



**Imperial College Union**

Beit Quadrangle  
Prince Consort Road  
London  
SW7 2BB

Tel: 020 7594 8060  
Fax: 020 7594 8065  
Email: [union@imperial.ac.uk](mailto:union@imperial.ac.uk)  
Twitter: @icunion  
**[imperialcollegeunion.org](http://imperialcollegeunion.org)**

