



MINUTES OF THE PROCEEDINGS
of the secondary ordinary meeting of the
Education and Representation Board
of the Imperial College Union
in the 2013/2014 Session

The meeting of the Education and Representation Board was held in the Union Building on the 10th October 2013 at 6.05pm in Meeting Rooms 1 & 2, Imperial College.

Present:

Deputy President (Education)	Natalie Kempston
President	David Goldsmith
Deputy President (Clubs & Societies)	Yasmin Edwards
Deputy President (Welfare)	Marissa Lewis
CGCU President	Lejon Chua
CGCU Academic Affairs Officer	James Murphy
ICSMSU Academic Officer – Years 1, 2 & GE	Anju George
RCSU Academic Affairs Officer	Mariza de Souza
RCSU President	Plabon Saha
RSM President	Emily Pennington
Bioengineering UG Departmental Representative	Matthew Murchie
Chemical Engineering UG Departmental Representative	Will Brown
Chemical Engineering UG Departmental Representative	Rachel Hounslow
Computing UG Departmental Representative	Thomas Wilshere
Electronic & Information Engineering UG Departmental Representative	Richard Bennett - Chair
Earth Science & Engineering UG Departmental Representative	Lewis Ryan
Earth Science & Engineering UG Departmental Representative	George Fisher
Materials UG Departmental Representative	Carole Ng
Mechanical Engineering UG Departmental Representative	Dmitri Ivanov
Mechanical Engineering UG Departmental Representative	Parikshat Singh
Biochemistry UG Departmental Representative	Elana Bryan
Biology UG Departmental Representative	Jisoo Jean
Mathematics UG Departmental Representative	Deepika Pyla
Physics UG Departmental Representative	Adrian Grutter
Representation Coordinator	Zoe Richardson

Apologies:

GSA AWO - Medicine	Nuha Yassin
GSA AWO – Business School	Ruxandra Luca
ICSMSU AO – Years 4, Biomed and Pharm	Lucinda Osbourn
Civil Engineering	Aparna Mathur
Chemistry UG Departmental Representative	Catherine Lu
Education & Welfare Manager	Andrew Keenan
Student Advisor	Nigel Cooke

1. CHAIR'S BUSINESS.

- a) Termly reports were requested from all Academic & Welfare Officers (AWOs) and Academic Affairs Officers (AAOs) for disseminated via Departments and Faculty unions.

ACTION: All AAOs and AWOs to submit reports of their work so far during the term to Natalie Kempston by the ERB meeting to be held on 23rd January 2014.

- b) The most recent Quality Assurance and Education Committee meeting was summarised. The Faculty of Natural Sciences is considering an increase to the pass mark of their MSci course to over 50% (the current pass mark is 40%). Students expressed concerns that this may have a negative impact on student's degree classification. It was reported that Computing re-considered this when previously raised as a possibility. The issue of Masters funding is also being looked into by the Mathematics Director of Undergraduate Studies as concerns have been raised that too few Imperial students stay on at Imperial to study their Masters courses.

ACTION: Natalie will bring a paper to Union council as a formal response to this.

- c) ICT/eLearning updates

Over the summer the number of Panopto enabled lectures theatres has increased. There are now 72 fully installed. It was reported that the Clore lecture theatre is now much improved since it's refurbishment over the summer. 200 new printers have also been installed. Students have reported a vast improvement due to these. It was noted that the Chemical Engineering have not had any new printers but would appreciate them.

ACTION: Natalie to send a link to the Information & Communications Technology department's website page where all installed rooms are noted.

ACTION: Natalie to investigate whether the Panopto hardware in Physics has been updated to enable them to use the system.

2. MINUTES OF THE LAST MEETING – 4 JUNE 2013

- a) The minutes were accepted by the board.

3. MATTERS ARISING

- a) As noted in the previous ERB the student barometer survey won't be taking place this academic year. Four surveys will be taking place this academic year: Student Online Evaluation (SOLE), National Student Survey, Student Experience Survey and Postgraduate Taught Education Survey. It was established that questions relating to personal tutors will be incorporated into SOLE.
- b) Any member of ERB is invited to chair the meeting.

ACTION: Interested members of ERB should contact Natalie Kempston for more information.

4. TEACHING ON THE FIRST WEEK OF TERM

- a) A number of Undergraduate departments do teach within the first week; Computing, Biochemistry, Earth Science & Engineering, Mathematics and Aeronautics. A number of departments hold diagnostic tests with the first week; Mechanical Engineering, Aeronautics, Electronic & Electrical Engineering, Bioengineering, Biochemistry and Mathematics. It was agreed that this can have a significant negative impact upon new students, particularly International students.

In Chemistry the Director of Undergraduate Studies ensure the whole of the first week was work free for new students (with the exception of introductory talks). It was suggested that a more gentle introduction with lectures in the first week could be beneficial for new students. It was agreed that this was a beneficial move.

It was also raised that short lunch breaks in many departments may result in students being excluded from Humanities courses.

ACTION: Departmental Representatives to consult with their departments about what happens within the first week and report findings to Natalie Kempston.

5. SOC OFF

It was reported that the second Soc Off (and the first of the 2013/14 academic year) will take place on Thursday 17th October. The board is invited to submit ideas and suggestions about the organisation and activities for the upcoming event.

- a) It was suggested that the event should be publicised more via the ICSMSU than in previous years as a number of medical students had not heard of the event.
- b) It was noted that holding a departmental society event before the Soc Off was a successful method of ensuring attendance by departments. It was raised that there is often significant variation between departments regarding who is responsible for organising Mums & Dads, and therefore involved in the Soc Off.

- c) Suggested activities for Soc Off included a bouncy castle, table football, table tennis, Velcro suits, a photo booth, a photo competition and the availability of family portraits.

ACTION: Natalie to send poster templates and publicity information to UG Departmental Representatives for their use.

6. REP WEEK

- a) Computing department has run its own Rep Week events in previous years with a good level of success. This involved hosting a stall in their labs to collect suggestions.
- b) The issue of involvement from Departmental Societies, Faculty Unions and Reps was raised. It was suggested that this would help show the different levels of representation.
- c) Departmental Representatives would be interested in borrowing a Rep Week banner to help promote their own events. The usage of an online suggestions box was also raised.
- d) An increased awareness of welfare amongst Reps was brought up as a potential issue – and one which Reps would like increased knowledge about.
- e) Rep Week was noted as a good opportunity to promote ICT staff-student forum. It has been noted that in previous years a high proportion of comments have related to ICT issues.

ACTION: ICT issues raised in Rep Week will be separated from other academic related issues.

7. AOB

- a) The upcoming posters featuring newly elected Reps following their election was raised.

ACTION: If students wish to submit another photo for this they are welcome to do so. Photographs should be sent to either Zoe Richardson or Natalie Kempston

Meeting closed 6.55 pm

Approved as a correct record at a meeting of the Education and Representation Board

on _____ 2013/14

_____ Chair of the Meeting