



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 28th November 2013 at 6.05pm in Meeting Rooms 1 & 2, Imperial College.

Present:

Deputy President (Education) - Chair	Natalie Kempston
CGCU Academic Affairs Officer	James Murphy
RCSU Academic Affairs Officer	Mariza de Souza
Computing UG Departmental Representative	Thomas Wilshere
Bioengineering UG Departmental Representative	Matthew Murchie
Chemical Engineering UG Departmental Representative	Rachel Hounslow
Earth Science & Engineering UG Departmental Representative	Lewis Ryan
Biochemistry UG Departmental Representative	Elana Bryan
Mathematics UG Departmental Representative	Deepika Pyla
Materials UG Departmental Representative	Carole Ng
Mechanical Engineering UG Departmental Representative	Dmitri Ivanov
Physics UG Departmental Representative	Adrian Grutter
Representation Coordinator	Zoe Richardson

Apologies:

President	David Goldsmith
Deputy President (Clubs & Societies)	Yasmin Edwards
Deputy President (Welfare)	Marissa Lewis
GSU AWO - Medicine	Nuha Yassin
RCSU President	Plabon Saha
Civil Engineering	Aparna Mathur
RSM Academic Liaison Officer	Michaela Salacinski
Education & Welfare Manager	Andrew Keenan
Student Advisor	Nigel Cooke
EEE UG Departmental Representative	Yiango Mavrocostanti
Earth Science & Engineering UG Departmental Representative	George Fisher
Chemical Engineering UG Departmental Representative	William Brown
Mechanical Engineering UG Departmental Representative	Parikshat Singh
Biology UG Departmental Representative	Jisoo Jean
Chemistry UG Departmental Representative	Catherine Lu

1. CHAIR'S BUSINESS

1.1 Rep Week Update

Rep Week went well with a good number of volunteers and participants. The emphasis was on raising awareness of Reps rather than collecting feedback. Natalie is keen to ensure Postgraduate students know who their AWOs are.

1.2 Academic Representative Training

Over 300 Reps have now been trained in person (out of approximately 450). The position of Joint Mathematics and Computing (JMC) Representative remains unfilled. It was established that many 3rd year computing students are already represented through their 3rd year computing rep.

ACTION: Tom Wilshere to act as JMC Year 3 Representative with immediate effect.

1.3 ICT-Student Forum

ACTION: Natalie Kempston will update ERB about the outcome of the ICT-Student Forum at a later date.

2. MINUTES OF LAST MEETING – 10 OCTOBER 2013

2.1 Minutes were passed

3. MATTERS ARISING

3.1 Mariza de Souza has not yet been able to check if tests occur in the first week so is unable to accept the minutes.

ACTION: Mariza de Souza to investigate into whether tests occur in the first week and report to Zoe Richardson if the minutes need amending.

3.2 Panopto update

The list of rooms with Panopto currently installed is growing and students wishing to see Panopto used in their department are requested to approach their department directly. A number of lecturers appear to have issues using Panopto, which is causing delays in roll-out. A number of lecturers are also opting out of using Panopto. ICT are providing ongoing guidance and support for staff wishing to use Panopto, with the aim of getting more staff to use the system. This is the first year of Panopto usage so students are requested to be patient. Early signs of usage have been encouraging.

4. GRADE POINT AVERAGE (GPA) – AGAIN

4.1 Currently being piloted at a number of UK universities. The GPA system will differ from its American counterpart as a different number of points will be used. The issue will be debated at College senate. Natalie will be arguing against the plans.

The board agreed that the proposal was wrong for Imperial. Within the Faculty of Natural Sciences percentage grades are already used in references, therefore students couldn't identify any benefit. Concern was also expressed that the system may deter students from option for challenging modules for fear of decreasing their GPA.

The existing degree classifications were seen as a more holistic and fair approach as borderline candidates are carefully considered by their department with decisions based on factors beyond exam and essay performance. There was also concern that academics & employers may not understand the new system.

ACTION: All Departmental Representatives requested to let their department know their opinions about GPA proposals.

5. SOLE

5.1 The Student Online Evaluation Survey opens Tuesday 3rd December and will close in January. All Departmental Representatives are asked to promote the survey within their departments. Earth Science & Engineering advised that their high survey completion rates are thanks to a culture of survey completion within the department, and that the results are frequently referred to by staff.

Department of Computing also advised that directly targeting all students via highly targeted and personalised promotions was effective.

SOLE is now compulsory for all Undergraduate Medical students. The board agreed that rather than making SOLE compulsory it was better for departments to clearly show students the changes they are making as a results of the survey's findings.

The board would like to see more interesting and engaging statistics relating to SOLE, similar to those used by Imperial College Union in the Big Elections.

ACTION: Natalie to ask the e-learning committee about SOLE

6. EXAM FEEDBACK – ELANA BRYAN

6.1 Within the Biology department the last feedback students get is in the summer term before their final year. All the earlier years within Biology receive regular feedback about their exams. Elana wished to know how much feedback other departments received relative to hers.

How much feedback students receive depends a lot on their department. A number of departments feel they don't need to give feedback on exams as the mark schemes are sufficient.

A poll was taken and 6 board members received zero feedback and 6 received general feedback on exams. It was felt that feedback was only useful to students prior to the end of term and had limited impact when given at the end of term.

7. THE COLLEGE DAY

- 7.1 Natalie wanted to know if any departments hold exams on Wednesday afternoons. It was found that a number of departments do.

Students are unaware that their lectures can be scheduled to begin at 12:00. It's felt that students should be made more aware of this. This has recently happened in Life Sciences.

8. ANY OTHER BUSINESS

- 8.1 Marisa De Souza – How many students do UROPS and how many of those receive funding?

A number of different departments had funded UROPS, with engineering students having access to a high number of funds. In some departments as many as 25% of students go on a UROP. The publicity around the availability of UROPs was mixed, with certain departments purposefully obscuring the availability of these.

- 8.2 The question of whether Departmental Representatives should engage closely in Departmental societies was also raised. It was decided that this should be up to the individual Departmental Representative and the current Departmental society.

- 8.3 It has been reported that a number of academic representatives are still unsure how to deal with welfare issues.

ACTION: Marissa Lewis (Deputy President Welfare) will let reps know what their welfare responsibilities are.

Meeting closed 7.05 pm

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

on _____ 2013/14

_____ Chair of the Meeting