



MINUTES OF THE PROCEEDINGS
Of the first Ordinary meeting of the
Education and Representation Board
of the Imperial College Union
in the 2014/2015 session

The meeting of the Education and Representation Board was held in the Union Building on the 16th October 2014 at 6pm in Meeting Room 3, Imperial College Union.

Present:

Deputy President (Education) – Chair	Pascal Loose
Deputy President (Clubs and Societies)	Abi De Bruin
Deputy President (Welfare)	Chris Kaye
CGCU President	Tim Munday
GSU President	Nida Mahmud
ICSMSU AO Early Years	Cyin San
RCSU AAO	Zoe Hsu
RCSU President	Serena Yuen
RSM President	Ben Warnick
Biochemistry	Alexander Nash
Bioengineering	Sihao Lu
Biology	Siniziana Giju
Chemical Engineering	Emilie Lunddahl
Chemical Engineering	Rachel Hounslow
Chemistry	Annina Sartor
Civil Engineering	Jineesha Mehta
Computing	Robert Zhou
Earth Science and Engineering	Robin Thomas
EEE	Jack Heaffey
EEE	Dario Magliochetti-
Lombi	
EIE	Samuel Kong
Materials	Iacopo Russo
Mathematics	Arijit Gupta
Mechanical Engineering	Parikshat Singh
Representation and Campaigns Coordinator(Clerk)	Sky Yarlett

Apologies :President Tom Wheeler, Deputy President (Finance & Services) Alex Savell
GSU AWO Medicine Mike Asavarut ICSMSU AO Clinical Salma Haddad RSM Academic
Liaison Officer Emma Toms Mechanical Engineering Robert O’Keeffe Physics Clark Baker

1. CHAIRS BUSINESS

- a) Attendees were welcomed to the meeting
- b) Pascal Loose gave guidelines for the meeting and the expectations of the meetings and outlined requirements of AAOs in regards to their reports

ACTION: AAO reports are due by the 22nd January.

- c) An update was given on ICTs elearning improvements to Blackboard, PL outlined the Starfish system to attendees.
PL also opened a discussion on how Panopto was used to record lecturers across the different departments, feedback was that it was patchy and not of a high quality.
PL is awaiting updates as to who has these resources.

- d) PL updated attendees on the college committees, he is involved in. Explaining the recent focus on the NSS results, the Imperial Success Guide. STAR FRAMEWORK – which seeks to recognise the outstanding work of teachers and lecturers. PL also sits on a working group on student facing surveys – as currently it is believed that there are too many.

2. MINUTES OF LAST MEETING

NOTED:

- a) Attendees were asked to read through the minutes of the previous meetings. It was accepted that they were an accurate reflection of the meeting.

3. MATTERS ARISING

- a) Actions on nominations for Union Colours and Union awards were completed.
- b) Action on the Higher Education Policy, PL outlined the plans in regards to gathering opinions and recommended any who were interested in being involved in shaping the policy or to find out more to contact Alex Savell.

4. TEACHING ON THE FIRST WEEK OF TERM

NOTED:

- a) PL outlined that within other universities that there are often policies which stop teaching during the first week of term. At Imperial this is restricted to 3 days of the first term from the Monday to the Wednesday. PL asked dep reps to give accounts of the first teaching for first years.
- b) Many dep reps shared accounts that often teaching started on the Wednesday morning, or earlier. There was some discussion around whether group work was included in the measurements. In EEE dep first years have a diagnostics test at 8am on the Wednesday.
- c) There was discussion amongst the group about whether the 3 days of no teaching should be extended to other years.
- d) There was a wide ranging opinion on the issue of teaching during the first three days, with a few suggesting it would be of benefit to ensure that this rule was adhered to across college. There was also some discussion about the timetable in general, with Imperials relatively late start to term. Including the impact that changing the term would have on students who are doing placements over the summer, on students who study medicine, and on the exam timetable.

ACTION: PL to investigate the reasoning to Imperial starting so late.

5. SOCOFF

NOTED:

- a) PL introduced the idea of SocOff, which is an event which seeks to thank all the depts and those who got involved in Mums and Dads scheme. The event will take place in Metric on the 6th November. PL opened the discussion to those in attendance about their previous experience of attending the event, and what they'd like to see from the event in future.
- b) Discussion around sumo suits which were enjoyed a lot last year. RSM President highlighted that the RSM has a bar night that night as well, but it was encouraged to get people to turn up from that as well.
- c) There was discussion about what to do about the revenue and how to distribute which encourages the most attendance. Parikshat suggested that possibly making

the fund less flexible on the attendance of people and advertise it to dep socs in advance, or maybe give dep socs the opportunity to have a bar night rather than the money. Serena thinks that this wouldn't work because not everyone drinks, and some constituent unions would rather have the money to spend on their events.

6. REP WEEK

NOTED:

- a) PL introduced the ideas of the rep weeks to those present, to highlight the rep system and share the successes of the reps. Asked all to share their experiences, especially focusing on what went well and what we need to improve.
- b) Generally it was agreed that the idea behind rep week was good, but that the theme of 'Love your Rep' being promoted by the reps seemed self indulgent. That it would seem better to have the first rep week focused on gathering student opinion and identifying problems, and the second week on celebrating the achievements of the reps and highlighting SACAs and other awards.
- c) Overall reps wanted to change the theme of the rep week from 'Love your Rep', there wasn't a clear replacement. But it was widely agreed that it's important to promote the system, and identify problems.
- d) Nida mentioned that often the rep weeks are very focused on UG rep system, that we need to ensure that the rep system reflects the PG structure.
- e) Pari suggested that the theme could be more department focused, e.g. "Love your Department". Maybe there is a possibility to tie it in with SocOff? Robin suggested that Rep Week should be close to SSC meetings, which is difficult since SSC take place at different times.
- f) Serena mentioned that Rep Week should be close to the end of elections of year reps to promote the newly elected reps to the students.

7. REP CONFERENCE

NOTED:

- a) PL introduced the conversation about Rep Conference, outlining what the conference was about last year. The aim of it is to allow staff to recognise the work of the reps, and to bring together staff and students to ensure that they were working together to make the students education a good experience. Pascal asked for those in the room who attended to provide feedback on last year's event.
- b) Ari found that it was a good event, however found that the topics were based on lots of stuff that you already know from being a rep throughout the year.
- c) It was widely accepted that exchanging ideas and experiences is positive, and we should be encouraging that across depts. and roles. There was quite a lot of discussion around the name and whether a conference reflected the collaboration aspect that was expected.
- d) Rachel noted that last year the event fell on the submission date for Chem Eng, and that ideally we'd be able to avoid that. It was suggested that a doodle poll might be the best way of ensuring the most people could attend. Also there was discussion around February as a time frame, with some worries about exams.
- e) Rachel also suggested working closer with dep reps on the conference, allowing them to create and develop content to present to attendees, with multiple workshops happening at once – creating a break out session feel rather than a lecture.

8. SACA

NOTED:

- a) PL introduced the awards and why they exist and the aims to recognise good teaching and staff support. Explained that the aim this year is to have over 700 nominations. Nominations open in November and close in February. The awards are held in May.

- b) There was general consensus that people enjoy SACAs and that it's a really good way to reward excellent staff. AS said that it was really effective that you can see why people are nominated and the reasoning behind it. There were questions on the categories and if we thought they were effective. RH suggested explaining the categories in a bit more and linking to previous winners. There was some conversation about nominating administrative staff, do they fall within support staff category. It was also noted that the definition with support staff got often confused for personal tutor

ACTION: Pascal, Sky, and Andrew to clarify plans for SACAs and circulate with Dep Reps.

9. NSS PLAN

NOTED:

- a) Pascal explained that the NSS is the holy grail of college, that it provides benchmarking for the college in education and provides detailed feedback in areas of students experience. Pascal explained that the NSS opens in January and closes in April, and in order for it to be successful it needs a high turnout.
- b) PL asked Dep Reps to share their strategies for promotion, Serena explained in her Dep, that for each respondent the dep society got £5. RH explained in ChemEng if they reach a 87% response rate the dept paid £1000 for a party. PS explained in MechEng that printing credit was provided for each response. Others explained that DUGS proactively approached students who hadn't completed.
- c) As well as the issue of how to ensure a high response rate PL asked attendees to share thoughts on how to ensure a high quality response. PS suggested that explaining it to students face to face and showing them how it works, and there was general consensus that flyers or leaflets don't work. RH suggested that it might be useful to showcase Imperials results for each dep against Cambridge / Oxford. JH from EEE suggested that students are often informed about the NSS via email, but it would be better to embed it within a lecture.

10. ANY OTHER BUSINESS

NOTED:

- a) ICT Forum – PL explained that he will send out invites soon for the forum, and wanted Dep Reps to feed in any projects they'd like to see worked in.

ACTION: PL to send out ICT Forum details

- b) Rep Elections – Nominations closed the evening of ERB, and elections close on the 24/10. What was a good way of promoting the elections and getting people to run. Discussion amongst the group including lecture shout outs, contacting engaged students pointing out personal benefits of the role. TM pointed out that it might be discouraging for students potentially thinking about standing that they can not see if there's another candidate.
- c) Rep Tshirts – SY explained that tshirts are on order and when they arrive will contact reps to allocate them.
- d) Bursary Changes –Explanation of the bursary changes by Abi, and Tom Wheeler will email dep reps with an explanation and how to get involved.
- e) There will be a meeting on SIMP and improving services. Workshop will be held on it 5th November, which will include free pizza and print credit.

Next meeting will be held 27th November

Meeting closed at 7.30