



MINUTES OF THE PROCEEDINGS

Of the second 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 27 November 2014 at 6pm in Meeting Room 3, Imperial College Union.

In attendance:

Present:

Deputy President (Education) – Chair	Pascal Loose
Deputy President (Clubs and Societies)	Abi De Bruin
Deputy President (Welfare)	Chris Kaye
Deputy President (Finance & Services)	Alex Savell
President	Tom Wheeler
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
RSMU AAO	Emma Toms
Biochemistry	Alexander Nash
Bioengineering	Sihao Lu
Biology	Siniziana Giju
Chemical Engineering	Emilie Lunddahl
Chemistry	Annina Sartor
Civil Engineering	Jineesha Mehta
Computing	Robert Zhou
Earth Science and Engineering	Robin Thomas
EEE	Jack Heaffey
Materials	Iacopo Russo
Mathematics	Arijit Gupta
Mechanical Engineering	Parikshat Singh
Representation and Campaigns Coordinator(Clerk)	Sky Yarlett

Apologies: Michael Williamson-Taylor, Alex Derrick, Stuart Haylock

1. CHAIR'S BUSINESS

- a) Attendees were welcomed to the meeting
- b) ICT/elearning updates
 - a. Pascal provided an update from the ICT Forum which took place 26/11' including brief overview of topics covered inc increase storage for Panopto recordings, Office 365 update, possible to make online bookings for Ethos, Library update re: power sockets available and cloud software.

- c) Updates from college committees.
 - a. VPAGE – Discussions around NSS for 2015, there will be no optional questions this year, also previously students who hadn't filled in the survey were called and reminded to fill in the survey, overall the college have opted out of this service except for Medicine
 - b. College Senate – Updating re: the library development except for ongoing air conditioning issues – PL further explains about the future development of the library and that they are keen to have student input in this area
 - c. Horizon Committee – Everything is progressing smoothly.
 - d. QAEC – More course review have been undertaken and all were good

2. MINUTES OF LAST MEETING

- a. Minutes of last meeting approved

3. MATTERS ARISING

- a) PL was tasked with investigating why term starts so late.
 - Resolution:** until 2022 college will start in September / October. Unclear exactly why this is – might be to do with accommodation etc.
- b) SACAs - Andrew Keenan was tasked with sending out details around SACAs – Completed.
- c) ICT Forum – Pascal sent out invitations to Dep reps & ICT Forum took place - Completed

4. REP TRAINING OUTCOMES

- a) Pascal explained we currently don't have the average scores for the training but averaged as an 8/9 overall. Training went well overall – all those involved enjoyed it & learnt about their roles.

5. OPERATIONAL EXCELLENCE IDEAL OUTCOMES

- a) Pascal introduces operational excellence, that it looks at improving the services that students experience throughout their time in college – especially looking at back room functions. Throughout the process new ideas may be suggested, and at the end of OE the ideas may be implemented.
- b) Pascal asked room what they would ideally want to see, gives examples of a one stop shop in registry or better integration of internet services.
- c) Robert Zhou suggests that students might want to see room swaps in halls made possible where it's a mutual agreement. Christopher Kaye explains that the union has been working on this over the last few years, and that maybe out of operational excellence a system could be developed.
- d) Alex Savell stated that operational excellence isn't currently discussion issues in relation to campus services.
- e) Tom Wheeler states that the brief of operational excellence is to look at the back-end services students experience. Union has been lobbying for better integration of systems, an example would be better integration of systems such as blackboard, starfish and Imperial.ac.uk.
- f) There was some discussion around spending time/effort attempting to fix a system which is not fundamentally broken. AS suggested that the NSS response shows that students experiences can differ drastically, and that a system which works together might provide better experience.
- g) There was further discussion about the systems working together – or how this might not be possible if all system not very good.

ACTION: AK TO CONTACT DEP REPS ABOUT OPERATIONAL EXCELLENCE TO TAKE THESE CONVERSATIONS FORWARD

6. REP ELECTIONS HELD BEFORE THE SUMMER

- a) PL introduces topic – suggesting pro’s of having elections before summer such as reps having longer periods of time within their role to identify and implement change. PL also clarifies that 1st years would be exempt from these elections.
- b) Cyin San says this wouldn’t work as BMS students have exams the last week of term and would not be able to get involved or would result in having a low turnout.
- c) Other pro’s included having final year reps a point of contact before their predecessors graduate. It was suggested to not have the year reps election integrated in the big elections as it would become difficult to overview and maybe a Summer election would be possible.
- d) Another suggestion was to have elections take place in class at the start of term or have the elections window much tighter.
- e) It was commented that students are running for year rep positions often depending on who is dep rep
- f) There was discussion about handover experiences there was lots of mixed opinions about the viability of it, and recognition that it’s a complex topic, but that options should be gathered and presented back to ERB.

ACTION: PL, SY, and AK to meet and discuss options and present concrete proposals with implications to next ERB. Looking at timeframes election period currently, breaking up elections to depts.

7. STAFF STUDENT COMMITTEE REPORT STRUCTURE

- a) PL outlined the current structure that currently the DPE compiles a report of SSC meetings which currently happen – this is a laborious task which isn’t effective.
- b) PL suggests it would be better for Dep Reps to each collect a couple of key points from SSCs and present them to Debra Humphris, allowing them to have an opportunity to voice their concerns directly.
- c) Next meeting is in Jan,

ACTION: PL TO SEND OUT INVITATION. DEP REPS TO COLLECT 3 KEY ISSUES FROM SSC MEETINGS.

8. IROP VS UROP: WHAT IS FAIRIER?

- a) PL explains what a IROP and a UROP is. (International Research Opportunity / Undergraduate Research Opportunity)
- b) PL also explained the reasoning behind being this to ERB – was asked in a meeting about the fairness of a few students being able to go on IROPS when there are more students applying for UROPs – especially taking into consideration IROP is significantly more expensive.
- c) Arijit Gupta said that within Mathematics opportunities weren’t having a big uptake – but that was due to them being advertised at the bottom of an email.
- d) Alex Nash stated that IROP doesn’t exist in BioChemistry
- e) It was mentioned that an unpaid UROP is still better than no UROP.
- f) TW asked where is the money to fund IROP/UROP come from – is it departmental / faculty or from College.

**ACTION: PL SY AK TO CREATE REPORT ON IROP/UROP COST.
INCLUDING INFORMATION ON APPLICATION RATES IN COMPARISON TO SUCCESS.
IS THE COLLEGE IN POSITION WHERE THEY CAN SIGNIFICANTLY INCREASE FUNDING FOR IROP,
OR LOOK INTO SETTING UP HARDSHIP FUNDING.
IS THERE A WAY THAT WE CAN WORK WITH IMPERIALS INTERNATIONAL PARTNERS TO LOOK
TO SPLIT COSTS 50/50 OR 100%
IN THE FACULTY OF MEDICINE THERE IS NO IROP IN THE FACULTY – THERE ARE ONLY 5 UROP
BURSARIES WORK £1,500
LOOK IN MORE DEPTH WHO GETS FUNDING – IS IT LINKED TO FAMILY – MEANS TESTED, OR
LINKED TO GRADES.
IF YOU DO A UROP IS THERE A WAY TO GET COLLEGE TO PROVIDE RESOURCES – E.G COLLEGE
TO COVER HALL ACCOMODATION
IS THERE A NATIONAL UROP EXCHANGE PROGRAM.
CK TO LOOK INTO HOW THE COLLEGE DONATE BUTTON WORKS – COULD HAVE ALUMNI /
DONATIONS JUST FOR ROPS**

9. SACAS NOMINATIONS

- a) PL informs reps that nominations for SACAs are open, and asks Dep Reps hows it going – and do students know what the SACAs are.
- b) Many Dep Reps state that they don't want to push as it seems to early, but are keen to push it later.
- c) Emilie Lunddahl wants confirmation that every person who receives a nomination will get a mug. Encourage SU to push that.

10. ANY OTHER BUSINESS

- a) The library are keen to involve students in discussions around the future of the development of the library, and how learning space would be best suited to changing needs of students.
 - a. **Action: Pascal to invite Dep Reps to discuss with Library.**
- b) EL states that there is a rule currently that you can't get a number grade on group work until theres been an examination meeting in summer – you get letters which broadly correspond with grade brackets.
 - a. There was broad discussion around this and there was consensus that Dep Reps were unhappy with the system as it currently stands – as it impacts on studying – doesn't give opportunity to identify problem areas.
 - b. There were questions around the reasoning behind giving number grades as long as students are passing the module grades rather than exam grades.
 - c. Dep reps also keen to get exam results – not just module results – as several courseworks / exams make a module
 - d. Further to this there were questions about why can't the grades be put on blackboard – not just given out as a transcript

Action: Can all Dep Reps send information to PL about what individual deps are doing.

Meeting Closed 19.20