

## CENTRAL REP TEAM ACTION TRACKER

Reference No.	Action	Owner	Update	Progress
<b>CRT – Monday 8 Feb 2016</b>				
1 – Student Forum	Confirm attendance for UG Student Forum	PS, RS, SD, RJ, UA	All have now confirmed	Completed
2 – Student Forum	Confirm attendance for PhD Student Forum	AS, JS, IF, XX, YM	AS and JS now confirmed; IF, XX, YM pending	Pending
3 – Student Forum	Confirm attendance for Masters Student Forum	XX, YM, AS, JS, IF	YM now confirmed; XX, AS, JS, IF pending;	Pending
4 – Student Forum	PG AOs to discuss with Cyin how to collate and curate feedback for presentation at Student Forum	AS, JS, IF, XX, YM		Pending
5 – Rep Leadership Workshop	Any to confirm interest in being a helper on the day	All	No confirmations received so far	N/A
6 – Student Experience Action Group	CYS to send around template of how papers should look like	CYS		Pending
7 – Student Experience Action Group	PS to draft paper on recommendations for Panopto recordings	PS		Pending
8 – Student Experience Action Group	RS to draft paper on personal tutors	RS		Pending
9 – Student Experience Action Group	AS to draft paper on student services at auxiliary campuses	AS		Pending
10 – Student Experience Action Group	? to prepare paper on improving feedback timeliness	CYS, ?		Pending
11 – Education Day	Any to confirm interest in attending main Education Day conference	All	YM now confirmed	N/A
12 – Auxiliary campuses tour with Provost	CYS, AS, SD to draft proposal for activity	CYS, AS, SD	CYS and AS to meet soon to discuss basics; meeting for proper discussion scheduled	Pending
13 – Misc	CYS to trial condensing CRT 30 minutes before ERB	CYS	First trial to be done on Feb 25	Completed

14 - Misc	CYS to circulate meetings schedule for rest of Spring term	CYS		Completed
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## NSS RESPONSE ACTION PLAN

Reference No.	Recommendation	Action	Owner	Update/Notes	Progress
<b>CRT – Monday 8 Feb 2016</b>					
1 – Teaching	Centre curriculum design around inspiring and sustaining students' love of their chosen subject	Lobby College to make this principle central to its education delivery	Org		Standing item
2 - Teaching	Promote recognition and reward schemes that incentivise innovative teaching styles	Explore the idea of a teaching hackathon or student involvement in lecturing workshops	DPE		Pending
		Discuss with the Assistant Provost (Academic Promotions) about possible venues to deliver this	DPE		Pending
3 - Teaching	Ensure course reviews involve critical evaluation of current teaching and assessment methods	Ensure courses undergo critical evaluation with this principle coming out of ASF, according to a sensible framework	Org		Ongoing
4 - Teaching	Ensure that courses balance teaching of theory with sufficient opportunities for students to apply their learning, especially in laboratory-based/oriented subjects				
5 – Organisation & Management	Course planning and management should optimize coursework and exams to reduce overassessment of students				
		Support the College in refining frameworks that facilitate course review processes	DPE		Pending
6 - Assessment	Repeal the zero-tolerance policy for late coursework submissions	Lobby College to make this policy change as part of ASF work	DPE, ERB	ASF Working Group have produced a response on assessment & feedback regulations based on NSS recommendation; DPE lobbying different Faculty staff	Ongoing

7 - Assessment	Eradicate late feedback	Lobby College to put in place robust policy as part of ASF Work	DPE, ERB	ASF Working Group have produced a response on assessment & feedback regulations based on NSS recommendation	Ongoing
		Recommend a clear course of action on implementing measures that ensure feedback timeliness through the Student Experience Action Group	P, DPE, CU AOs, ARN	CYS and AOs to produce recommendation for Student Experience Action Group	Ongoing
8 - Assessment	Improve feedback quality through a required basic format that encourages critical thinking and reflection	Lobby College to put in place robust policy as part of ASF Work	DPE, ERB	CYS and AOs to produce recommendation for Student Experience Action Group	Ongoing
		Recommend a clear course of action on implementing measures that ensure feedback timeliness through the Student Experience Action Group	P, DPE, CU AOs, ARN		Ongoing
9 - Assessment	Be more transparent on provisional grades	Lobby College to put in place robust policy as part of ASF Work	DPE, ERB	ASF Working Group have produced a response on assessment & feedback regulations based on NSS recommendation	Ongoing
10 - Assessment	Ensure that students can view and learn from their examination papers based on practical frameworks developed between students and staff			ASF Working Group have produced a response on assessment & feedback regulations based on NSS recommendation	Ongoing
		Support the College in producing a common framework by which exam scripts can be accessed, as part of Student Experience Action Group	P, DPE, CU AOs, ARN		Pending
11 - Assessment	Ensure that students can re-submit their virtual coursework indefinitely up to the deadline	Lobby College to put in place robust policy as part of ASF Work	DPE, ERB	College discussions currently wavering between changing from no resubmissions to max. 3 resubmissions or indefinite resubmissions	Ongoing
12 – Academic Support	Create more teaching-only career paths that are as attractive as research-focused career paths	Discuss with the Assistant Provost (Academic Promotions) about possible venues to deliver this	DPE		Pending
13 – Academic Support	Invest in dedicated teaching staff and staff's teaching abilities, and recognize their achievements				Pending

14 – Academic Support	Ensure the new Personal Tutor resources are being used within Departments	Support the development of new and useful resources	DPE, E&W	CYS and E&W team has been supporting EDU and FoNS in producing new guidance for personal tutors	Standing item
15 – Academic Support	Standardise the number of students assigned to each personal tutor	Recommend a clear course of action on implementing measures that ensure good personal tutoring through Student Experience Action Group	P, DPE, CU AOs, ARN	CYS and RS to explore & produce recommendation for Student Experience Action Group	Ongoing
16	Continue to re-align the personal tutor system to support personal and professional development				
17 – Academic Support	Encourage improved mental health and wellbeing by putting desk-based study into wider learning context	Lobby College to make this principle central to its education delivery	Org		Standing item
18 – Academic Support	Recognise the importance of high-quality project supervision in Undergraduate learning	Discuss with the Vice-Provost (Education) about possible venues to deliver this	DPE	Potentially producing best guidance following PG research supervision work?	Pending
		Introduce a new SACA for Best Supervision (Undergraduate)	DPE, E&W	Deferred to 2017/18	Pending
19 – Organisation and Management	Enforce a strict limit on consecutive teaching hours				Pending
20 – Organisation and Management	Continue to improve how timetables are published to meet the expectations of students				Ongoing
21 – Organisation and Management	To choose a communication channel to give students sufficient notice of course changes				Pending
22 – Learning Resources	Invest in eLearning resources and explore links with the Student Space online resource	Work with the College to realise this	DPE	CYS working with College on a project based around this	Ongoing
23 – Learning Resources	Develop a vision and strategy for eLearning that ensure Imperial students can stay head of the curve	Give support to the delivery of teaching via edX in Faculties	DPE		Ongoing
		Lobby College to explore this earnestly	DPE	Unlikely to be actioned in 2016/17 due to the nature of the role of Acting Vice-Provost (Education)	Standing item
24 – Learning Resources	Create quality examination spaces so to facilitate more flexible exam schedule	Lobby College to develop more flat space at White City	DPE		Pending

		Lobby College to provide basic resources to all exam venues, e.g. visible clocks	DPE	Progress unsure; CYS to check with OE project	Ongoing
		Lobby College to improve the quality of spaces, including better sound-proofing	DPE	Progress unsure	Ongoing
25 – Learning Resources	Develop the auxiliary campus student experience, focusing on community-building and student services provision	Invite senior College leadership to tour campuses and see experience from students' eyes	DPE, CU AOs	CYS, SD and AS planning this at the moment	Ongoing
		Lobby the College to provide better services at auxiliary campuses, including Student Hub services and catering	DPE, CU AOs, ARN	CYS lobbying the College and have made suggestion at Provost Board; will soon be joining project on minimum standards for catering and also Future Student Services implementation group	Ongoing
		Lobby the College to alter campus shuttle schedules to better fit students' needs	DPE	New shuttle bus service schedule has been published that has met some of students' demands	Tentatively completed
26 – Personal Development	Continue to foster a strong relationship between the College and the Union when it comes to personal and student development	Support the high quality delivery of joint initiatives such as Imperial Award	DPE, SD		Standing item
		Support new strategic approaches that can open up to more opportunities for partnership with the broader College community	DPE, SD	CYS supporting Student Develop team to develop new directions and governance structures	Ongoing
27 – Personal Development	Invest in internships, work experience placements, research placements and exchange programs to facilitate student growth				