

ICU NSS Response 2017 - College response and joint action plan

ICU recommendation:	College response and joint action plan:	Accountable:	Completion Date:	Progress reports to:
<p>1: College should pursue educational innovation with the same drive it does research, recognising and celebrating innovative teaching. Through supporting and championing staff and student led initiatives, College can shape and share best teaching practice.</p>	<p>Agreed and in progress, in line with the <i>Learning & Teaching Strategy</i>. The planned StudentShapers scheme, to be developed and implemented in 2018 will address the second half of this recommendation.</p>	<p>Vice Provost (Education)</p>	<p>October 2018 (launch of Imperial StudentShapers)</p>	<p>Learning and Teaching Committee</p>
<p>2: Ensure that inconsistencies in teaching within departments are addressed by working with academic reps to identify, acknowledge and adopt successful approaches to teaching that have impacted students positively.</p>	<p>Agreed. The Union will facilitate sharing of best teaching practice between Departmental Reps and Academic Affairs Officers. The ongoing review of lecturer/module evaluations (SOLE/MODES) will address the ways in which student feedback can be captured at individual module level. Through the <i>Learning & Teaching Strategy</i>, the College will quantitatively assess which pedagogy is successful and enhance support for staff to innovate and improve their practice.</p>	<p>Vice Deans (Education) Directors of Undergraduate Studies Imperial College Union</p>	<p>AY 18-19 and beyond</p>	<p>Learning and Teaching Committee</p>

<p>3: Departments should recognise students as key stakeholders and work to support them to effectively and meaningfully participate in the process of reviewing and developing their curriculum.</p>	<p>Agreed and in progress. Curriculum review is currently being undertaken as part of the <i>Learning & Teaching Strategy</i>. By involving students in this process and making use of the existing student representation structure, Departments will fulfil this recommendation.</p>	<p>Assistant Provost (Learning & Teaching) Curriculum Review Leads</p>	<p>End of AY 17-18</p>	<p>Learning and Teaching Committee</p>
<p>4: Utilise the curriculum review to evaluate the feasibility of offering modular choices earlier in degrees, thereby allowing students more autonomy over their studies.</p>	<p>Agreed and in progress. Curriculum review is currently being undertaken as part of the <i>Learning & Teaching Strategy</i>. Student involvement in this process will address this recommendation (as outlined in #3)</p>	<p>Assistant Provost (Learning & Teaching) Curriculum Review Leads</p>	<p>End of AY 17-18</p>	<p>Learning and Teaching Committee</p>
<p>5: College should continually review the timeliness of feedback at either departmental or faculty level, and add feedback performance as a standing item on SSC agendas to allow for regular monitoring.</p>	<p>Agreed and ongoing. Staff-Student Committee (SSC) guidance includes a model agenda which includes the timeliness and quality of academic feedback as a standing item. ICU and Departments to evaluate current use of model agenda with particular regard to feedback performance.</p>	<p>Directors of Undergraduate Study</p>	<p>End of AY 17-18</p>	<p>Quality Assurance and Enhancement Committee</p>
<p>6: Examination instructions should be reviewed and (where possible) standardised across departments. Alongside this, past exam papers and mark schemes should be made available for all coursework and exams, with model solutions available in addition to this.</p>	<p>College notes that the provision of past examination papers may not be best practice in all cases, however the recommendation to make making schemes and model solutions routinely available is agreed. It is also agreed that steps should be taken to address inconsistencies in examination instructions (noting that this can occur when students take examinations for modules</p>	<p>Vice Provost (Education) Academic Registrar Vice Deans (Education)</p>	<p>Ongoing</p>	<p>Quality Assurance and Enhancement Committee</p>

	<p>outside their home department).</p> <p>Discussion of more centralised exams administration is ongoing.</p>			<p>Student Support & Wellbeing Committee</p>
<p>7: All students should have regular meetings with their personal tutors throughout their degree. Departments should ensure that there is timetable space for these meetings, and provide personal tutors with an optional structure to guide the sessions. Engagement should be monitored to ensure consistency in the support provision.</p>	<p>Agreed and ongoing. Personal Tutor expectations have been agreed by the Personal Tutor working group and have been published.</p> <p>All Departments should have a reporting system for identifying when meetings with Personal Tutors are not happening on a regular basis, and contact with Personal Tutors should be monitored by Departmental Senior Tutors and by Faculty Senior Tutors.</p> <p>ICU, Director of Student Services and Faculty Senior Tutors to discuss a mechanism for students to inform their Department if meetings are not taking place.</p>	<p>Director of Student Services Faculty Senior Tutors Imperial College Union</p>	<p>Long term</p>	<p>Student Support & Wellbeing Committee</p>
<p>8: Provide appropriate mental health first aid training for student-facing staff (with mandatory attendance for personal and senior tutors) to ensure a greater understanding of the problems facing students.</p>	<p>The College will continue to increase the numbers of trained mental first aiders (MHFAs) via in-house training. This could include the Higher Education-focused one day training. Events to encourage students to discuss their mental health with MHFAs will be encouraged.</p> <p>Appropriate training could consist of a mandatory 'mental health awareness' online course for all newly recruited staff, to sit alongside other existing e-Learning courses. Existing staff should be encouraged to complete this course. The College will review training which could be 'bought in' / developed</p>	<p>Director of Student Services</p>	<p>Long term</p>	<p>Student Support & Wellbeing Committee</p>

	<p>in house to increase awareness of issues facing students.</p> <p>Discussion of mental health training for personal tutors is ongoing. To train and safeguard Senior Tutors, all Senior Tutors should attend a two-day Mental Health First Aid course or equivalent.</p>			
<p>9: Departments should ensure that exam timetables are released at the start of the preceding term so that students can plan their schedules accordingly</p>	<p>College notes that there are currently operational challenges in implementing this recommendation; for example in Departments where students do not make module choices until February, examinations cannot be scheduled before then. It is suggested that each Department identify a fixed date for publication of their exam timetable with a rationale for the publication date.</p> <p>Discussion is ongoing with the development of the Examination Timetabling Policy.</p>	<p>Assistant Provost (Space) Academic Registrar Vice Deans (Education)</p>	<p>End of AY 17/18</p>	<p>Learning and Teaching Committee/Space Programme Board</p>
<p>10: Ensure that students are given adequate space in the timetable to focus on professional development and future employment.</p>	<p>Agreed and in progress. Curriculum Review is currently being undertaken as part of the <i>Learning & Teaching Strategy</i>. Student involvement in this process will address this recommendation (as outlined in #3)</p>	<p>Assistant Provost (Learning & Teaching) Curriculum Review Leads</p>	<p>End AY 19-20</p>	<p>Learning and Teaching Committee</p>

<p>11: Departments should review software used by its students and ensure appropriate training is provided and clearly signposted.</p>	<p>Agreed. Where knowledge of particular software is a requirement of the programme, training should be delivered within the core modules which all student have to take. As well as addressing this issue within existing programmes, Departments to address this as part of the Curriculum Review process.</p>	<p>Assistant Provost (Learning & Teaching) Directors of Undergraduate Studies Curriculum Review Leads</p>	<p>End AY 19-20</p>	<p>Learning and Teaching Committee</p>
<p>12: When not in use, make teaching spaces accessible to all students, regardless of discipline, better utilising existing departmental spaces.</p>	<p>Agreed. This recommendation will be taken forwards as part of the College Space Sharing programme.</p>	<p>Assistant Provost (Space)</p>	<p>Long term</p>	<p>Space Programme Board</p>
<p>13: Work with Imperial College Union and students across College to develop and publish an action plan and timeline, based on the recommendations in the Institutional Culture Report.</p>	<p>The College's new Equality, Diversity and Inclusion Strategy is currently under development.</p>	<p>Assistant Provost (Equality, Diversity & Inclusion)</p>	<p>End of AY 17/18</p>	<p>Equality, Diversity and Inclusion Strategy Group</p>
<p>14: Departments should work closely with departmental representatives and societies, supporting them to run events aimed at bringing students together and nurturing a community of staff and students.</p>	<p>Agreed. This should be incorporated into Departmental Welcome Week plans.</p>	<p>Directors of Undergraduate Studies Imperial College Union</p>	<p>Start of session October 2018</p>	<p>Learning and Teaching Committee</p>
<p>15: Departments should ensure they close the feedback loop, informing students of steps taken (or not) following their feedback</p>	<p>Agreed. The working group on lecturer and module evaluation will make recommendations on the ways in which actions arising from student feedback are communicated back to the students, closing the feedback loop.</p>	<p>Vice Provost (Education) Vice Deans (Education) Directors of</p>	<p>Long term</p>	<p>Learning and Teaching Committee Quality Assurance and Enhancement</p>

	<p>tracking issues that have been raised and feeding back to students. Staff-Student Committees should make previous years minutes available to current student representatives so that they are able to track issues raised in previous meetings.</p>	<p>Undergraduate Study</p>		<p>Committee</p>
<p>16: Departments should implement a Traffic Light Action Tracker within SSCs to monitor the progress of agenda items. Green: completion of item dealt with; amber: item being dealt with; red item not able to progress further. For items that cannot progress further, reasoning should be given.</p>	<p>Agreed. Good Practice Guidelines on how SSCs should operate to be amended to reflect this recommendation.</p>	<p>Directors of Undergraduate Study</p>	<p>AY 17-18</p>	<p>Quality Assurance and Enhancement Committee</p>
<p>ICU recommendation:</p> <p>17: Conduct a full-scale review of the structure and effectiveness of the <i>Academic Representation Network</i> in parallel with the Governance & Democracy Review ahead of the 2018/19 academic year.</p>	<p>ICU response and action plan:</p> <p>Governance Review now underway. ARN Review timeline to be agreed by DPE and Education & Welfare Team.</p>	<p>Accountable:</p> <p>Imperial College Union- President, DPE and Education & Welfare Team</p>	<p>Completion Date:</p> <p>End of AY 17/18</p>	<p>Progress reports to:</p> <p>Head of Student Voice & Communications, ICU</p>