Education & Representation Board
Minutes

The first Ordinary Meeting of the Education & Representation Board for the 2018-19
Session will be held on Thursday 11 October 2018.
Location: Meeting Room 3

Attendance

Deputy President (Education) (Chair)	Alejandro Luy [DPE]
CGCU Vice President (Education)	Joel Bilsdorfer [JB]
CGCU Education Officer	Zixuan Wang [ZW]
RCSU Vice President (Education)	Michaela Flegrova [MF]
RSMU Academic Liaison Officer	Amy Tall [AT]
Aeronautics Dep Rep	Esme Hoston Moore [EHM]
Design Engineering Dep Rep	Benedict Greenberg [BG]
EEE Dep Rep	Karmanya Sareen [KS]
EEE Dep Rep	Sofija Dimoska [SD]
Mathematics Dep Rep	Ankush Rajput [AR]
Physics Dep Rep	Timothy Marley [TM]
Chemical Engineering Dep Rep	Hariprasad Kesavadas [HK]
Computing Dep Rep	Martin Zlocha [MZ]
JMC Dep Rep	Fawaz Shah [FS]

Apologies

GSU President	Ute Thiermann
RCSU President	Michael McGill
RSMU President	Marta Wolinska
Chemical Engineering Dep Rep	Louis Boyer
Materials Dep Rep	Maciej Bucki
Mechanical Engineering Dep Rep	Harry Mitchell

ICSMSU Academic Chair	Alistair Ludley
Chemical Engineering Dep Rep	Nils Bouillard

Absences

ICSMSU President	Daniel Faehndrich
Bioengineering Dep Rep	Miroslav Gasparek
CGCU President	Andrew Hill
ICSMSU (Clinical Years)	Gargi Samarth
ICSMSU (Early Years)	Carmen Traseira Pedraz
ICSMSU (BSc Years)	Shohaib Ali
Chemistry Dep Rep	Lorenz Hoffman
Civil & Environmental Engineering Dep Rep	Ottilie Shiyong Liu
Earth Science & Engineering Dep Rep	Matthew Morris
Mechanical Engineering Dep Rep	Zhengi Lim

Observers

Education & Representation Coordinator	Leigh Rooney [LR]

Formal Business

1. Chairs business – Welcome, Apologies, Absences

   a. DPE welcomed members to the first board of the academic year
   b. Members introduced themselves
   c. DPE reminded members to send apologies to future meetings if they cannot attend

2. Minutes of last meeting –17 June 2018

   a. DPE asks the board to review the minutes of the last meeting.
   b. Minutes were approved.

3. Matters Arising
   a. There were no matters arising from the last meeting.

4. Standing orders
   a. DPE explained what the standing orders are.

Matters for Report

5. Updates from the Deputy President (Education) **(Verbal)**
   a. Goal 1 - DPE read through goals in report and opened up for questions and comments
      i. NSS/PTES - MF raised concern about trying to break record timing and asked what the record to break is
   b. Goal 2 - PG Representation Network review
      i. KS asked if specific departmental concerns can be shared with students. DPE informed that he will be consulting with students in due course.
      ii. BG asked what the Union will do to encourage students specifically in Design Engineering to run online as they are the only UG department currently elected offline. iii. DPE expressed the intent to get Dep reps on board with helping engagement of elections. iv. BG asked how long after AE18 byeelections will take place for unfilled positions and how
      v. KS informed that historically, Dep reps have facilitated byelections themselves offline
   c. Goal 3 - Student projects including StudentShapers, Imperial Award and iExplore
      i. When DPE asked 40% of the room knew what these were.
      ii. ZW – Students received an email about applying for roles for SS Researcher. Scheme is misleading and ineffective. iii. TM asked when SS will be implemented.
      iv. DPE informed that the 'student launch' will happen in approximately 2 weeks.
      v. DPE informed that Mike Streule will attend the next ERB and encouraged members to prepare discussion points.
   d. Goal 4 - Fight for improved feedback for students across Imperial
      i. MF received data for FoNS from Becky Middleton
      ii. TM asked if they could have data breakdown per course as there are rumours of double digit difference between men and women and would therefore like to investigate. iii. DPE informed to contact him after the meeting to investigate particularly issues within the NSS.
      iv. EHM asked what the norm is for feedback timeliness across College. DPE informed that the College Policy is a recommendation of 2 weeks.
      v. AT raised the issue of late feedback in materials – new policy is that if one staff is late all others will be released except one the late one. She advised other reps to think about pushing this within other departments.
   e. Goal 5 – SACA's nominations
      i. DPE asked for support when nominations open.

Action: DPE to follow up with StudentShapers staff to feedback concerns
Action: DPE to investigate what NSS data can be shared with reps
Action: DPE to chase up the availability of past papers in Materials and other departments necessary

6. Updates from Faculty Reps

   A. Michaela Flegrova
        i. Focusing on publicity – extending to a week ii. Trying to publicise elections   iii. Three main focuses: 1. creation of departmental action plans – tackling NSS scores. 2. Finalisation of curriculum review in FoNS – behind in all departments so urgent. 3. Advocating for provision of student spaces – life sciences, not a single common room. 4. Induction talk for year reps and Dep reps

   b. **Amy Tall**
        i. Celcat – room bookings ii.   Improve staff-student communication iii.   RSM Timetabling and feedback
        iv.   Dep rep will not attend ERB because of Horizons
        v.   Microsoft teams is being implemented – Faculty rep to take keen interest.
        vi.   Concern in materials – senior admin staff resigned causing problems.
        vii.   Automated Panopto – staff don't seem to like it, students like it. viii. Inconsistency of automated Panopto between departments ix. ESE – issues with elections – confusion between online/offline x. Materials new structure of SSC and meetings beforehand to discuss WBRN and ARN.

   c. **Joel Bilsdorfer**
        i.   WBR's don't have enough guidance – EEE reps don't know what they're doing. Reps don't understand overlap/difference between AR and WBR roles/responsibilities.   ii. Students don't understand difference between AR and WBR. iii. Student driven networks. Students participate   iv. Advise to compare departments of involvement of Dep reps – eg, what meetings are they being invited to.
        v. EHM raised a concern about EDI committees within the Aero department being facilitated ad-hoc and not inclusively.

   d. DPE asked members to note that the ICSMSU committee has changed.
   e. DPE asked Dep reps for any updates, questions and comments.
        i.   TM shared how he has explained the differences between WBR and AR to his constituents.   ii. DPE advised that job descriptions for the different rep roles are available on the website

iii. DPE advised that counselling service has grown in capacity iv. Members were concerned that the differentiation between the roles of Academic and Wellbeing reps is not visible enough.

v. KS concerned about why there are so many reps as they overlap so much. There should be one year rep per year. vi. SD believes it is worthwhile having WBR reps per year as they are closer to the students on the ground. vii. DPE explained that the roles were separated intentionally to ease the workload per volunteer.

viii. AT WBRN was successful in RSM last year. Not one size fits all for WB reps.

ix. DPE informed that one of the roles of the WBR is to actively, not just reactivelysignpost to services.

x. ZW asked if this is the personal tutor's role. Common issue in engineering faculty that personal tutors are not effective.

Action: DPE to investigate and discuss student membership of EDI committees within departments with DPW.
Action: Members to inform DPE of committees that already exist outside the meeting.
Action: DPE to investigate how communication can be improved and clearer to students about the role and responsibilities of the WBR.
Action: LR to add Personal Tutor System as an agenda item for the next ERB meeting.

Matters for Discussion

7. Autumn Elections (To note)
   a. Board notified that nominations have closed
   b. SD – EEE struggle to get students interested in standing for a role. Mostly 1st year and MSc students because they are new and few issues have risen yet. Advised to push back election timeline to allow for time to understand the role. AR agreed.
   c. Look into Physics best practice and investigate how they get a high turnout of candidates standing for rep positions.
   d. AT expressed that they have struggled with engagement in Materials despite maximum efforts from Dep reps when encouraging students to stand.
   e. SD asked if it is beneficial to host multiple bye-elections. This questions their motivations.

Action: DPE to work with Education & Welfare Team to explore plans for byeelections.

8. Induction Training (To note)

a. DPE informed the board that the training has been revised and rewritten considering feedback from the previous year.

b. DPE asked members to encourage year reps to attend Induction training.

  i. KS asked what happens when reps don't attend the training.

  ii. DPE informed that the WBR training is compulsory and reps will be removed from their roles if they do not attend. He informed that ARN training is moving towards being compulsory following the ARN Review.

9. NSS & PTES Data & Responses

 a. DPE encouraged members to communicate with departments about NSS data to create and undertake action plans.

 b. DPE confirmed what PTES stands for.

 B. ZW asked if it is worth receiving feedback every year not just the final year.

  i. DPE explained that SOLE and the Student Experience Survey are supposed to be used for this purpose.

Action: LR to add SOLE as an agenda item for the next ERB meeting. Action: DPE to circulate PTES data to members.

10. Communication channels

 a. DPE asked for ideas and suggestions on preferred channels of communication

11. Curriculum Review

 a. DPE explained what the curriculum review is.

  i. DPE asked members to inform him if they feel excluded from conversations happening within Departments. ii. MF urged other members to get ensure they get access to curriculum review panels in their relevant departments as it is a College rule.

  iii. DPE informed that deadline for submissions for Reviewed Curriculums is March 2019.

  iv. KS asked what they best way is to get on the committee. DPE advised to contact staff or Faculty reps in department.

  v. FS asked about CR in JMC as it is a unique department. DPE bespoke JMC curriculum review happening.

Action: LR to ask ICU staff to share the Rep Network poster. Hard copies preferable.
Action: DPE circulate history of consultation around first year weightings in academic regulations.

AOB

b. DPE asked the board for permission to extend the meeting by 5 minutes. Board agreed to extend the meeting for further discussion. MF seconded.

    c. BG concern around first year weightings – DPE informed the board that this has been passed within Academic Regulations.
    d. DPE reminded board to prepare questions for Mike Streule for the next meeting and to look at the StudentShapers website.

Action: Board to prepare questions/comments about StudentShapers for Mike Streule at the next meeting.

Meeting concludes: 20:06