

Education & Representation Board
Minutes

*The second Ordinary Meeting of the Education & Representation Board for the
2018-19 Session will be held on Thursday 22 November 2018.
Location: Meeting Room 3*

Attendance

Deputy President (Education) (Chair)	Alejandro Luy [DPE]
Horizons Dep Rep	Soumya Sharma [SS]
Chemistry Dep Rep	Lorenz Hoffman [LH]
ESE Dep Rep	Matthew Morris [MM]
Chem Eng Dep Rep	Louis Boyer [LB]
Mech Eng Dep Rep	Zhengli Lim [ZL]
GSU AWO (Engineering)	Raya El Laham [RL]
BioChem Dep Rep	Isabel Esain Garcia [IEG]
ICSMSU Academic Chair	Alistair Ludley [AL]
RCSU Vice President	Michaela Flegrova [MF]
ICSMSU President	Daniel Faehndrich [DF]
CivEng Dep Rep	Ottillie Shiyong Liu [OSL]
Biology Dep Rep	Albert Muljono [AM]
RSMU Academic Liason Officer	Amy Tall [AT]
Design Engineering Dep Rep	Benedict Greenberg [BG]
GSU AWO (Business)	Sam Yu [SY]
EIE Dep Rep	Willem Van der Schoot [WVS]
CGCU Vice President (Education)	Joel Bildsolfier [JB]
Physics Dep Rep	Timothy Marley [TM]

Apologies

Rob Tomkies	Union President
GSU President	Ute Thiermann
GSU DP Representation	Ashley Brooks
ICSMSU AO (Science Years)	Shohaib Ali
Aero Dep Rep	Esme Hoston Moore
EEE Dep Rep	Karmanya Sareen
Bioengineering Dep Rep	Miroslav Gasperek
Chemical Engineering Dep Rep	Hariprasad Kesavadas

Absences

CGCU President	Andrew Hill
CGCU Education Officer	Zixuan Wang
ICSMSU AO (Clinical Years)	Gargi Samarth
ICSMSU AO (Early Years)	Carmen Traseira Pedraz
ICSMSU AO (Biomedical Years)	Gaby Harrow
ICSMSU AO (Bsc Years)	Shohaib Ali
RCSU VP (Education)	Michael McGill
RSMU President	Marta Wolinska
Silwood Chair	Nils Bouillard
Computing Dep Rep	Martin Zlocha
EEE Dep Rep	Sofija Dimoska
JMC Dep Rep	Fawaz Shah
Materials Dep Rep	Maclej Bucki
Mathematics Dep Rep	Ankush Rajput
Mechanical Engineering Dep Rep	Harry Mitchell

Observers

Education & Representation Coordinator	Leigh Rooney [LR]
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Presentation by Mike Streule – Student Shapers

1. MS delivered a presentation on [StudentShapers](#)
 - i. MS outlined the project categories, financial support packages and project submission procedure.
 - ii. MS emphasised that students involved in StudentShapers, for the duration of the project are on a level playing field with the staff partners – each bringing a unique perspective and expertise to the project leading to true partnership.
2. MS opened up for questions
 - i. TM asked ... MS said SS does cover educational research
 - ii. AL asked if all members of project team has to be a student from Imperial. MS said no, but they are not eligible for financial support if they are not Imperial students.
 - iii. MF asked if bursaries are the same amount as UROP bursaries. MS answered yes.
 - iv. DPE asked for elaboration on when projects may be co-funded by department and StudentShapers. MS highlighted that StudentShapers supports students only. As they are projects over a short period of time (summer), they require buy-in from the departments to ensure long

- term impact. It is important that departments have ownership over aspects such as equipment, for longevity.
- v. AT asked if it is guaranteed that all students get bursaries as UROP bursaries are competitive. MS says StudentShapers controls who gets bursaries, and if a project is approved then the students involved will receive funding directly from StudentShapers.
 - vi. MM asked if staff have received this information. MS said staff get slightly different propaganda through presentation at Faculty Education Committees, staff newsletters etc.
 - vii. IG asked if students can choose when they can start a project and how long they can work on it. MS explained that it is roughly 10-12 weeks maximum, but not always that long.

Action: LR to circulate StudentShapers Presentation slides to members

Formal Business

1. Chairs business – Welcome, Apologies, Absences
2. Minutes of last meeting – 11 October 2018
 - i. MF noted that it was Becky Middleton that she received the NSS data from not DPW.
 - ii. Minutes were approved
3. Matters Arising
 - i. DPE talked through the action tracker from the previous meeting and no queries were raised.
4. Standing orders
 - i. DPE referred new members and members who had not attended the previous meeting to look at the standing orders for ERB, contained in the paper bundle for the meeting on 11 October 2018 and on the Union website in the Union Council Standing Orders.

Matters for Report

5. Updates from the Deputy President (Education)
 - i. Took report as read and opened for questions from the board
 - ii. MF said they read DPEs blog post mentions I-Explore but did not explain what it is. They suggested DPE gives more of a background/explanation of what the scheme is
 - iii. TM asked if it is worth clarifying that students can take modules from their own department, DPE responded saying that this information will be contained in the new prospectus.

Action: DPE to link I-Explore information to the DPE profile page

6. OT Team Report Update
 - i. DPE opened up for questions but received none.

7. Updates from Faculty Reps
Michaela Flegrova (RCSU VPE)

- i. 5th November was RCSU induction talk to year reps.
- ii. SSC on 14th November. Discussed NSS action plans which vary in impact between departments.
- iii. Some departments are struggling with student engagement with Curriculum Review but this is being chased up.
- iv. Ran a meet your reps event in November. IG said it was useful for Life Sciences for students to know who reps are.
- v. Ran personal tutor survey with approximately 800 responses as part of the FoNS personal tutor review being conducted by Richard Thompson.
- vi. FoNS and RCSU survey to be ran last 3 weeks of term
- vii. Still working on Life Sciences common room.
- viii. RL suggested it would be good to run similar meet your reps events for PG students.

Action: LR to share list of PG reps with GSU committee.

Amy Tall (RSM ALO)

- i. ESE & Materials encouraging reps to send in photos to use with the rep photo frames to make them visible to their students
- ii. Curriculum review – ESE largely done. Working closely with Materials Dep rep to ensure student consultation happens with engagement meetings and town halls planned
- iii. Event on Tuesday – ESE vs Materials Quiz - mixed staff/students teams to try to encourage community building and informal feedback

Joel Bilsdorfer (CGCU VPE)

Curriculum review – mixed responses from students across departments

Alistair Ludley (ICSMSU Academic Chair)

- i. Started academic stream meetings – first one 22nd October. Reps can come together to share best practice.
- ii. Student technology strategy groups to enhance education. Planning todo more on the iPads that are given to all first year students.
- iii. ICSMSU Societies take on responsibility for facilitating mock exams to all medical students. AL working to get funding from faculty to run them cost-free
- iv. Note bank up and running on OneDrive to ensure all notes are up to date and available to students. Getting all resources in one place/on new bespoke platform “MedLearn”
- v. DF highlighted that the mock exam work is a huge piece of work and they should be proud of their progress.

Matters for Discussion

8. Curriculum Review (To note)
 - i. DPE highlighted that final deadline is in March. Submissions are being seen at Faculty Education Committees. Should be made available to students for comments.
 - ii. DF highlighted a concern that there are still many question marks on many parts of consultation within Medicine. DPE advised to keep pushing for student consultation as writing of reviewed curriculums will continue until February.
 - iii. SS asked for clarification on the curriculum review. DPE explained that it is an ongoing revision of all undergraduate curriculums across College.
 - iv. AT asked if Town Hall consultation has worked in other departments and what the outcome was as there have been reports of student upset in Materials. AT asked for advice on whether it should be student or staffed chaired. MF advised that both parties should be present and have equal grounds for both to answer questions.
 - v. DF asked which departments have had Town Hall meetings. OSL said Civ Eng had a Town Hall meeting for the curriculum review with good turnout. MM said in ESE they are usually tagged onto a lecture.

9. Personal Tutor System (To discuss)
 - i. DPE explained that a review happened approximately 3 years ago. Some local action came of it but not much apart from that.
 - ii. That review will be reviewed at the NSS working group on 12 December.
 - iii. DPE expressed that if departments want extra training for their personal tutors to get in touch with Richard Thompson to discuss.
 - iv. DPE asked if board has any fresh ideas for improving the personal tutoring system and if we want to prioritise tackling it this year.
 - v. TM said the problem is there is a lack of consistency across College.
 - vi. MF said that the biggest problem is the actual meeting with personal tutors, which shouldn't be difficult to enforce across College.
 - vii. LH said that the issues is often the locations of personal tutors in comparison to students
 - viii. SS suggested that we find a way to link the PT system to the WBRN - ie; one responsibility of the WBRs is to ensure students are meeting their personal tutors. DPE highlighted that depending on the reason for a lack of meeting, there are employment elements that the College should be responsible to consider.
 - ix. DPE expressed that if we want to review and develop the policy, we should action ERB to work on it.
 - x. IG suggested that it be mandatory for personal tutors to at least send an email to their tutees per term.

- xi. DF raised that not having mandatory meetings per term poses a risk of students who are in dire need of support being missed.
- xii. AT suggested a system that works in first year Materials - a set of tasks that are expected to be completed in partnership with students and personal tutors to encourage interaction
- xiii. AL - In medicine there are 'academic tutors' which are distinct from personal tutors – a programmatic assessment style.
- xiv. AT asked if Research/Teaching fellows/post docs can be included in the personal tutor system as they would likely be active and effective personal tutors.
- xv. TM raised a concern of having a lack of space available to conduct meetings which may involve sensitive conversations. DPE expressed that it is important to have these meetings and that if space is an issue then the dep reps should push for access to bookable meeting rooms.

Action: DF and AL to get more information on the structure of the Faculty of Medicine Academic, Personal and Senior Tutors and bring to next ERB.

Action: DPE to explore the current overarching policies/procedures/expectations surrounding the Personal Tutor system for clarification.

10. Departmental Student Spaces (To discuss)

- i. MF sent an email to dep reps last week – finding out what the situation is in all departments for social space. Life Sciences in FoNS has no social space and they will be working to change this this year.
- ii. Four departments across College don't have a departmental social space. MF is encouraging reps to work together to push College to introduce these spaces as departmental community and sense of belonging is an important aspect of the student experience.
- iii. AT said that Materials recently opened a new common room space in the department. MF asked they could get some student feedback on how this has been beneficial to strengthen the argument.
- iv. JB asked what the policy is for making the spaces exclusive to students in the specific departments as Mech Eng started open to everyone but is now exclusive to Mech Eng students due to overcrowding.
- v. As the library was mentioned in the discussion, DPE noted to the board that there is a "Break Card" scheme pilot running in the Library in December where students will only be allowed to "hold" a space for a defined period of time to reduce the number of students unfairly holding spaces for several hours while being absent.
- vi. DPE highlighted that as a board we can submit a paper to Council to make it a Union priority. DPE could write a 'statement' from ERB to include details such as facilities within these common rooms. ERB agreed this is a good idea.

- vii. AT shared that this includes the WBRs and they have an unofficial wellbeing committee to deal with issues surrounding common room spaces.
- viii. DPE suggested that it could be a joint statement from ERB and CWB.

Action: DPE to draft a statement on ERB's stance on providing students with common rooms. DPE to circulate to ERB and potentially CWB.

11. SOLE (To discuss)

- i. DPE informed the board that College has a SOLE working group.
- ii. TM asked if SOLE is going to be discontinued soon. DPE said the working group hadn't decided yet.
- iii. MF said that although the questions in SOLE could be better, there is a concern that there will be nothing in place to give feedback on individual lecturers if SOLE is replaced
- iv. BG asked what exactly it is that students do not like about SOLE. DPE said that the working group did do some consultation and that there are a range of problems including style, questions, platform etc.
- v. AT raised that there are staff in departments who are supporting students but do not receive any feedback – ie; GTAs.
- vi. AM suggested looking into a system where there is a continuously running survey. DPE raised that the working group is looking at having a continuously running feedback mechanism.
- vii. MM highlighted that it is still valuable having feedback for the course at the end of the term/year.
- viii. AT suggested having the survey open for a shorter period of time as it is open for a prolonged period of time leading to too many reminder emails and many students filling it out last minute or not at all.
- ix. AM highlighted the importance of showing how SOLE has positively changed the department to show students the importance of completing it.

Action: DPE to feed back ERB notes to the SOLE working group

12. SACAs (To note)

- i. DPE highlighted the upcoming SACAs to board.
- ii. Asked the board to look out for our emails and support the promotion of the Awards to their students.

AOB

- i. AL asked for ICSMSU AOs to have permanent apologies to ERB.

Meeting concluded: 20:02

Next meeting: 6 December 2018, Meeting Room 3