Education & Representation Board
Minutes

The third Ordinary Meeting of the Education & Representation Board for the 2018-19 Session will be held on Thursday 6 December 2018.
Location: Meeting Room 3

Attendance

Deputy President (Education) (Chair)	Alejandro Luy [DPE]
Horizons Dep Rep	Soumya Sharma [SS]
Mechanical Engineering Dep Rep	Harry Mitchell [HM]
RSMU Academic Liason Officer	Amy Tall [AT]
ESE Dep Rep	Matthew Morris [MM]
ICSMSU Academic Chair	Alistair Ludley [AL]
Biology Dep Rep	Albert Muljono [AM]
GSU AWO (Engineering)	Raya El Laham [RL]
RCSU Vice President (Education)	Michaela Flegrova [MF]
JMC Dep Rep	Fawaz Shah [FS]
GSU DP (Representation)	Ashley Brooks [AS]
Aeronautics Dep Rep (PG)	Omar Mahfoze [OM]

Apologies

CGCU President	Andrew Hill
GSU AWO (Business School))	Sam Yu
ICSMSU AO (Clinical Years)	Gargi Samarth
ICSMSU AO (Early Years)	Carmen Traseira Pedraz
ICSMSU AO (Biomedical Years)	Gaby Harrow
ICSMSU AO (Science Years)	Shohaib Ali
Biochemistry Dep Rep	Isabel Garcia
Civ & Environmental Eng Dep Rep (PG)	Elias Nassif
Union President	Rob Tomkies
Chemistry Dep Rep (PG)	Bobby Qiu
Civil Engineering Dep Rep (PG)	Charles Zogheib
EEE Dep Rep (PG)	Jochen Cremer
DP (Welfare)	Becky Neil
DP (Finance & Services)	Claudia Caravello
DP (Clubs & Societies)	James Medler

GSU President	Ute Thiermann
CGCU Vice President (Education)	Joel Bilsdolfer
RCSU President	Michael McGill
Bioengineering Dep Rep	Miroslav Gasparek
Chem Eng Dep Rep	Louis Boyer
CGCU Education Officer	Zixuan Wang
EIE Dep Rep	Willem Van der Schoot
CivEng Dep Rep	Ottillie Shiyong Liu

Absences

RSMU President	Marta Wolinska
Silwood Chair	Nils Bouillard
Computing Dep Rep	Martin Zlocha
EEE Dep Rep	Sofija Dimoska
Materials Dep Rep	Maclej Bucki
Mathematics Dep Rep	Ankush Rajput
Aero Dep Rep	Esme Hoston Moore
EEE Dep Rep	Karmanya Sareen
Chemical Engineering Dep Rep	Hariprasad Kesavadas
Chemistry Dep Rep	Lorenz Hoffman
Mech Eng Dep Rep	Zhengli Li
BioChem Dep Rep	Isabel Esain Garcia
ICSMSU President	Daniel Faehndrich
Design Engineering Dep Rep	Benedict Greenberg
Physics Dep Rep	Timothy Marley

Observers

Education & Representation Coordinator	Leigh Rooney [LR]

Presentation by Alejandro Luy – Microsoft Teams

1. DPE introduced Teams to the board and explained how it would work in practice
    i. DPE highlighted that Teams is beneficial as everything is in one place and accessible. Easy to track for reps
    ii. AL asked if ERB documents would be uploaded onto Teams. DPE responded that it is a possibility but the different reps on ERB will need to be taken into consideration. Possibility that there is an 'ERB Team' to have everything/all reps in one place.

       iii.   Far vision is that Teams is integrated into rep training in the early stages

       iv.   SS asked if there is a notification feature in Team. DPE explained that there is a notification feature if you are 'tagged'.

       v.   Rolling it out requires buy-in and work from Dep reps to encourage their teams to engage with it.

       vi.   HM asked how user friendly it is as a phone application. DPE and AL responded that the mobile application is accessible and user friendly.

       vii.   SS suggested that in future it could be rolled out to all students and get buy-in from all students.

       viii.   MM asked if it would completely replace the communication platforms that already work. DPE responded explaining the idea of running a pilot to teams who don't currently have

2. DPE asked departments to opt in to a pilot process and ultimately give feedback

       i.   The pilot teams will feedback in the ERB in January and board would discuss and decide in February ERB.

       ii.   MF suggested that the Union pushes it out to CUs.

       iii.   DPE urged that if Teams is adopted then other forms of communication should be dissolved as it would become confusing with multiple communication channels.

       iv.   AT said that pilot groups need to be considered carefully with rep teams in different departments being different sizes.

       v.   DPE explained that having vertical teams will be beneficial to split it into departments.

       vi.   Horizons and the GSU AWO (Engineering) will participate in the pilot.

       vii.   Mechanical Engineering (HM) will discuss with other dep reps and communicate with DPE outside of the meeting.

       viii.   If other departments decide to implement Teams, to let DPE know so there is oversight and consistency.

Action: DPE to set up teams for the departments in the trial. SS, MF and RL to work with DPE to get rep teams engaged.

Formal Business

1. Chairs business – Welcome, Apologies, Absences
       i.   DPE welcomed members to the meeting.

2. Minutes of last meeting – 22 November 2018
       i.   Minutes were confirmed

3. Matters Arising
       i.   AT did not receive SS presentation.
       ii.   Item 9 on action tracker – AL explained what the personal and senior tutors do in Medicine.
       iii.   Personal Tutor system for MSc students is going to be discussed at the NSS WG.

Matters for Report

4. Updates from the Deputy President (Education)
    i.   Percentage of rep network trained in 2018 – SS asked if reps who have been trained in the past is included in the number of total reps trained (49%). LR explained that we have just finished this work and will get a more accurate picture in due course.

5. Updates from Faculty Reps

    i.   Michaela Flegrova (RCSU Vice President Education)
    ii.   FoNS UG student survey running currently – 554 responses so far, aiming for 1000 – doubled from last year.
    iii. Student Liasion Officers may be an issue to be addressed as a result of the survey results.
    iv.   DUGS in Life Sciences has put together a proposal for a common room. Just need financial clarity from College to confirm and go ahead. By January there should be more progression.

    v.   Alistair Ludley (ICSMSU Academic Chair)
    vi.   ICSMSU hold academic meetings for reps similarly to ERB. Good way to share information and best practice.

    vii.   Raya El Laham (GSU AWO Engineering)
    viii. Planning to do a meet your reps event in Engineering – H Bar quiz potentially.

    ix.   Amy Tall (RSM Academic Liasion Officer)
    x.   Materials vs ESE quiz was a successful event.
    xi.   Town Hall for curriculum review in Materials. 30/35 attendees. AL asked how they got people to come. AT said it was added to timetables, Teams messages, weekly updates, and deputy head of department sent out communications.
    xii. Being held on a Friday lunch time was not greatly beneficial but will feed that back to department for future endeavours.
    xiii. ESE conversations about electives and modules. Staff listened to feedback well and are putting huge effort into student consultation.

    xiv.   Soumya Sharma & Michaela Flegrova (Horizons Dep Rep)
    xv.   SS informed ERB that they have set up a Whatsapp group for all reps to communicate within
    xvi. Administrator recommended not to run surveys and to get email feedback instead. Dep reps disagree and fear students will not engage in email communications.
    xvii. AT asked ERB if they are aware that there is an 'unsubscribe' button at the bottom of the SOLE email.

Matters for Discussion

6. Curriculum Review (Standing item)
    i. DPE said that all departments should have their draft curriculum review documentation by this point in the year.
    ii. MF highlighted that are still some issues in Maths with students being on curriculum review consultation.
    iii. DPE explained to PG reps that the Curriculum Review will apply to Masters' programmes in the next few years but is currently just in UG.
7. Rep Team Meetings
    i. DPE encouraged reps to be meeting or communicating with their rep teams
    ii. Materials have become slightly more formalised. Trialling an overhaul of the SSC agenda. Now an action based agenda – determined a week and a half before the meeting based on dep rep and year rep meetings beforehand.
    iii. MF said that Panopto Live is in Physics for oversubscribed lectures and is heard of in other departments.
    iv. SS asked if this will discourage students from attending lectures.
    v. BMB Moving towards more team based learning in Lectures so "Panopto Live" isn't relevant
    vi. HM recommended that Year Reps be encouraged to meet with Year Organisers before SSCs and resolve small problems.
    vii. AL mentioned that the same happens in Medicine and emphasised that it improves the main SSC meeting as it cuts down the year specific issues.
    viii. AT said that the same happens in Materials.

8. Rep Involvement with Departmental Societies
    i. DPE opened a discussion about reps being more involved in Departmental societies.
    ii. FS said that in computing, reps are already on DocSoc committee and are tightly integrated. Pres and VP of DocSoc are members of SSCs.
    iii. HM said reps can sit on MechSoc meetings and can be involved in event running. Like to keep a fair distance so it is not confusing as to who is responsible for what.
    iv. AT said Dep reps have honorary membership on MatSoc. It is useful to have well integrated society, academic and wellbeing network for communications. AT suggested that there is never extra responsibility for reps due to society commitments.
    v. MF said the dep rep sits directly on the PhysSoc committee. What was found last year is that there is sometimes extra responsibility as the committee do share workload. MF suggested that it depends on the President of the society per year

AOB

- SACAs Categories
  i. DPE introduced the idea of potentially adding one or two new categories
  ii. SS highlighted that the Partnership idea depends on context heavily. This will relate to StudentShapers. Considering words like receptive, responsiveness to feedback etc.
  iii. AT says number 3 (Student Experience) includes most of the others.
  iv. Representation champion?
  v. HM explained that it is good to recognise those who are going above and beyond in areas such as Diversity and Inclusion rather than not talking about it at all.
  vi. AL and SS like the award title 'Champion'.

Action: LR to send round a copy of criteria round to ERB members and get tracked changes on the detail of each category. Ultimate goal to get a vote on which category is preferable and implement it.

- Year Rep Training
  i. DPE introduced the idea of implementing a training day for Faculty Reps and Dep Reps shortly after Leadership Elections. This will include a 'Train the Trainer' session to enable dep reps to train year reps following the Autumn Elections the following academic year. There can be co-training opportunities and administering of training program if required. Benefits will be stronger team cohesion and department specific training.
  ii. MM agreed training dep reps earlier is a good idea.
  iii. AT suggested that the election timeline should be considered as reps are elected too late – some after the first SSCs.
  iv. ERB was generally in favour with this idea and a decision will be made in future meetings.
  v. Dep reps said it helps when there are more targeted communications across to smaller groups.

Action: DPE to feedback election feedback from ERB to the OT team and Governance Committee.

- AL informed ERB that there are potential plans to turn computer rooms in SAF into other uses.

Action: DPE to chase this matter up with Becky Middleton and Becka Fletcher urgently to get clarity on the situation.

- Student Experience Survey is open now. Already 1000 responses. Encourage reps to fill it out.

Meeting concluded: 20:07

Next meeting: 31 January 2019, Meeting Room 1&2