

## Education & Representation Board

### Minutes

*The first Ordinary Meeting of the Education & Representation Board for the 2019-20  
Session held on Thursday 17 October 2019.*

*Location: G.05 – Royal School of Mines*

#### **Attendance**

Deputy President (Education) – Meeting Chair	Ashley Brooks [DPE]
Union President	Abhijay Sood [Pres]
GSU Vice President (Representation)	Milia Hasbani [MH]
GSU Research Academic & Welfare Officer (Engineering)	Raya El Laham [RL]
UG Biochemistry Dep Rep	Isabelle Zhang [IZ]
UG Computing Dep Rep	Kapilan Cholan [KC]
UG Chemical Engineering Dep Rep	Mingrou Xie [MX]
ISMSU Academic Chair	Waseem Hasan [WH]
UG Design Engineering Dep Rep	Higor Alves De Freitas [HF]
UG EEE Dep Rep	Kanav Agarwal [KA]
UG Mechanical Engineering Dep Rep	Gerogios Papatotiriou [GP]
UG Materials Dep Rep	Susannah Lea [SL]
RCSU Vice President (Education)	Michaela Flegrova [MF]
UG Physics Dep Rep	Aparna Pillai [AP]
UG Civil Engineering Dep Rep	Tomas Schuscheim [TS]
CGCU Vice President (Education)	Poppy Oldroyd [PO]
CGCU Education Officer	Hayley Wong [HW]
RSMU President	Christopher Carter [CC]
RSMU Vice President (Education)	Alexandre Germain [AG]
UG ESE Dep Rep	Samuel Casement [SC]

#### **Apologies**

Deputy President (Finance & Services)	Fifi Henry
GSU President	Mohit Devgan
UG Aeronautics Dep Rep	Victor Lafaurie
UG Chemical Engineering Dep Rep	Athanasios Charos
UG Chemistry Dep Rep	Stephanie Chang
UG EEE Dep Rep	Naim Govani
UG Mathematics Dep Rep	Lorenz Wolf
UG Mechanical Engineering Dep Rep	Dhabya Alfalasi

#### **Absences**

Council Chair	Lloyd James
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Deputy President (Welfare)  
Deputy President (Club & Societies)  
CGCU President  
ICSMSU President  
RCSU President  
UG Bioengineering Dep Rep  
UG EEE Dep Rep  
UG JMC Dep Rep

Shervin Sabeghi  
Thomas Fernandez Debets  
Thomas Cross  
Ben Russell  
Alex Auyang  
Abhishek Roy  
Sofija Dimoska  
Mayeul Fournial

### **Minute Taker**

Representation Coordinator (Education)

Lucy Ryan [LR]

### **Formal Business**

1. Chairs business – Welcome, Apologies, Absences
  - a. DPE welcomed everyone to the first meeting of the year, introduced the purpose of the meeting
  - b. Established a few guidelines e.g. respecting each other, not speaking over one another, no personal comments, hands up if multiple people would like to speak
  - c. Apologies read by LR
2. Minutes of last meeting – May 2019
  - a. Minutes approved by board
3. Matters arising
  - a. No matters arising from last meeting

### **Matters for Report**

4. Report from Deputy President (Education)
  - a. Time spent working on NSS and PRES response, wants to ensure both are reviewed throughout the year during decision-making at both Department and Faculty level
  - b. DPE tried to send Doodle poll to organise 1-2-1 meetings with Department and Faculty reps to discuss their goals for the year and how the Union can support them. Reps confirmed they hadn't received this yet
    - i. Slots would be 20-30 minutes long. Agreed that 12pm – 2pm or after 5pm worked best for those present

### **Action: DPE to resend Doodle poll invite to department and faculty reps**

5. Updates from Faculty Reps
  - a. All members of board introduced themselves and their role, each gave one goal they'd like to achieve over the year

## 6. Autumn Elections

- a. DPE reminded students that Autumn Elections are coming up and if students had any queries regarding this
  - i. MF: Chemistry Wellbeing Dep Rep is up for election even though position is filled. LR confirmed this has been flagged and will chase with Elections working group issue
  - ii. Computing & ChemEng: same issue in their department, LR confirmed this was the PG equivalent
  - iii. Design Engineering: No 4<sup>th</sup> year role for academic and wellbeing

### **Action: LR to check 4<sup>th</sup> year roles on eactivities**

- iv. LR made board aware of elections email address to use for any queries ([elections@imperial.ac.uk](mailto:elections@imperial.ac.uk))
- v. DPE reminded GSU reps to help Union when it comes to collecting rep data from PG departments

## 7. Rep Academy and Induction Training

- a. LR gave overview of day and reminded students to fill out registration form if they haven't already
- b. LR clarified that wellbeing reps have also been invited, and only Education Chairs were invited as information from the day would be passed down to Education Officers where relevant

## 8. NSS & PRES Data and Responses

- a. NSS:
  - i. Took recommendations to Faculty Education Committees (FECs), all were approved. Discussions were had about how to implement these. Also approved at L&T committee and presented at Provost Board and accepted.
  - ii. DPE sits on NSS/PTES working group and will ensure this is monitored and implemented throughout the year, check how this is implemented through Student Staff Committees/ Student Staff Liaison Groups (SSCs/SSLGs)
  - iii. Pres highlighted importance of keeping this on the agenda and ensuring students are involved in following this in departments
- b. NSS Queries:
  - i. Timetables - HW commented a lot of pushback from staff on 4 week release, how will Union push this? Pres confirmed Union is implementing existing college policy
  - ii. PO asked how students can implement this policy, staff comment they haven't been consulted. DPE said he will aim for good communication and keep pushing from Union side. Pres mentioned that a full time member of staff will be leading CGCU timetables

- iii. Pres stated importance of reporting these issues to collate evidence to bring to DUGS/key staff members. Also important feedback for students to keep them involved
- c. PRES:
  - i. PRES being taken to Postgraduate Research Quality Committee (PRQC) where GSU reps will be present

## 9. Teams

- a. DPE gave overview of Teams and how reps can use to communicate with other faculties, departments, and Union Staff
- b. LR confirmed NSS comments will be uploaded to Teams

## 10. Curriculum review

- a. DPE highlighted importance of ensuring first years are aware of the review and to continue communications to students regarding this
- b. MF: Joint Maths & Computing (JMC) are covering all of Computing and Maths content, on 9am-6pm Mon-Fri. JMC Dep Rep not present but Computing Dep Rep to raise with them. MF to inform Maths Dep Rep.
- c. Pres spoke of importance of developing curriculum review - 'not set in stone'. Ensuring first year students aren't hard done by and that other students aren't forgotten
- d. Curriculum Review for some PGT courses is underway, DPE will look that there is effective PG representation

## 11. SOLE (Michaela Flegrova)

- a. SOLE has not changed for 10+ years. DPE currently sits on 'Lecturer and Module Evaluation Group' where changes will be made, however there is no student consultation at present. What changes would ERB board like to see? DPE to feedback to working group
  - i. AB mentioned there is progress not sure of time frame, could be sooner than expected
- b. Good examples
  - i. SC - department is very receptive to SOLE, turnout has dropped recently but still high
  - ii. GP – not an issue of SOLE, issue with timings and having to wait until the end of term to complete
- c. Areas for improvement
  - i. Turnout is low so staff aren't receptive to change, a benchmark is potentially needed to ensure academics create change. Alternatively, staff benchmarks are too high to create appropriate change
  - ii. Questions regarding lecturers can be personal, may not wish to share and potentially aren't best placed in SOLE
- d. Timing of SOLE

- i. SOLE after every lecture may result in 'over-surveying', important year reps know the significance of completing SOLE. Keeping SOLE open could change data as students change their minds
  - ii. Some lecturers hold a mentimeter poll after each lecture to keep track between SOLE
  - iii. Pres suggested that questions should be flexible department by department
  - iv. KC feels staff are receptive to feedback at various points throughout the year and having regular meetings, more about conversations than surveys
  - v. Potential conflict from departmental staff at year reps for sending out surveys, important to support year reps if these situations
- e. SOLE Results
  - i. Only numbers posted online, but not comments
  - ii. Business School uses 'Modes', seems to be popular

**Action: DPE to look into Modes and how it works**

- iii. GP - selection of comments are sent out and action plans set out by lecturers, good initiative for both staff and students
  - f. Final thoughts
    - i. Any further queries regarding to be sent to DPE to take to working group – not just SOLE but all evaluation
    - ii. Encourage year reps to speak to students and survey their peers
    - iii. MF to take all information and collate
    - iv. DPE highlighted importance of reps adding points to the agenda

12. Rep of the Month

- a. DPE and LR gave overview of a 'Rep of the Month' initiative, open to discussion
  - i. Agreed that year reps need more recognition, currently no incentive
  - ii. Dep Reps to oversee and nominate students at each ERB
- b. Number of reps
  - i. Discussions whether this should one from each faculty or based on size of department/CU
  - ii. Separate for UG/PG and Academic/Wellbeing - both are hard to compare against?
  - iii. Could combine Academic & Wellbeing - representation is representation
- c. Being awarded rep of the month would equal a nomination for student rep of the year at Union Awards

**Action: LR to put together a proposal for next ERB, ensuring Wellbeing Reps are also consulted**

13. ERB Membership Review

- a. DPE and LR met with Lloyd James (Council Chair) to discuss current membership of ERB and how to even out numbers of UG/PGs
- b. New structure would consist of VP Edu/Rep from each faculty and one other (Education Officer/Dep Rep/President etc.). For GSU, 4 AWOs would be present alongside GSU VP Ed
- c. All Dep Reps would be welcomed to attend, but not as voting members
- d. Comments from Board
  - i. MF raised that faculty is too large to have a sound oversight of all Dep Reps work, all should be represented
  - ii. PO agreed, dep reps can feel more powerful & passionate
  - iii. RAL mentioned more awareness is needed for both PGT and PGR students, wouldn't have oversight of both from limited number of AWOs
  - iv. IZ raised that a smaller committee may slow down the release of information to dep reps from faculty reps
  - v. MF spoke that Dep Reps also work closer with reps, Faculty Reps are coordinators – don't want to limit them
  - vi. Could explicitly list PG issues in the agenda to increase awareness to

14. ERB Policy Review (Abhijay Sood)

- a. Ensuring that ERB is undertaking appropriate policies and that changes are happening
- b. Details of policies to be distributed to ERB have already been discussed, nothing is against current policy
- c. Policies will be discussed in meetings
- d. Board in agreement that this should be looked at
- e. Any issues on wording, send to AB and LJ

15. AOB

- a. DPE highlighted the importance of reps and student consultation happening this year, purpose of ERB.
- b. StudentShapers: new projects proposed for SS scheme and require evaluation - 1 person from each faculty to help review SS projects. Speak to DPE if interested.
- c. Panopto
  - i. TS: Is there a College wide policy for Panopto?
  - ii. Pres stated it's a matter of implanting and ensuring lecturers stick to it and stopping academics from opting out.

- iii. MF - JMC students have timetables clashes, lecturers would rather hold different class than use Panopto. Issue with making compulsory
  - iv. Room to discuss with student reps if they want to opt out.
- d. Agreed that Rep Academy invite would be extended to Education Officers

### **Actions**

- DPE to resend Doodle poll invite to department and faculty reps
- LR to check 4<sup>th</sup> year roles on eactivities
- DPE to look into Modes and how it works
- LR to put together a 'Rep of the Month' proposal for next ERB, ensuring Wellbeing Reps are also consulted

**Meeting end 20:00**

**Next meeting: Thursday 21 November, G05, RSM**