

Minutes of Education & Representation Board

The first Ordinary Meeting of the Education & Representation Board for the 2021-22 Session
will be held on Thursday 28th October, 18:00.

Location: MR4

Attendance:

Voting members:

Full Name	Role	Attendance
Daniel Lo	ICU Deputy President (Education)	Present
Nicolas Barykin Pankevich	RCSU Vice President (Education) / Academic Faculty Rep	Present
George Morgan	RSMU Vice President (Education) / Academic Faculty Rep	Present
Julia Komor	ICSMSU Education Chair / Academic Faculty Rep	Apologies
James White	CGCU Education Chair / Academic Faculty Rep	
Tianxiao Wang	CGCU Education Officer / Academic Faculty Rep	
Karthikeyan Ponniah	PGT Academic & Welfare Officer (Engineering) / PG Faculty Rep	
Tin Hang Un	PGR Academic & Welfare Officer (Engineering) / PG Faculty Rep	Apologies
Manasa Reddy Sanaga	PGT Academic & Welfare Officer (Natural Sciences) / PG Faculty Rep	
Ceire Wincott	PGR Academic & Welfare Officer (Natural Sciences) / PG Faculty Rep	
Anjola Onifade	PGT Academic & Welfare Officer (Medicine) / PG Faculty Rep	
Aryan Niknam Maleki	PGR Academic & Welfare Officer (Medicine) / PG Faculty Rep	
Jenaifer Farhad Sethna	PGT Academic & Welfare Officer (Business) / PG Faculty Rep	

Non-voting members:

Full Name	Role	Attendance
Hayley Wong	CGCU President	
Jasmine Crocker	RSMU President	
Aparna Pillai	RCSU President	
Alex Auyung	Silwood Park Chair	
Samuel Hammond	ICSMSU President	Present
Lloyd James	ICU President	
Nathalie Podder	ICU DP Welfare	
India Marsden	ICU DP Clubs & Societies	
Sam Lee	ICU DP Finance & Services	

Minute taker:

Representation Coordinator – Helena Schofield

Additional observers:

Representation & Advice Manager - Cat Turhan

Apologies:

Julia Komor

Tin Hang Un

Chairs Business**1. Welcome**

- a. Daniel welcomes and does introductions

2. Purpose of meeting

- a. To discuss matters relating to education and representation and develop policies
- b. All members of ERB, but only faculty reps and AWOs are voting members

3. Apologies for Absence

- a. Julia Komor & Tin Hang Un

4. Writing papers

- a. Cat presented presentation on how and why to write committee papers

Matters for Report**5. DPE Report**

- a. Worked with department reps and faculty reps on NSS analysis and recommendations. These have been submitted to the highest education board at College. All department rep reports have been sent to the Director for Undergraduate Studies and to Heads of Departments, so will be addressed with the department reps now or in future SSCs
- b. Been contacting dep reps to see if they need any support with SSCs
- c. Providing support on developing training for reps. Been focussing on developing soft skills, moving back onto in-person. Some course/department interaction, and sharing good practice
- d. Postgraduate – we have a Postgraduate Research Education Survey which Daniel will be writing recommendations and analysis for with the Union President
- e. Mums and Dads – next steps are to investigate what the best course of action is. Writing a review on whether the programme is suitable for ‘freshers’ to integrate into imperial community and whether it is more useful to centralise it within union or give autonomy for department societies to run it on their own. Priority is making sure students can settle into Imperial quickly. Will do some more student consultation throughout the year with department societies.
- f. Enhancing Imperial experience for international students – focussing on challenges that the international community face. Currently the College does provide some services for international students. Daniel planning on organising a career fair focussing on international students (for example focussing on issues like visas, and finding companies that offer those kind of opportunities)

- g. Currently planning some more training and support for reps recently elected in the Autumn elections

6. Faculty Rep Reports

- a. George
 - i. Both departments are happy with everything that is going on at the moment
 - ii. Department reps will communicate NSS with DUGS
 - iii. No major action necessary yet as at this point in the year there is not much going on
 - iv. SSC committee coming up on Wednesday
 - v. Faculty SSC is in the calendar and expecting this will probably cover topics such as SOLE surveys and exams
- b. Nico
 - i. Most academic reps have been elected, some gaps in chemistry but the other departments are fine
 - ii. Most issues we've had so far are just technical. Things like forgetting to record lectures
 - iii. Some departments are pushing for more inclusivity – for example more women lecturers in Physics
 - iv. Students generally have raised that they would like more in person lectures/activities
 - v. Every department is already trying to maximise the number of in person time, and encouraging things like taking attendance in in-person lectures etc
- c. Sam H
 - i. Rolled out Padlet feedback boards that students can use to contact year reps and the SU. Reps feedback to students on these. Means that when it comes to SSLGs, the granular feedback is already dealt with and more time can be spent on higher level issues - having a conversation with BMB soc to see if they want to roll this out
 - ii. Had SSLG for clinical years. NSS response was well received and they have taken away a few points to action
 - iii. Have most academic year reps in place now
 - iv. Hard to track any wellbeing concerns as it is anonymous, but they have all the appropriate signposting in place and so far, haven't had any welfare issues arise
 - v. Going to have a look at what software BMB is using

Matters for Discussion/Decision

7. Mum's and Dad's

- a. Usually have the option for departments to opt out of the Union organising mum's and dad's for them
- b. Looking at possibilities of where we can improve and expand Mum's and Dad's
- c. Project usually depends on buy-in from volunteers
- d. If Daniel could find out ideas from department societies of how it works, and ideas, that would be useful. Currently departments are struggling with ideas/activities of how parents/children can meet and be proactive in roles. Currently using examples of what they did in the past

- e. Drafting guidelines for parents and children so that they know what their expectations are would be a good idea
- f. Issues around GDPR – not able to send the parent and children each other's details apparently. Potentially could include this in a sign-up agreement
- g. In the maths department they sometimes have issues where kids aren't turning up to events, and difficult to organise as there isn't much overlap in free time between parents and children

8. AOB

- a. Summer exams
 - i. DPE spoke to the College this afternoon and sent a summary email to meeting attendees because some department reps had raised some concerns around this
 - ii. College is still discussing the mode of summer exams so no decisions yet
 - iii. DPE has asked to get involved in the discussion from now to ensure students' input is there
 - iv. Y2 and Y3 students have never done an in-person exam at Imperial College (e.g. the majority of students at College)
 - v. College trying to move things back to traditional exams (closed book in-person) because they have had academic misconduct issues with the current arrangements
 - vi. Planning timetabling issues with exam venues. Assuming we still have covid restrictions, they won't be at full capacity so some departments will still have to run remotely
 - vii. Some departments have adaptations so have confirmed in person exams but they will let students bring some notes
 - viii. DPE is still meeting the department reps – some of them expressed strong opinions, but others didn't
 - ix. Suggestion to send a survey to students as it is a big topic
 - x. Academic forum in November where we can discuss feedback on this
 - xi. DPE had a meeting with other education sabbatical officers in other SUs to find out what they are doing regarding exams

9. Close of meeting

Next meeting

Tuesday 23rd November, 18:00-20:00, Room 406 EEE Building