



MINUTES OF THE PROCEEDINGS

Of the third ordinary meeting of the

Education and Representation Board

Of the Imperial College Union

In the 2014/2015 session

The meeting of the education and representation board was held in the Union Building on the 22nd January 2015 at 6pm in Meeting Room 3, Imperial College Union

Present

Deputy President (Education) – Chair	Pascal Loose
President	Tom Wheeler
GSU AWO Engineering	Ethan Butler
ICSMSU AO Science Years	Cyin San
Biochemistry	Alexander Nash
Bioengineering	Sihao Lu
Biology	Sinziana Giju
Chemical Engineering	Emilie Lunddahl
Chemical Engineering	Rachel Houndslow
Civil Engineering	Jineesha Mehta
Computing	Robert Zhou
Earth Science and Engineering	Robbin Thomas
Materials	Iacapo Russo
Mathematics	Arijit Gupta
Physics	Clark Baker
JMC	Bryan Liu
Representation and Campaigns Coordinator	Sky Yarlett

Apologies

Abi De Bruin, Alex Savell, Chris Kaye, Stuart Haylock, Mike Asavarut, Dariush Hassanzadeh-Baboli, Zoe Hsu, Annina Sartor, Jack Heaffey, Dario Magliocchetti-Lombi,

1. CHAIR'S BUSINESS

Pascal Loose welcomed attendees to the meeting.

- a) ICT/eLearning updates
 - i. Since last meeting there are no updates except for the College has launched a new website.
- b) Update from College Committees

- i. There aren't many updates due to Christmas break.
- ii. PL attended VPAGE on how do we imagine the college will be in 5 years time, covering topics like lecture recordings and distance learning. NSS was presented at the last meeting – outlining recommendations to College. There was no concrete outcome from VPAGE yet
- iii. PL also attended Faculty Teaching Committee meetings. Faculty of Natural Science presented a report on their use of Panopto.

ACTION: PL to send out Panopto usage report if possible

2. MINUTES OF THE LAST MEETING – 27 November 2014

- a. Minutes were broadly accepted with small adjustments to be made. Correction for Cyin San role to be changed to ICSMSU AO Science Years, and remove Sihao Lu from attendees list.

3. MATTERS ARISING

- a. AK to contact Dep Reps about Operational Excellence...
 - i. This has changed since last meeting, now looking to develop a part of the Union website where students can feed in to decision making – similar to TFL.
- b. PL/AK/SY to meet and discussion potential to Rep elections. PL is in discussion with RC on this, however due to Big Elections looming unlikely any changes will be implemented.
- c. PL to invite ERB to SSC, ERB reps to provide 3 key points for SSC
- d. IROP/UROP – What is fairer
 - i. PL emailed members of ERB about a focus group before Christmas.

ACTION: PL TO CONTACT MEMBERS OF ERB AND SET UP FOCUS GROUP. RT FROM ESE AND CS FROM ICSMSU WANT TO PARTICIPATE.

- ii. EB mentions that some PG students will mentor UROP student.
- e. Pascal to invite ERB to discuss the future of the the library
 - i. PL included in last rep newsletter
- f. Discussion on exam grades and marks
 - i. Dep Reps to send info about grading. PL emailed reps before Christmas.

ACTION: PL TO EMAIL A REMINDER ABOUT THIS

4. NSS RESPONSE

- a. PL outlines the process with the NSS, that annually when the results are collected the union compiles a response document and presents the information to College.
- b. PL – recommendations are fine, but we want to push college to make changes. It would be useful to reinforce the changes we plan to make if we should demonstrate how proposals are already being implemented in departments.
- c. TW – It would be helpful if ERB members could look through the NSS responses and identify where changes are/aren't being implemented.

- d. PL attended a QAEC meeting where it was decided that the NSS response will be considered for the action plans of departments in the future.

5. SACAS

- a. PL updated ERB in terms of nominations, currently there are 92 nominations Which is a very low number – we are aiming for over 700 nominations..
- b. PL asked members of ERB if they were facing any particular problems getting students to submit nominations.
- c. AG – When do staff find out when they are nominated – at the point of nomination or on the 13th?

ACTION: DEP REPS TO PUSH THE SACAS

- d. RZ Computing had a popular lecturer who left before Christmas – is he able to be nominated?

ACTION: SY to find out if it is possible to nominate this lecturer

- e. PL reminded ERB that nominations close 13th February

6. REP CONFERENCE

- a. PL – Rep Conference takes place on 11th Feb, it seeks to highlight and congratulate reps on their successes and also provides a space to discuss issues with staff.
- b. This years theme is “Feedback at Imperial”
- c. There will be two breakout sessions to look at different feedback for Undergraduates and Postgraduates
- d. There will also be a discussion panel looking at improving feedback.
- e. EB asked how well Postgraduates were represented in previous years. PL, last year was the first rep conference so currently unsure if t was successful.

7. LECTURE RECORDING FOCUS GROUP

- a. This took place, around 8-10 members of ERB attended. It was a productive meeting
- b. PL, the main obstacles we find to lecture recording is around copyright of intellectual material
- c. PL emailed UCU to discuss their opposition to lecture recording, however currently has had no response.
- d. RZ – had a productive conversation with Dean of Engineering who is onside with recording lectures and dismissed and challenged the arguments around intellectual property.
- e. PL - College is on our side rather than the UCU, we are aiming to counter each argument, trying to work with them and address their concerns

8. NSS PROMOTION

- a. It is the responsibility of the DPE to ensure we have a high response rate across the college

- i. PL – he is currently in discussion with DUGS to ensure a collaborative approach.
- ii. PL - Aiming to get a message of the day like SOLE, you haven't completed NSS yet – complete.
- iii. PL – Currently we know who is eligible but haven't been able to work out who has completed the NSS. Leads to a lot of spamming. PL is meeting the NSS soon to see if there's a way we can find out which students have
- iv. Currently there will be no calling to remind students to do the NSS except Biomedical Science / Medicine

9. SOLE PROMOTION

- a. PL - Aim of discussion is what went well / not well
 - i. BL - someone completed SOLE last minute and complained because the time was displayed in an unclear way.
 - ii. IR – Materials deployed printing credit strategy – had 70% participation instead of 50%
 - iii. Discussion around how much to spend on Printing credit. Materials suggest £10/£15 –they get £25 per year. They complete Sole twice – but this is first time they have printing credit. In addition Materials started promotion very early.
 - iv. RZ – In computing they said if they got a high response rate they would get pizza.
 - v. PL asked - How much was sole promo left to dep reps or is it pushed by staff too
 - vi. AN – his department is having issues with money – are there suggestions for good response rate using incentives other than money
 - vii. AG – in Mathematics have a competition between years, the year with highest response rate have doughnuts.
 - viii. ESE – has no incentives – but still 98% turnout. 350 people in total. RT recommends make use of a lecture they're all in.
 - ix. EL – their dept don't offer incentives because they'd rather have more 'honest' answers than just people just filling it in.
 - x. Ethan – SOLE – it's crazy that we have so many surveys – and aim for the participation rates we aim for. There are discussions about how you get feedback without overwhelming students with surveys.
 - xi. SOLE comes in a bit late – if a module is bad it's too late. There seems to be less personal buy-in as it seems less interesting to individuals, because the changes are implemented after them.

10. RE-ENROLMENT QUESTIONS

- a. PL – College asks students for updated information each year. Every student is required to re-enroll ever year. PL was asked to gather students opinion on additional questions on student activity over the summer.
- b. RZ – you could make these questions optional field or ask students to take one minute more to follow these.

- c. TW – the data might be useful but there is no option for fulltime work which have nothing to do with work or jobs.
- d. AN – PHD would be unlikely because applications haven't been accepted until later in the year.
- e. CB - there is no option for people who haven't done anything
- f. EL – might be stressful for 1st / 2nd year who haven't got the opportunities over the summer. And feel like they should have.
- g. General consensus was that additional questions wouldn't be seen as annoying but as long as not a lot more questions are included.

11. EDUCATION DAY

- a. Annual event done by college – theme is 'students in partnership' curriculum design / feedback
- b. Bringing it up here looking for reps to participate – be a teammate with a lecturer who has done good stuff to facilitate discussion
- c. 11th march – opt in opt out.

ACTION: SY to send info to Dep reps on education day.

12. REP CONFERENCE

- a. Breakout – what do ug/pg want from feedback need some ideas for conversation beginnings.
 - i. Example: Do students have expectations which are unrealistic/ verbal feedback / non academic skills / effective method of feedback / office hours.

ACTION: SY TO EMAIL ERB MEMBERS ABOUT REP CONFERENCE AND TOPICS.

13. ANY OTHER BUSINESS

- a. RZ – question to all the reps – how do your depts handle model answers for exams
 - i. Physics have model answers produced every 3 years
 - ii. EL – depending on each lecture – the lecturer decides.
 - iii. Material – no model answers for exams
 - iv. Question: Is there a paper which outlines why mock papers should be provided. CS has experienced a staff member rejecting mock answers
 - v. TW – physics has wiki any student can upload / edit / comment on questions other student – community based answering of questions. Main reason student don't use resources like this well because they don't trust making mistakes.
 - vi. A dept has an external site maintained by alumni who collect papers externally.
 - vii. RZ – do other members of ERB who have papers which are repetitive and have similar questions over the last 10 yrs. ?

ACTION: TW & RZ TO CHAT VIA EMAIL ABOUT MODEL ANSWERS

- b. Posters for depts. To advertise the rep network are ready – if you are interested please contact PL to collect.

- c. PL reminds attendees that the big elections will open soon and they have the opportunity to become next DPE.