

## Imperial College Union Board of Trustees Report

Thursday 1<sup>st</sup> February 2018

<b>AGENDA ITEM NO.</b>	
<b>TITLE</b>	DPE Report
<b>AUTHOR</b>	Nick Burstow - Deputy President (Education)
<b>EXECUTIVE SUMMARY</b>	<p>An update on progress of my key goals for the year in terms of:</p> <ul style="list-style-type: none"> <li>• Undergraduate Coursework Feedback Audit</li> <li>• <i>StudentShapers</i></li> <li>• Postgraduate Timetabling</li> </ul> <p>And key operational responsibilities:</p> <ul style="list-style-type: none"> <li>• NSS Response</li> <li>• PRES Response</li> <li>• Student Academic Choice Awards (SACAs)</li> </ul>
<b>PURPOSE</b>	Board members to consider the report, note the progress and advise as desired on the work being undertaken.
<b>DECISION/ACTION REQUIRED</b>	To note the report.

# Imperial College Union Trustee Board Report

Nick Burstow, Deputy President (Education)

Please find below my report for today's Trustee Board. While I recognise these reports may focus on strategic, long-term points for discussion, there is nothing in keeping with that agenda that I would like to bring to the attention of the Board on this occasion.

## Goals:

### Year 1 Undergraduate Coursework Feedback Audit

- One of my goals for the year was to run an audit of all Year 1 Undergraduate assessment feedback. This will result in the first ever College-wide repository of assessment timeliness, giving an insight into which departments are adhering to Policy and which ones are not.
- I have compiled a centralised database (Excel document) listing all Year 1 Undergraduate assessment titles, dates set, and expected dates for feedback return. The Year 1 Academic Representatives within our *Academic Representation Network* were tasked with recording the dates when they actually received their feedback, alongside any additional comments (for example: "*Feedback was late because marker was unwell. This was communicated with us and we have no problems.*")
- Three months on and thanks to some very diligent Reps the audit is nearly complete!
- Some assessments from the end of the term 1 are still outstanding, because the Christmas break has meant the expected return date of these items is mid-January
- I have had to allow an extra week or so before "closing" the audit, to allow for any late coursework to be returned to students
- The target for audit write-up and presentation is the end of January/early February, ready for presentation at February's *Learning & Teaching Committee*
- My hope is that this process has shown the College that it is both beneficial and feasible to monitor coursework timeliness, and that Faculties will commit to monitoring feedback. My hope is that this will be done at faculty level, but at the very least I hope to persuade them to do so at departmental level (as is currently done in the Faculty of Natural Sciences).
- **Target date for completion: February 2018**

### *StudentShapers* ([confirmed title](#))

- As described in my previous report, UCL run a scheme called *ChangeMakers* which enables students and staff to work together to make changes to education to enhance students' learning experience
- The College has outlined a desire to adopt a similar scheme in its recent *Learning and Teaching Strategy*
- Since my last report I have visited UCL to see the scheme in action and met with representatives from College to develop an action plan – including choosing a name
- The title *StudentShapers* has been chosen
- We have [advertised the job of StudentShapers director](#) and I have been involved in the shortlisting of potential candidates
- I am on the interview panel for this position and interviews will be held at the end of this month
- By the next Board meeting we will have hired a director for the new *StudentShapers* scheme
- **Target date for completion: Strong idea of scheme by July 2018 – finalised by next DPE**

## Postgraduate Timetabling

- In my last Board report I highlighted that the issue of ensuring taught postgraduates receive protected Wednesday afternoons (matching undergraduate counterparts) is kept at the top of the College's agenda, given the number of taught postgraduates with Wednesday afternoons free is c. 30%
- I have worked alongside Luke, the GSU President, and Head of Timetabling to collect more data from students to demonstrate the importance of this issue and desire for change
- I am awaiting the Head of Timetabling to share the data with us
- Depending on the outcome of this data sourcing, we are planning on surveying PGT students in order to keep this subject on the College's agenda
- **Target date for completion: April 2018**

## Operations:

The operational tasks of note are listed below:

### NSS Response

- Having completed our response in the fastest ever time, the report was discussed at a number of high-level College committees as outlined in my previous report including:
  - o *Faculty Teaching Committee (Engineering)*
  - o *Learning & Teaching Committee*
  - o *Senate*
  - o *Provost's Board*
  - o *Council*
- While Provost's Board were happy to accept a number of recommendations they felt were implementable within the next academic year, not all of our recommendations fit this description
- Consequently I worked alongside the Head of Strategic Projects to develop an action plan, discussing each recommendation in turn, including a timescale and lead responsible in order to ensure these recommendations were both implementable and accountable
- This action plan was discussed further at *Learning & Teaching Committee* and has now been finalised
- I will be presenting the action plan at Provost's Board, and hope that this action plan will be accepted
- **Target date for completion: Next Provost's Board**

### PRES Response

- As noted in my previous report, completing the Postgraduate Research Experience Survey (PRES) in the fastest ever time has enabled us to have the full academic year to work with the College to implement our recommendations
- The PRES was discussed at *Postgraduate Research Quality Committee (PRQC)* and *Quality Assurance and Enhancement Committee (QAEC)* and all our recommendations were accepted
- I am working alongside leads at the Graduate school and Luke, the GSU President, to develop a formal action plan to each of these recommendations
- **Target date for completion: March 2018**

## Student Academic Choice Awards (SACAs)

- [The Student Academic Choice Awards \(SACAs\) give students the opportunity to recognise and reward excellence among College staff](#)
- Students are able to nominate deserving staff in eight separate categories – including best undergraduate teaching, best supervision etc.
- Every nominee receives a SACAs mug, and shortlistees are invited to the awards ceremony in May
- Our annual SACAs campaign has come around once again
- This year I have decided to focus communications in a defined three-week campaigning period – between Monday 22<sup>nd</sup> January and Friday 9<sup>th</sup> February
- We opened nominations with a “soft launch” before Christmas, and have been ramping up the publicity during this defined period to maximise engagement and hopefully, nominations
- Promotional material will be distributed around campus, and we will be out speaking to people in person to raise awareness
- We have revamped the website to make nominating easier than ever!
- **Target date for completion: May 2018**

I am happy to answer any specific questions on my report and work on anything you think is missing, just let me know, Nick.

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