

Education & Representation Board
Minutes

*The fourth Ordinary Meeting of the Education & Representation Board for the 2018-19 Session was held on Thursday 31 January 2019.
Location: Meeting Rooms 1-2*

Attendance

Deputy President (Education) (Chair)	Alejandro Luy [DPE]
Horizons Dep Rep	Soumya Sharma [SS]
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]
Physics Dep Rep	Timothy Marley [TM]
Chemistry Dep Rep	Lorenz Hoffman [LH]
Mech Eng Dep Rep	Zhengli Li [ZL]
CGCU Vice President (Education)	Joel Bilsdolfer
EEE Dep Rep	Sofija Dimoska [SD]
GSU DP (Representation)	Ashley Brooks [AB]
Design Engineering Dep Rep	Benedict Greenberg [BG]

Guest

Assistant Provost (Learning & Teaching)	Prof. Alan Spivey [AS]
---	------------------------

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
Civil & Environmental Eng Dep Rep (PG)	Elias Nassif
Union President	Rob Tomkies

Chemistry Dep Rep (PG)
Civil Engineering Dep Rep (PG)
EEE Dep Rep (PG)
DP (Welfare)
DP (Finance & Services)
DP (Clubs & Societies)
GSU President
RCSU President
Bioengineering Dep Rep
Chem Eng Dep Rep
CGCU Education Officer
EIE Dep Rep
CivEng Dep Rep
JMC Dep Rep
Aeronautics Dep Rep (PG)
Mechanical Engineering Dep Rep

Bobby Qiu
Charles Zogheib
Jochen Cremer
Becky Neil
Claudia Caravello
James Medler
Ute Thiermann
Michael McGill
Miroslav Gasparek
Louis Boyer
Zixuan Wang
Willem Van der Schoot
Ottillie Shiyong Liu
Fawaz Shah [FS]
Omar Mahfoze [OM]
Harry Mitchell [HM]

Absences

RSMU President
Silwood Chair
Computing Dep Rep
Materials Dep Rep
Mathematics Dep Rep
Aero Dep Rep
EEE Dep Rep
Chemical Engineering Dep Rep
BioChem Dep Rep
ICSMSU President

Marta Wolinska
Nils Bouillard
Martin Zlocha
Maciej Bucki
Ankush Rajput
Esme Hoston Moore
Karmanya Sareen
Hariprasad Kesavadas
Isabel Esain Garcia
Daniel Faehndrich

Observers

Administrator

Junzheng Wang (Ray)

Presentation by Prof Alan Spivey

1. AS introduced the proposed I-Explore programme to the group:
 - i. For all UG students starting 2019/20
 - ii. Module outside of core subject taken for credit (5 ECTS) in Years 2-4.
 - iii. Departments to choose which year students take this.
 - iv. All modules to be open to all students.

2. Programme to have 4 streams of modules to choose from:
 - i. Horizons
 - ii. Business for Professional Engineers and Scientists (BPES)
 - iii. STEM Modules
 - iv. Multi-disciplinary projects (MDP)
 - v. To include online options, to help reduce pressure around timetable issues.
 - vi. Every dept to deliver at least one STEM module, must be accessible to all and not part of the core course already.
 - vii. Multi-disciplinary projects will build upon current student-staff matching platform funded for development in design engineering.

Discussion:

1. TM asked if we should offer 7.5 ETCS courses, given that Horizons courses are currently 7.5 ECTS, and future I-Exp courses in other streams will be only 5 ECTS. AS suggested could there be a possibility of having “dual track” courses with both 7.5- and 5-point options, 5 being compulsory and 7.5 being optional if student wish to take it.
 2. SS asked if MDPs will be assessed. AS responded yes, all modules/projects will be assessed, but currently work in progress re exact assessment process.
 3. AT asked about language students who will have started in first year, and who may wish to progress to more advanced levels. Currently languages cannot be fit into a 5 ECTS course – how to ensure I-Explore can accommodate this? AS responded that departments have opposed inclusion of level 1 “introduction to X” language courses in the programme but could potentially have 7.5 ECTS course and have 2.5-point overhang recognised with wording on transcript.
 4. SS expressed concern about students not taking course seriously if only pass/fail. DPE suggested that being pass/fail may enable students to enjoy course more.
 5. SS asked that care should be taken to avoid weakening Horizon courses by diverting students to other streams. AS responded that all courses in streams will be complimentary. DPE suggested that I-Exp will be opportunity for friendly competition and drive development of new teaching methods.
 6. SD asked if there will be enough students. AS responded that overcapacity is good as it allows more students to get first choice options.
3. AS asked group for views re possible “societal engagement” stream, and how to include societal engagement within I-Explore
 - i. Possibility of “tagging” courses within the 4 current streams that include elements of public/community engagement to highlight this to students.
 - ii. Alternatively, to have a full separate stream
 - iii. Vote: Tag (6), Stream (8)

Discussion:

1. SS suggested we should have the “tag” system first, and if popular, then move to full separate stream. AS responded that if a full stream, it would

have a dedicated coordinator who would put momentum and extra resources behind the stream to make it successful, instead of letting momentum grow organically. DPE responded that lots of SE already happens organically centrally/within depts. Also, potentially may be biased to ask this group whose members already engage in SE.

2. SD asked if SE projects which may have big volunteering aspects should be for credit and count academically. AS responded that we should make it count to show that we as a College value SE. The SE stream will still be rigorously assessed. DPE responded that assessment should fit outcomes, e.g. outreach in schools may not be academic, but can assess reflection, self-development etc.
3. AT commented that people who chose this stream may well participate in SE or social action anyway, and the “target audience” who don’t normally engage in SE activities will probably chose other streams.

Formal Business

1. Chairs business – Welcome, Apologies, Absences
 - i. DPE welcomed members to the meeting.
2. Minutes of last meeting – 06 December 2018
 - i. Minutes were approved with amendments

Actions:

1. Please amend previous minutes – Tim Marley was present.
 2. Please send copy of minutes to Alan.
 3. DPE to find out and clarify policy and procedure re personal tutoring for next meeting.
 4. DPE to feedback on SOLE for next meeting.
-
3. Matters Arising
 - i. Student common rooms – action from College already underway, group felt a statement at this point will not be helpful.
 - ii. SACA Criteria updated w/ stakeholder input.

Matters for Report

4. Updates from the Deputy President (Education)
 - i. DPE presented his Union Council report as tabled and asked for questions.
5. Updates from Faculty Reps

Michaela Flegrova (RCSU Vice President Education)

- i. FoNS Survey completed last term – like NSS but for all students, now analysing responses to develop recommendations for short- and long-term actions.
- ii. Format to be reviewed for next year as students are oversurveyed.

- iii. Life Sciences common room is now confirmed with funding being sought.

Alistair Ludley (ICSMSU Academic Chair)

- iv. FoM agreed to provide £5000 funding towards cost of facilitating mock clinical exams.

Raya El Laham (GSU AWO Engineering)

- v. Course being set up for PG students supervising other students.
- vi. GSU Connect – programme to bring together business school students and students from other depts to collaborate on entrepreneurial projects.

Amy Tall (RSM Academic Liaison Officer)

- vii. Noted improvement in student staff relations in materials.
- viii. Teaching fellows will now offer slots for revision lecture/session, take off organisational pressure from year reps.

Soumya Sharma (Horizons Dep Rep)

- ix. Very positive response from student/staff meeting to student feedback collected but need to improve representativeness of survey response across all years/courses.

Ashley Brooks (GSU Vice President Representation)

- x. PG column in Felix to act as a way of sharing feedback on supervisor quality across Imperial College in an anonymous way.

Matthew Morris (ESE Dep Rep)

- xi. Positive feedback to changes to Jan exams.
- xii. Discussions ongoing re upgrading old lecture theatres to modern flexible learning spaces.

Sofija Dimoska (EEE Dep Rep)

- xiii. Library book stock too low on required reading texts on which exams are based upon, and library unable to facilitate an e-book digital solution, only part of book digitalised.
- xiv. Possibility of internal book sale. DPE explained that different depts have different approaches, but dept should consider purchasing books or e-book licence for students if compulsory reading
- xv. Students unhappy with BPES feedback and assessment. Students receive v low marks, and vague, unclear explanations/feedback. Want to have a rep in departmental meetings.

Action: DPE to work with Chippy Compton and others to look into improving feedback and representation for BPES modules

Joel Bildolfer (CGSU Vice President Education)

- xvi. Currently getting in touch with UG admin re meeting room accessibility
- xvii. Meet Your Reps day on 20th February
- xviii. Suggestions for increasing student engagement:
 - 1. Open space/foyer

2. Games to engage passing students
 3. Ask senior tutors to add event into Celcat timetable
 4. "Top 5 things your team has done this year"
- xix. Issue re students using multiple computers in IT suites to run simulations/projects. Dept should inform students re PC clusters and also look at assessments and consider whether it is appropriate to ask early year students to run big simulations requiring multiple computers.

Matters for Discussion

6. Curriculum Review (Standing item)
 - i. Group agree to remove this from future agendas as standing item.
 - ii. DPE updated group that the process for PG curriculum review is still currently under development.
7. SACAs
 - i. Number of nominations currently trailing behind last year's numbers.
 - ii. DPE highlighted need to drive up numbers of nominations and explained potential negative impact on morale for deserving staff or previous nominees.

Action: Reps to promote during final week of nominations as much as possible, Shout-outs, flyers, Social Media Groups and nominate people yourself.

8. Student recordings on Panopto
 - i. ZL updated group on current situation in MecEng department, where students are self-organising and delivering popular weekend lectures to peers to support revision.
 - ii. Would like to be able for students to record these lectures on Panopto,
 - iii. Opportunity for students to produce own science communication videos for public domain if recording facility is available
 - iv. Risk of abuse. E.g. issues around distribution, and inappropriate use.
 - v. Concern re possible resistance from academics around use of materials, and students teaching "their course".
 - vi. Discussion around poor teaching quality and negative SOLE feedbacks for lecturers. Suggestion that students can make their own slides.
 - vii. Auto-Panopto (Celcat linked) already available across College
 - viii. EEE – UTA scheme is very popular, as students able to provide relatable peer support.
9. MS Teams Update
 - i. Relevant reps encouraged to use MS Teams and engage with Pilot.
10. Rep Review
 - i. Longer term piece of work.
 - ii. Starting soon in a few weeks, further update next meeting.
11. Leadership Elections
 - i. Nominations start Monday
 - ii. Please encourage students to stand – and think about succession.

AOB

- i. SD: suggestions for ways to spend money from strike action last year. Ideas from ERB included
 - Departmental textbooks
 - Common rooms/lockers
 - Hardship fund (EEE)
 - UROP (Physics)
 - Laptops for student to borrow (Physics)

Meeting concluded: 20:00

Next meeting: Thursday 28 February 2019, Meeting Room 3