



MINUTES OF THE PROCEEDINGS
of the fifth ordinary meeting of
the
Representation and Welfare Board
of the
Imperial College Union
in the 2007-08 Session

The meeting of the Representation and Welfare Board was held in the Union Building on the 30th April 2008 at 6.00pm in Meeting room 7.

Present:

Position	Name
Deputy President (Education & Welfare)	Kirsty Patterson – Chair
President	Stephen Brown
Deputy President (Clubs & Societies)	Alistair Cott
Deputy President (Finance & Services)	Chris Larvin
Welfare Campaigns Officer	Hannah Theodorou
GSA Chair	Killian Frensch
CGCU Academic Affairs Officer (taught)	Alex Grisman
CGCU Research Representative	Eirini Spentza
Permanent Observers	
Administration Coordinator – Clerk	Rebecca Coxhead
Membership Services Manager	Phil Power
Postgraduate & Faculty Union Coordinator	Chileya Kasuba

Observers: Ellin Saunders

Apologies: ICSMSU President Tim Wills, Equal Opportunities Officer Chiraush Patel (proxy Welfare Campaigns Officer), RCSU President Jennifer Morgan, ICSMSU Welfare Officer Mo Khaki, RCSU Academic Affairs Officer (taught) Andreas Esau, CGCU President Tristan Sherliker, RCSU Welfare Officer Viktoria Eriksson, Halls Committee Representative Salma Begum (proxy Christian Carter), Student Advisor Nigel Cooke

Not present: ICSMSU Education Rep 123 Sukhprett Dubb, CGCU Welfare Officer Sam Piper, ICSMSU Education Rep 56, Hannah Dixon, ICSMSU Education Officer 4 and PG representative Laura Thomas

1. CHAIR'S BUSINESS

NOTED:

- a) Unite Halls are holding a reception to showcase their new studios.
 - i. The event is occurring on the 22nd May between 5-8pm.
 - ii. Those interested in attending the event are to contact the Deputy President (Education & Welfare)
- b) The Deputy President (Education & Welfare) is compiling a working group to discuss Council membership.
 - i. Those interested in attending are to contact the Deputy President (Education & Welfare)
- c) QARC is occurring on Friday 2nd May.
 - i. The Deputy President (Education & Welfare) is to email Representation and Welfare Board members to see who is interested and able to attend.
- d) Halls Committee is meeting on Thursday at 6pm in the Student Activities Centre.

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- e) The Deputy President (Education & Welfare) has been asked to feedback to the Student Experience Stream in regards to communication with Freshers and asked the committee for suggestions. The following was raised:
- i. Letters are better than emails to inform applicants that they have received a place at Imperial College.
 - ii. Departments send out acceptances at different times which can be frustrating if applying to different Universities and departments.
 - iii. Halls placements are communicated separately which can lead to anxiety about not having accommodation.
 - iv. It was questioned how International Students are communicated with.
 - v. The committee were asked to seek opinion from Freshers and feed this back to the Deputy President (Education & Welfare).

ACTION:

1. **The committee to seek out opinion from Freshers in regards to how they experienced initial communication from Imperial College and feed back to the Deputy President (Education & Welfare).**

2. MINUTES OF LAST MEETING

RECEIVED: Minutes from Representation and Welfare Board 10th March 2008

RESOLVED:

- 1) **To accept the minutes.**

3. MATTERS ARISING

NOTED:

- a) The Deputy President (Education & Welfare) is still to forward on the new College Disabilities Officer details to the committee.
 - i. The new College Disabilities Officer's name is Mary Bown.
 - ii. Mary is keen to start a disabilities working group.

ACTION:

1. **The Deputy President (Education & Welfare) to forward on the new College Disabilities Officer details to Representation and Welfare Board members.**
- b) Supporting Iranian Students paper was passed at the last meeting of Union Council
- c) NUS waived the fee for the fourth delegate to the LGBT Conference.
- d) The Higher Education policy was passed at the last meeting of Union Council.

4. HALLS COMMITTEE UPDATE

RECEIVED: The paper was presented by the Deputy President (Education & Welfare)

NOTED:

- a) The paper is for the information of the Committee.
- b) It was pleasing to see a lot of issues have been resolved.

5. STUDENT REPRESENTATION ON THE IMPERIAL COLLEGE RESEARCH ETHICS COMMITTEE

RECEIVED: The paper was presented by Ellin Saunders

NOTED:

- a) Ellin is stepping down as the student representative on the committee and suggested that it would be advisable to continue to have a student representative on this committee.
- b) The ICREC standing orders are 'loose' in that it would be possible to appoint an extremely interested Undergraduate to the committee rather than a Postgraduate student.

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- c) It was suggested that the GSA Chair would be the best person to find a interested replacement student.

6. NUS WOMENS CONFERENCE

RECEIVED: The paper was presented by Deputy President (Education & Welfare) on behalf of the RCSU Welfare Officer

NOTED:

- a) The Deputy President (Education & Welfare) extended her thanks to the RCSU Welfare Officer for the report.

The agenda was reordered to consider Any Other Business 1 and 2 as the next items of business.

8 ANY OTHER BUSINESS

8.1 – BURSARIES AND PAYROLL

RECEIVED: the paper was presented by the Deputy President (Finance & Services)

NOTED:

- a) The Union employs approximately 10-12 students who are on bursaries.
b) It is uncertain where and when the 6 hour maximum was decided.
c) College payroll and Registry are giving conflicting information.
d) The 6 hours is averaged over the period of the bursary which included holidays.
e) The Deputy President (Education & Welfare) has asked Wes Streeting NUS Vice-President (Education) if there are any national guidelines.
f) The Deputy President (Finance & Services) stated that the Union monitors the amount of hours worked by staff for welfare issues.
g) This condition applies to all regardless of amount of bursary received.
h) It was pointed out that students sign the form before the Union are informed of their student status and thus can not be informed of this 'small print'.
i) Ideally, the Deputy President (Education & Welfare) would like this condition removed entirely.
j) The committee agreed that this issue needs to be monitored.

8.2 – FINANCE REPORT

RECEIVED: The paper was presented by the Deputy President (Finance & Services)

NOTED:

- a) It was pointed out that there was an incorrect transfer for SHAG week.
b) It was pointed out the Healthy Living week as a Sport Imperial lead campaign.
c) A cycle safety campaign may possibly require funding.
d) The Deputy President (Finance & Services) stated that there is an issue in that accurate figures can not be obtained.
e) College are asking for quantifiable measures of success on campaigns.
f) The CGCU Research Representative stated that a Woman in Science event is occurring soon and College have indicated that they may not fund so may seek funding from the Union.
g) The Deputy President (Education & Welfare) stated that a guide for Representation and Welfare reps may also be funded form Representation and Welfare Board budget.
h) The ethical careers fair is self funding however it was suggested that the Representation and Welfare Board could assist in this event.
i. The President expressed his objection to in effect 'subsidising' recruitment for companies.
ii. It was suggested to tag an extra day on to the Imperial College Union Careers Fair for the 'ethical' companies.
iii. It was suggested that this be discussed with Pugwash.

ACTION:

1. **The Deputy President (Education & Welfare) and Deputy President (Education & Welfare) elect to discuss how Imperial College Union can assist in the ethical careers fair.**

7. SEC PRESENTATION

RECEIVED: The presentation was given by the Deputy President (Education & Welfare)

NOTED:

- a) The committee were asked their opinion on what are the key areas of assessment that the presentation should be focusing on.
- b) The Deputy President (Education & Welfare) stated that she felt she was not getting 'listened' to by the lower level assessment committee.
 - i. The assessment working committee are setting principals whereas the Deputy President (Education & Welfare) would like to see more 'concrete' directions.
- c) It was suggested that the opportunity to sit and discuss progress with academic personal tutors would be helpful.
- d) Feedback sheets should be mandatory for all course work.
- e) The CGCU AAO (taught) stated that he had been told flatly by the Faculty of Engineering that there is no chance for students of getting exam papers back.
 - i. Elin Saunders stated that in Sweden they have feedback lectures after an exam and go through the model answers which prove to be useful.
 - ii. With past exams, it was suggested that model answers and full explanations also be provided.
 - iii. The committee recognised that academics could not recycle questions.
 - iv. It was suggested to investigate other Universities methods of feedback for exams.

ACTION:

1. **The Postgraduate and Faculty Union Coordinator to investigate how other Universities feedback on exams.**

- f) It was suggested that a running total of assessment marks be given throughout the year.
 - i. It was stated that this may not be possible as the majority of grading is done with the bell curve method.
- g) It was recognised that although progress tests are not liked by students, they are good motivators.
 - i. It was suggested that there needs to be some type of incentive to sit the tests.
- h) The preferred topics on feedback were summarised to thus:
 - Access to exam scripts.
 - Access to past exams with model answers, full workings.
 - Progress tests
 - Feedback sheets
 - Academic tutors
 - ii. It was recommended that academic tutors be focused on next year rather than this year.
- i) In regards to the status of Postgraduate students writing up, The GSA Chair and CGCU AAO (Research) are currently seeking feedback and support from students and academics.
- j) It was suggested to take reference documents to the presentation to back up all facts.
- k) A £75 admin fee is what has been suggested which would bring Imperial College in line with other Russell Group Universities.

Meeting closed 7.35pm

Approved as a correct record at a
meeting of the Representation and Welfare Board
on _____ 2007/08

_____ Chair of the Meeting