

Deputy President (Education) Report

A report by Douglas Hunt

Between 29/11/12 – 07/01/12 I have been up to the following:

SOLE

I managed to get login details from Registry to access the live SOLE data via Student Viewpoint and for them to send me daily breakdowns by year. I then forwarded this information onto the departmental representatives and year representatives, so they could encourage their peers to fill in SOLE. Furthermore, I worked with ICT to implement pop-ups on College owned computers for those who did not fill it in by the start of the second week.

ESE periodic Review

I spent 9:00 – 17:00 on the 13th December carrying out a periodic review on undergraduate study in the Earth Science and Engineering department. I have already written a report on my findings, which I will send to the Dean, Faculty of Natural Sciences.

Rep Week

From Rep Week, the academic reps and I managed to get 448 suggestions, which were typed up by Andrew Keenan and I. These were then sent to the Pro Rector (Education) and academic representatives to bring up in their Staff-Student Committee meetings. The suggestions will also be emailed back to the students who wrote them, which will complete the feedback loop.

International mobility survey

I have moved the IM survey data from Survey Monkey to Excel and I have started writing a report on the findings.

Collecting Staff-Student Committee minutes

I have been emailing various course organisers and administrators for SSC minutes. I have so far nearly collected all of the undergraduate minutes but am still trying to get all of the postgraduate minutes.

Aldwych in Cambridge

Paul and I attended the last Aldwych meeting, which focused on widening participation and we got a lot of useful information from various talks.

Director of Undergraduate Studies of Chemistry candidate interviews

I coordinated the chemistry academic representatives in interviewing DUGS candidates, so the departmental staff knew what the students' opinion was.

Academic Forum

I held an academic forum on 11th December, which focused on the new features on the website for academic representatives and on the NSS (both last year's results and planning for NSS 2013).

Outreach talk at Woolwich Polytechnic School

I attended an outreach talk aimed at talented year 12 students who wanted to go to a Russell Group university. This was also attended by the Cambridge Outreach Officer and the Queen Mary's President.

Our plan on promoting the NSS

I had a meeting with Andrew Keenan (Education & Welfare Manager) and Alex McKee (Central Services Manager) on how we can promote the National Student Survey that starts on 14th January. We plan to host a graph on the website showing participation rates by subject, which will also show last year's participation rate at that time. The URL will be promoted to departmental staff and academic representatives.

Attended various College meetings and committees

29/11/12 – VLE Review Steering Group
30/11/12 – Meeting with the Head of the Graduate School about the NSS results.
03/12/12 – Meeting about the NSS response and College timetabling.
04/12/12 – Met with Maggie Dallman, Alan Spivey and Nazia Hirjee about the NSS response and FoNS.
04/12/12 – NSS interview for the Reporter
05/12/12 – Meeting with the Library staff
05/12/12 – Quality Assurance Presentation to various Chinese Vice-Chancellors and the Chinese Head of Higher Education from the Ministry of Education.
05/12/12 – Science Studies Committee
06/12/12 – Meeting with Debra Humphris, Pro Rector (Education)
06/12/12 – Meeting with Peter Cheung about the NSS Response and FoE
10/12/12 – Chemistry DUGs interviews
11/12/12 – Rector's Awards Ceremony
12/12/12 – Student Recruitment and Admissions Strategy and Operations Committee
12/12/12 – Met with Denis Wright, Dean of Students, Learning and Teaching
12/12/12 – College Senate
12/12/12 – Rector's Christmas Drinks
13/12/12 – Earth Science & Engineering Periodic Review
17/12/12 – Meeting with Registry with regards to collecting and analysing Staff-Student Committee minutes.