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Introduction

Staff-Student Committees

The 470 student representatives across the College play an integral part in assuring and enhancing the world class education Imperial offers to our 15,000 students, while Imperial College Union is committed to drastically improving the support and recognising their contribution.

This effort includes the training program for all year representatives, collecting students' suggestions from two Rep Weeks, the launch of "Your Representative A –Z", representation tools on eActivities and providing granular breakdown of survey response rates on our website. For the first time this year we have also trained the incoming 2013/14 undergraduate Departmental Representatives and undergraduate Faculty Representatives regarding quality assurance and the College's committee structure.

We launched our first staff-student committee (SSC) summary in 2011, aiming to take a snapshot of the effectiveness of our representatives and their participation in departmental meetings. This year we have produced an interim report to show all of the individual staff-student committees across the College and have carried out more in depth analysis to give the College a better picture of what is taking place.



Doug Hunt

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We want to make clear that these summaries reflect our own successes or failures in training and supporting representatives, just as much as they reflect how well a department conducts its meetings.

I hope you find this useful and we welcome further feedback on how to improve the content and format of these summaries, especially as we plan to produce the final annual report for the Quality Assurance and Enhancement Committee in November 2013.

Doug Hunt

Deputy President (Education) 2012/13

Key Recommendations

 The results from key surveys should be placed on the standing agenda and student representatives should be encouraged to promote them to their peers.

To increase the response rate of key surveys the "feedback loop" for these surveys needs to be completed, so students know that their views have been taken seriously and acted upon. If this does not take place a significant proportion of the student body will never think their voice is listened to and potentially not bother completing these surveys in the future. The survey results and actions from these should be communicated to student representatives in SSCs and to all students throughout the year.

2. Personal tutor (UG only) and supervisor satisfaction (PGR only) should be placed on the standing agenda for every Staff-Student Committee.

A personal tutor should be meeting up with their undergraduate tutees at least once a term in the first two years of study. To make sure that this is taking place, student representatives should be encouraged to find out whether this actually happening and report their findings at the meeting. Additionally, for the PGR student body to be satisfied there needs to be a healthy relationship between the students and their supervisor. We therefore believe that the PGR representatives need to actively seek if there are any supervisor related issues and report this at the meetings.

External examiner reports should be distributed and discussed at UG and PGT Staff-Student Committees.

To give student representatives a better idea of what takes place in the external examiner board meetings and how their exam results are viewed, we recommend that the external examiner reports should be discussed. Through this process the representatives may agree with the external examiners comments and changes from these can be made accordingly.

4. Departments with combined UG and PGT/PGR committees should consider creating dedicated PGT and PGR committees.

The minutes of many departments with combined UG and PGT/PGR committees often focused on UG issues, leaving PG matters to the end of the agenda - and the end of a lengthy meeting. We ask that departments consider whether

splitting off a separate PG meeting would use staff and student representatives time more effectively and allow PG issues to be given their own discussion space.

 Departments should be encouraged to provide dedicated pages listing student representatives on their departmental websites and they should be linked to Imperial College Union's "You Said, We Did" page.

A small number of departments provide a dedicated page with photos and contact details for their student representatives, both for undergraduate and postgraduate. This makes it easier for students to find their representatives, saving them the time of searching for and downloading minutes. The Union strongly recommends that staff membership with their contact details and photos are also added, while these pages should be linked to the Union's "You Said, We Did" page, so students can see the hard work of staff and their representatives, which should encourage students to give more feedback.

 Departments should set deadlines for having minutes of meetings uploaded or otherwise made available to students.

We understand that the minutes of SSCs were not always made available until long after the meeting, and often shortly before the next one. This hinders both the department and representatives in communicating changes to students. We recommend that departments should set a target for when completed minutes or a report of a meeting - should be uploaded and distributed.

7. Imperial College Union should make postgraduate student representatives aware of their place in a Union system, and of the support available to them.

Imperial College Union has identified its lack of support for postgraduate students on other campuses as a major weakness. We will carry on reviewing our Postgraduate Representatives Training material, begin recording our training sessions with Panopto and embed the recordings on our website so those who cannot attend can still benefit from it. Through working with the Graduate School in issuing the Staff-Student Committee Information forms we will be in a better position to know who to contact to find out next year's PGT representatives, so they can be invited to our training sessions and can remain up to date in the Union's campaigns.

Best Practice

Subject	Mode	Example
Medicine and Biomedical Science	UG	In all the UG committees they discuss the external examiner reports.
All of the subjects in FoNS	UG	The FoNS digital media officer worked with the ICU Deputy President (Education) in producing SSC membership pages.
Chemical Engineering	UG	The Director of Course Operations holds frequent informal meetings with the student representatives to deal with day to day issues and to keep an effective line of communication.a
Mathematics	UG	The Clore lecture theatre is being refurbished in the summer holidays due to overwhelming Rep Week feedback.
Earth Science & Engineering	UG	Both external and internal surveys are placed as a standing item on the agenda so student representatives understand the importance and can help promote it to their peers.
Aeronautics	UG	Staff were actioned to have their office hours on their doors, so students knew when they can approach them.
Biology	UG	"Welfare" is a standing item on the agenda and personal tutor issues are discussed in this section.
Physics	UG	The department has created their own "You Said, We Did" page to encourage student feedback.
MSc Bioinformatics	PGT	Staff give a detailed description of the Imperial exam format, which includes giving students tips and emphasising the rules.
MSc Infection and Management for Pharmacists	PGT	A table of all the action points agreed in the meeting is added to the end of the minutes.
Chemistry	PGR	The student representatives have created a buddy- scheme between PhD students and post-docs.
Bioengineering	PGR	The department run a journal club to encourage students from different research groups to discuss research papers.
Business	All	The Business School has a Teaching and Quality Officer who coordinates all of the 13 SSCs.

"Hot Topics"

1. Advertise the SSC meetings and their resulting actions

Departments should advertise the meeting times of SSCs, and to advertise the results of the meetings to students. Departments should also use the 'You Said, We Did' method in breaking down the results from SOLE and SSC meetings to help promote their successes.

2. Personal Tutors and Supervisors

As issues which significantly and consistently impact upon students' academic experience personal tutor meetings or supervision should be on the standing agenda of all staff-student committee meetings. The quality of these meetings can vary throughout the year so need to be addressed as an on-going concern.

3. Surveys

Surveys need to be discussed when appropriate by all staff-student committees. Staff need to encourage students to complete surveys, provide feedback about findings and ensure students know what actions will be taken in relation to findings. This demonstrates commitment to collecting and utilising student feedback, and encourages student participation in surveys.

4. Online SSC membership

We encourage all departments to list members of their staff-student committee online. This public promotion of staff-student committees within a department is invaluable for encouraging student feedback and increasing awareness of staff-student committees as an outlet for students views. Easily accessible committee membership information also ensures students can find who their academic representative is.

Management MSc Ĭ MSc EM Finance MSc MSc ESB Actuarial Finance MSc Honours Joint Departmental Representation Meeting held Standing items on agenda (exc. rep reports) PG external examiners reports discussed Comments about quality of supervision External examiners reports discussed **Business School** National Student Survey discussed Personal tutor meetings discussed Comments about GTA satisfaction SSC membership available online HOD/DUGS/DPS in attendance Previous actions discussed PG LEQs discussed Agenda distributed LEOs discussed PRES discussed Papers recieved Actions noted

A green box indicates that it has taken place, a red box indicates that it hasn't, a blank box indicates that no information could be found either way and a blue box indicates that specific criteria is not applicable. ^a Numbers are taken from the Staff-Student Committee Information Forms

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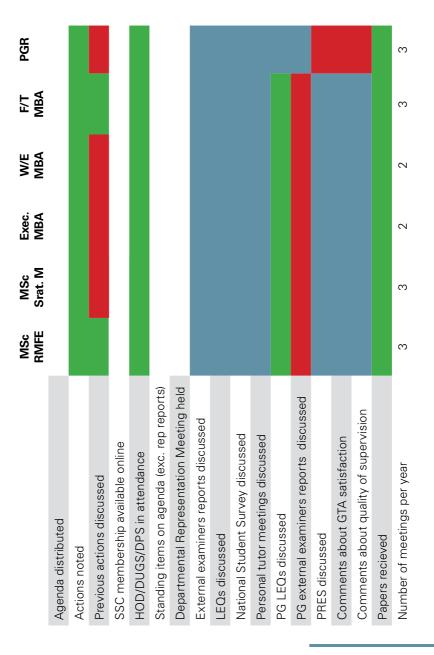
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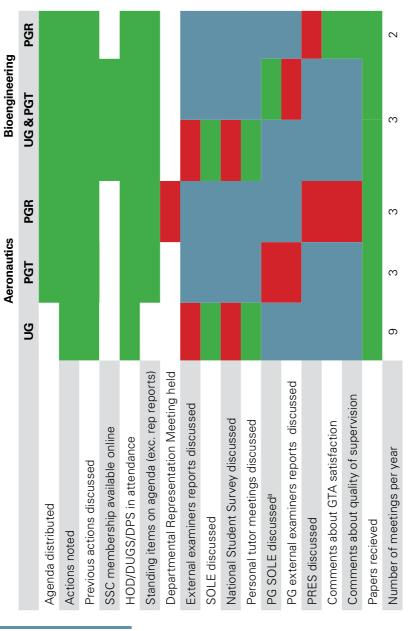
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Number of meetings per year^a

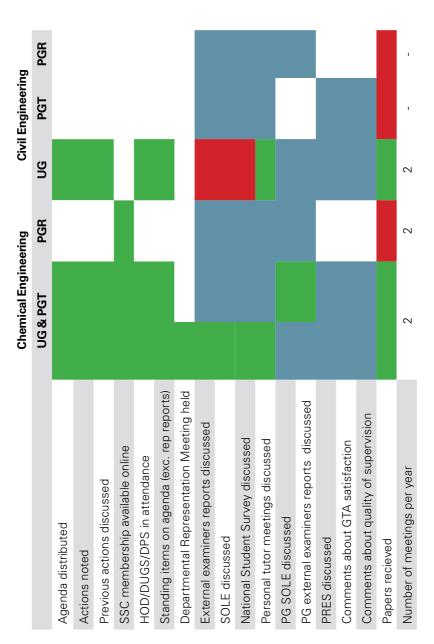
SSC Summary

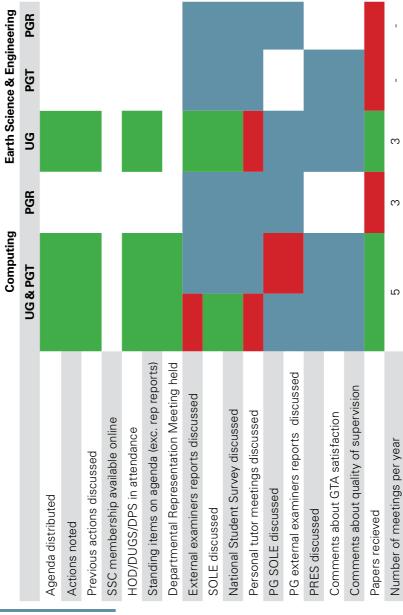
Business School

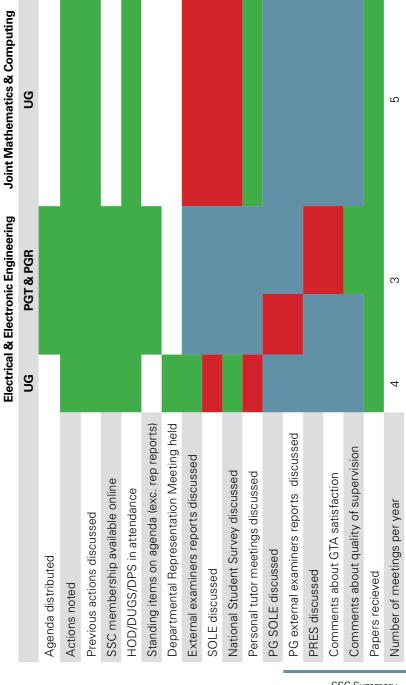


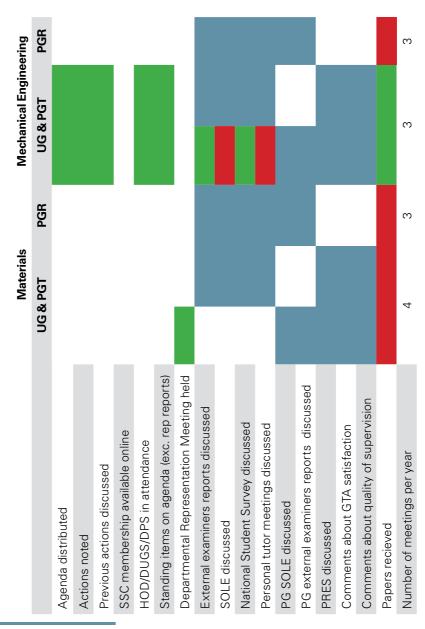


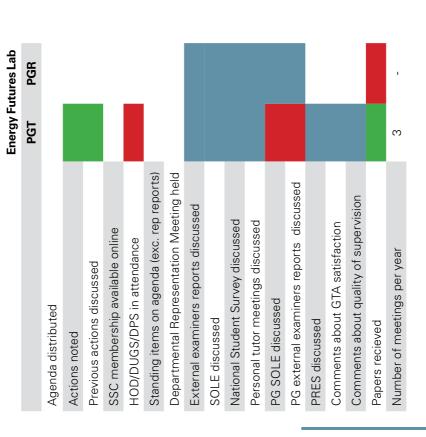
^a Each department decided whether a PGT course took part in PG SOLE



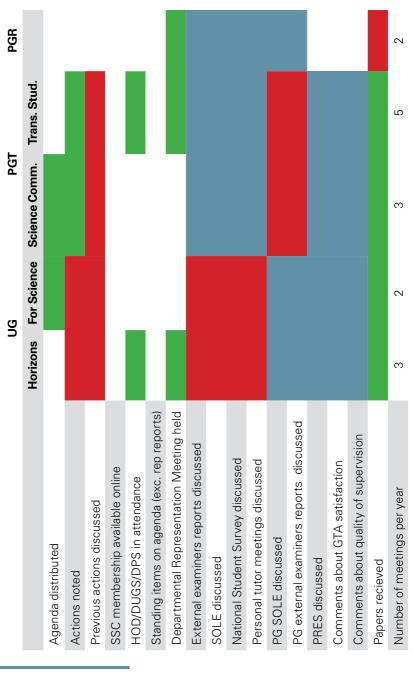




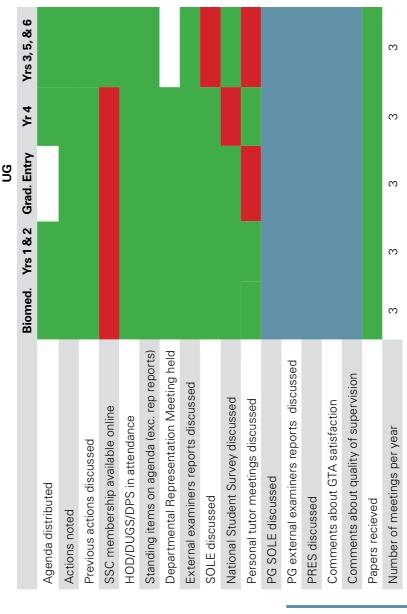




Humanities



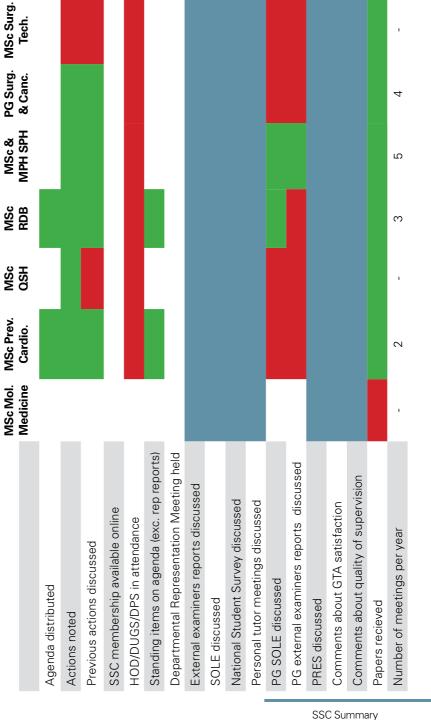
Faculty of Medicine



MSc MBPV က Medical MSc Ultra. ന MSc Inf. Pharma. Man. က Immun. MSc က Mol. Gen. Human MSc က Biomed. Allergy MSc Standing items on agenda (exc. rep reports) Departmental Representation Meeting held PG external examiners reports discussed Comments about quality of supervision External examiners reports discussed National Student Survey discussed Personal tutor meetings discussed Comments about GTA satisfaction SSC membership available online HOD/DUGS/DPS in attendance Number of meetings per year Previous actions discussed PG SOLE discussed Agenda distributed SOLE discussed PRES discussed Papers recieved Actions noted SSC Summary

Faculty of Medicine

Faculty of Medicine



MRes Neuro. Exp. Research Clinical Cancer Bio. MRes Standing items on agenda (exc. rep reports) Departmental Representation Meeting held PG external examiners reports discussed Faculty of Medicine External examiners reports discussed National Student Survey discussed Personal tutor meetings discussed SSC membership available online HOD/DUGS/DPS in attendance Previous actions discussed PG SOLE discussed Agenda distributed SOLE discussed **PRES** discussed Actions noted

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Comments about quality of supervision

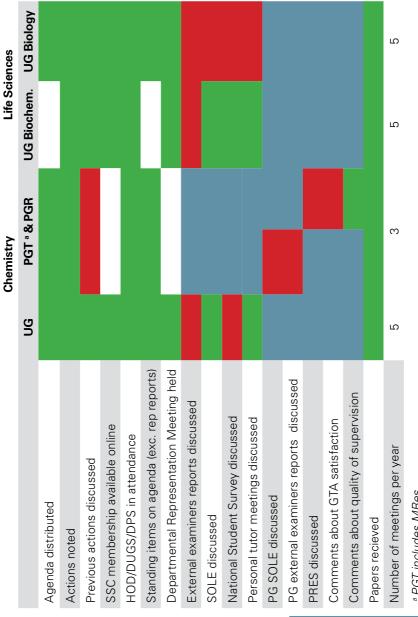
Number of meetings per year

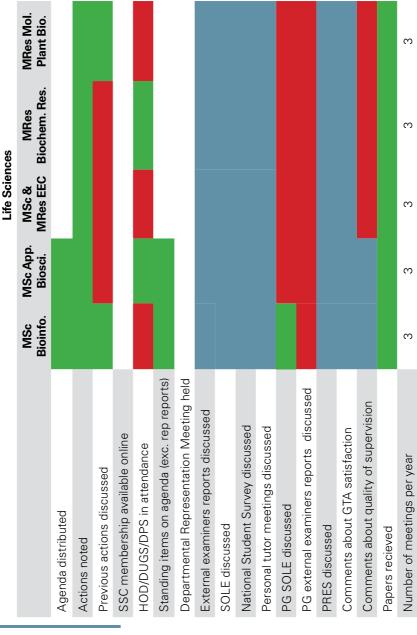
Papers recieved

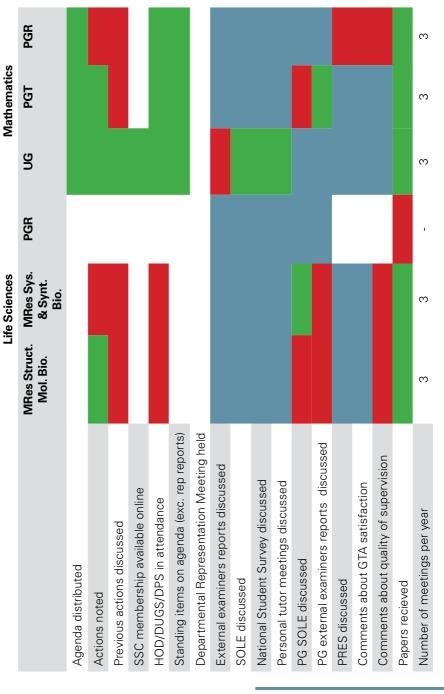
Comments about GTA satisfaction

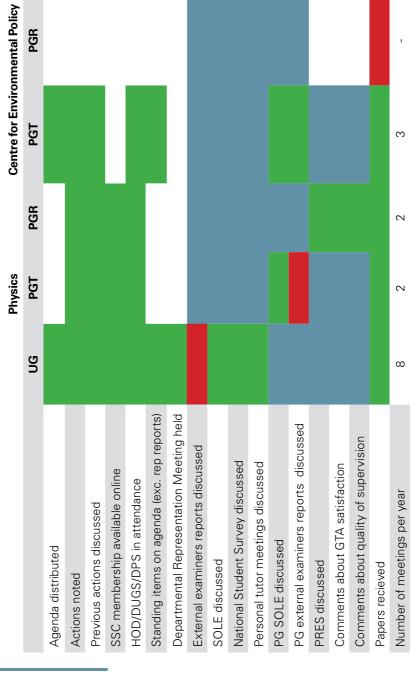
PGR SPH

MRes MRIGI









Glossary

DPS Director of Postgraduate Studies

DUGS Director of Undergraduate Studies

FoNS Faculty of Natural Sciences

GTA Graduate Teaching Assistant

HOD Head of Department

LEQ Lecturer Evaluation Questionnaire

MRes Exp. Neuro. MRes Experimental Neuroscience

MRes MRIGI Medical Robotics and Image Guided Intervention

MRes Sys. & Synth. Bio. MRes Systems and Synthetic Biology

MSc & MPH SPH MSc and Master of Public Health in the School of Public Health

MSc & MRes EEC MSc and MRes Ecology, Evolution and Conservation

MSc App. Biosci. MSc Applied Biosciences and Biotechnology

MSc Bioinfo. MSc Bioinformatics

MSc Biomed. Res. MSc Biomedical Research

MSc ESB MSc Economics and Strategy for Business

MSc IEM MSc Innovation, Entrepreneurship and Management

MSc IHM MSc International Health Management

MSc Immun. MSc Immunology

MSc Inf. Man. Pharma. MSc Infection Mangement for Pharmacists

MSc MBPV Molecular Biology and Pathology of Viruses

MSc Medical Ultra. MSc Medical Ultrasound

MSc Prev. Cardio. MSc, PG Cert and PG Dip Preventive Cardiology

MSc QSH MSc Quality and Safety in Healthcare

MSc RDB MSc Reproductive and Developmental Biology

MSc RMFE MSc Risk Management and Financial Engineering

MSc Strate. M MSc Strategic Marketing

PGR Postgraduate Research (only PhD students)

PGR SPH Postgraduate Research in the School of the Public Health

PGT Postgraduate Taught (MSc and MRes students)

PRES Postgraduate Research Experience Survey

SOLE Student Online Evaluation

SSC Staff-Student Committee

Notes

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