



## **CGCU Academic Affairs Officer Report**

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### **Faculty Representation Committee (FRC)**

By the time you read this, 2 meetings of the FRC will have taken place. Chaired by myself, attendees include:

- Nat Kempston (Deputy President for Education)
- Juliet Kernohan (CGCU Welfare Officer)
- Departmental Reps.

So far, the focus of these meetings have been to identify problems that are occurring Faculty wide, and problems that departments are reluctant to deal with, so that they can be raised to the Faculty Teaching Committee, or higher boards in College, i.e. Senate in the case of Exam Results.

Topics discussed include:

- Panopto
- January Exam Results
- E-Textbooks
- Timetabling
- Department open hours
- Reading Weeks

### **Faculty Teaching Committee (FTC)**

This is a monthly meeting of Directors of Undergraduate Studies (DUGS) along with the Academic Liaison Officer for the RSMU<sup>1</sup>, Michaela Salacinski.

All of the issues raised above have been brought to the attention of the FTC, all of which have been positively received. Panopto has been discussed extensively. The use of Year Reps as Panopto Champions is currently being looked into by the Faculty.

It has been approved for January Exam results to be released to all FoE<sup>2</sup> Departments, with the minimum being provisional letter grades.

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<sup>1</sup> RSMU – Royal School of Mines Union

Education and Representation Board  
6<sup>th</sup> February 2014

Minor issues related to E-Textbook formatting were discussed. Their use is being monitored by the Faculty for 1<sup>st</sup> Years in the pilot scheme.

A new college wide timetabling system has been launched that should aid Departments organise lectures with greater ease.

Departments have been authorised to remain open until 00:00. This is in the process of being implemented. Card access reviews and ICT Network Maintenance are the last remaining obstacles.

A reading week is being introduced for Bio Engineering.

### **Engineering Studies Committee (ESC)**

This is the Committee where new courses are reviewed. So far only 1 Committee has met, and the results of accreditation reviews were discussed. No matters were raised by me.

### **Faculty Meeting with Professor Jeff Magee**

Departmental Reps, as well as ICU DPE<sup>3</sup>, met with the Principal of the FoE to discuss how he could help with issues across the entire faculty. This was well received by both sides, with Panopto being the main topic. A future meeting with the inclusion of Year Reps is to take place on 27<sup>th</sup> February.

### **Departmental Student Staff Committees (SSC)**

This academic year, I have attended the Department of Aeronautics SSC. It is hoped that I will be able to attend more so that the ICU DPE, other Faculty AAO's, and myself may meet to share best practice.

### **Departmental Teaching Committees (DTC)**

I was invited to the Aeronautics DTC to aid closing the gap between the Faculty and Department. This was useful to see how Departments work behind the scenes. I would recommend that all future AAO's<sup>4</sup> attended at least 1 SSC and DTC before or during their role.

### **National Student Survey (NSS)**

The NSS has recently been released. I am currently in discussions with Nat and the Departmental Representatives on how to boost participation. It has been suggested that posters be located in Computer Rooms and other Departmental Social Spaces. Departmental Representatives will need to help place these.

### **Future**

It is planned that the CGCU Exec and Department Representatives will be able to work closer together in the future, especially with the upcoming CGCU week. Further details will be announced in the coming weeks, as details are finalised.

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<sup>2</sup> FoE – Faculty of Engineering, including both CGCU and RCSU departments

<sup>3</sup> ICU DPE – Imperial College Union Deputy President Education, Nat Kempston

<sup>4</sup> AAO – Academic Affairs Officer