



MINUTES OF THE PROCEEDINGS
of the secondary ordinary meeting of the
Education and Representation Board
of the Imperial College Union
in the 2013/2014 Session

The meeting of the Education and Representation Board was held in the Union Building on the 6th February 2014 at 6.05pm in Meeting Room 2, Imperial College.

Present:

Deputy President (Education) - Chair	Natalie Kempston
CGCU Academic Affairs Officer	James Murphy
President	David Goldsmith
RCSU Academic Affairs Officer	Mariza de Souza
CGCU President	Lejon Chua
Deputy President (Finance & Services)	Kieron Creagh
GSA AWO – Physical Sciences	Max Boleininger
GSA AWO – Engineering	Hassan Ahmadzadeh
Computing UG Departmental Representative	Thomas Wilshere
Bioengineering UG Departmental Representative	Matthew Murchie
Mathematics UG Departmental Representative	Deepika Pyla
Materials UG Departmental Representative	Carole Ng
Mechanical Engineering UG Departmental Representative	Dmitri Ivanov
Earth Science & Engineering UG Departmental Representative	George Fisher
Physics UG Departmental Representative	Adrian Grutter
Chemical Engineering UG Departmental Representative	William Brown
Mechanical Engineering UG Departmental Representative	Parikshat Singh
Electronic & Electrical Engineering UG Departmental Representative	Richard Bennett
Representation Coordinator - Minute taker	Zoe Richardson

Apologies:

Deputy President (Clubs & Societies) Yasmin Edwards, ICSMSU President Steve Tran, RCSU President Plabon Saha, ICSMSU AO – Years 3, 5 & 6 Rahul Ravindran, ICSMSU AO – Years 4, Biomed, Pharm, Lucinda Osbourn, ICSMSU AO – Years 1, 2 & GE Anju George, GSU AWO – Medicine Nuha Yassin, Chemical Engineering UG Departmental Representative Rachel Hounslow, Civil Engineering Aparna Mathur, RSM Academic Liaison Officer Michaela Salacinski, Education & Welfare Manager Andrew Keenan, Student Advisor Nigel Cooke, EEE UG Departmental Representative Yiango Mavrocostanti, Biochemistry UG Departmental Representative Elana Bryan, Earth Science & Engineering UG Departmental Representative Lewis Ryan, Biology UG Departmental Representative Jisoo Jean, Chemistry UG Departmental Representative Catherine Lu

1. CHAIR'S BUSINESS

a) Rep Conference

An outline of the day was given.

ACTION: Departmental Representatives were requested to promote the event to all Reps and encourage them to attend.

2. MINUTES OF LAST MEETING – 28 November 2013

a) The minutes of the last meeting were accepted unanimously.

3. MATTERS ARISING

a) There were no matters arising.

4. STUDENT ACHIEVEMENT RECORD (SAR) – Kieron Creagh

a) The College are investigating whether or not to introduce this to recognise student's extra-curricular activities. The College would like to hear student's views on this scheme as the exact details are open to review and they would like to know whether it is of sufficient benefit to students as to create the scheme.

b) The scheme's perceived similarities to Imperial College Union's Imperial Plus scheme were noted. An emphasis will be put on the skills students gain from these rather than simply their involvement or the hours they put into these activities, therefore this will differ somewhat from Imperial Plus which places an emphasis on both hours spent and skills gained. The benefit of not having to attend additional sessions to obtain the SAR was noted as a benefit. For busy students attending these sessions can be difficult.

A benefit of the award being allocated to students gaining skills across a variety of outlets was raised as many students are involved with schemes outside of those run by Imperial College Union.

c) It was established that SAR will differ from the Union Award scheme. SAR will be available to an unlimited number of students unlike the Union Awards, of which the number given out each year is capped.

d) Students present questioned how skills would be assessed, emphasising that any assessment needs to be applicable to all voluntary opportunities available.

e) The benefit of the SAR for students was questioned. It was noted that through volunteering students will already have developed the skills needed to succeed in applications and interviews so receiving an additional certificate or award was of limited value. It was noted however that

this may help some students articulate what they have learnt from volunteering and would provide them with a way of validating their claims.

It was suggested that a better use of funding and resources could be to provide training and support to students who struggle to articulate the skills they've learned.

- f) Kieron asked the committee what skills they thought should be included. It was noted that universities' doctoral proposition forms would be a useful source of skills students require for additional study.

ACTION: If any students have any further comments or suggestions regarding the SAR, in particular the skills students should be aiming to gain, they should contact Natalie Kempston or Kieron Creagh.

5. National Student Survey (NSS) Publicity

- a) Natalie asked for Departmental Representatives to share their ideas about promoting the NSS, and what has helped them in the past.
- b) Chemistry - A high turnout so far has been reported. This has been linked to the department now having full-time Director of Undergraduate studies. Departmental Representatives for other departments are keen to see this implemented in all departments.
- c) Physics – The department has offered to donate £5 per student who completes the NSS towards a leaver's party. This has proved very popular and effective at encouraging survey completion.
- d) Computing – Used sweets and pens to entice students to the computer room and complete the NSS. Stickers with 'I've done the NSS' or a similar sentiment on them would be popular. E-mails have also been used to encourage students to open the NSS and then complete it.
- e) Bioengineering – An event is being planned in the computer laboratory with food and refreshments. All students will receive a free t-shirt once they have completed the survey.
- f) Electronic & Electrical Engineering and Electronic & Information Engineering – the departmental society will receive extra money if the department completion rate is over 50%. Refreshments and a computer laboratory session are planned to encourage completion.

6. REP WEEK - TAKE 2

- a) All Departmental Representatives have been e-mailed regarding Rep Week plans. A key aspect of the week will be encouraging students to complete both the National Student Survey and Student Academic Choice Award nominations.

7. Academic Affairs Officer (AAO) reports

- a) **Two AAO reports** were received.

8. ANY OTHER BUSINESS

- a) **Will Brown** reported that within Chemical Engineering students commonly do not know which Representatives act above Departmental Representatives.

It was reported that the same issue is experienced amongst Academic & Welfare Officers (AWOs), as many Postgraduate students do not know AWOs act above Departmental Representatives.

It was suggested that renaming Academic Affairs Officers 'Faculty Representatives' could be a solution. It was noted however that constituent unions do not like the term 'Faculty' so this could pose some issues.

- b) Richard Bennett also reported that he had seen little promotion for the Student Academic Choice Awards. It was agreed that if statistics showing how many nominations per department could be found and distributed, this would increase student's interest in the awards. Some apathy was reported amongst students in departments where similar awards schemes exist, as the SACAs are seen as less applicable.

ACTION: Natalie to find out if these statistics can be obtained and distribute these to Departmental Representatives.

- c) Marisa de Souza wished to know why Bioengineering appear to have a lot more Undergraduate Research Opportunities Programmes than other departments. It was established that they receive a lot of funding, and that a lot of these are multidisciplinary.

Meeting closed 6:55 pm

Approved as a correct record at a meeting of the Education and Representation Board

on _____ 2013/14

_____ Chair of the Meeting