Education & Representation Board

Agenda

*The last Ordinary Meeting of the Education & Representation Board for the 2016-17 Session will be held on Thursday 1 June 2017. Location Meeting Rooms 1+2*

Formal Business

1. Chairs business

Hello, last ERB for this year. Hopefully quite a quick meeting.

1. Minutes of last meeting – 26 January 2017 (**attached)**

Rep Conference- didn’t happen, will it happen next year? Problem was putting it on weekend. Maybe a Wednesday afternoon, should be earlier on in the year.

**ACTION: DPE to handover rep conference to next DPE.**

1. Matters Arising

One matter arising; issues on PG Representation paper. OT discussion w/ Lloyd falls under wider conversation regarding PGT rep. Falls outside of remit of ERB, going to Council on 30th June. Everyone is welcome to attend Council and view discussion.

New paper, more social aspect, rather than Education and Welfare. Initial surveying efforts unsuccessful.

**Matters for Report**

1. Updates from the Deputy President (Education)

-Learning and Teaching strategy. Been fully approved, just awaiting financial backing. Will send out email to all students next week.

Aims on how to create a more engaging educational experience. Students as partners approach means that students have more change making potential.

**ACTION: Luke to circulate L+T Strategy to ERB**

**ACTION: Include L+T in rep training.**

**-**SACAs, thank you for all of your involvement. Need to keep momentum going.

**Matters for Discussion**

1. Wellbeing Rep Network

Arose out of desire to push Welfare on College’s agenda, Mirror rep network. Working group in union, UG only in first year.

Thoughts on network having one dep rep each for Education and Welfare or a shared responsibility of one rep, plug-in to College.

Shouldn’t be shared, two separate people, a lot of work for one student. In terms of how it’ll fit into department, having reps for every year is unnecessary, already have senior tutor. Would be better to have two or three welfare reps at departmental level to act as go between.

Some dep-socs already have welfare officer, so what happens to them?

ARN already kind of has a welfare remit-most welfare issues that affect students are academic in nature. Separating that out will do more harm than good. Merit to having welfare dep rep in each department. Integrate into SSC meetings, Encourage dep socs to lose welfare officers. Duty of care issues, need to be careful when training these Wellbeing reps.

In some departments, dep reps sit under dep socs. EEE Soc pres sits on SSC meetings. They sit on committee’s ex-officio; maybe have a similar interaction for Welfare.

Welfare Officers will operate in a similar way to AAO’s. CU’s will have to update constitutions if including welfare dep reps. Dep reps are mentioned in CU constitution.

On the ground signposting, not there to act as MH advisors. Easing the pressure off of dep reps.

Will be given appropriate training- need to be careful that they’re continually signposting, rather than signposting other students to these reps.

Would it help to have anonymous helpline? Puts our duty of care at risk

Issues of trust.

Should we be calling them reps? They’re not really representative? Campaigning on behalf of students. Should call them ‘Welfare Officers’- like we have in dep socs. Potential clash.

ICSMSU made a different structure. One per year, plug into CU Welfare officer, plug into SSC’s, write Wellbeing reports. Have Welfare committee and embed them into that. Gives them more of a campaigning arm.

Instead of Wellbeing reps, should we focus on embedding them into dep socs? Missing link is liaison with staff.

For this year, we use dep socs welfare officers, elect ‘wellbeing reps’ into departments where we don’t have dep soc welfare officers

Should welfare officers sit on faculty meetings? Introducing faculty tutors at College.

Wellbeing reps should sit on SSCs, a lot of crossover in education and welfare.

Two separate systems could potentially encourage College to think of them as two different issues, which they’re not. They’re interlinked.

The Union have committed to it, hopeful it will make serious change. Reps to be elected in September.

When will logistical things be discussed? Shouldn’t have year reps. Consultation has been incredibly vague.

**ACTION: More Consultation needed.**

1. DepSocs interactions

How do Dep Socs match up with Rep Network? Appear to be separate-depends on individuals involved.

EEE Socs pres attend SSCs, dep reps haven’t been invited, but don’t feel the need to be invited.

Scope for more co-operation between dep reps and depsocs, dep reps often have roles on depsocs committee. Officially are invited, but no one knows.

Should depsocs have more interaction with departments? Departments often use depsoc committee if they need more student representation.

DepSocs can help build a sense of community, can also prevent singular dep reps from floating around. DepSocs have their own communication channels that can be utilised for campaigning within department.

Well-defined roles. A Dep rep doesn’t have to go to depsoc meetings, but should know whats going on.

Depreps sit on depsoc committee and depsoc pres sit on SSC. Encourage greater communication.

Know where the boundaries between the two roles are.

Holding Husting for DepReps during elections? Via dep socs.

1. Union Higher Education funding policy consultation

Would like to get a consultation done in the next few weeks, would like to get policy written ASAP

1. Feedback Traffic light process update

Hard part is to make sure that departments are held to account next academic year. What we’re expecting reps to do is circulate to successors in handover.

Make the language more generic in policy to account for inconsistencies in nomenclature across faculties.

Naming and shaming is bound to happen. Can create cultural change, but don’t want backlash from academics.

Want pressure but not too much pressure. Adding an element of subtlety.

Is there software behind it? It’ll have to be low-tech in the first instance, difficult to centralised tech across faculties. Each department will use whatever software they want, will it be compulsory to follow the policy to the letter? Yes. Will have struggles with department who already have a system in place. Will need to have a stronger argument.

Is there college funding behind it? A lot of work to ask one person to do, is there anyway of automating it?

**ACTION: Embed into Training**

1. Academic Rep communication

Reflect on communication this year, between union and reps and reps and reps.

Slack didn’t work, good for sharing document; reps had to keep switching between networks. Log in was confusing. Facebook has worked better and having a shared drive. Using OneNote could help to share notes.

Structuring communication-Facebook could work, chats for micro-level and groups for big group.

Termly meeting with year reps outside of SSCs.

Have more regular meetings, good to push younger reps to get involved. Good foundation for the rest of the year

**ACTION: Managing team skills in dep rep and AAO training, and how to chair a meeting, how to communicate with staff effectively for all reps and tone of voice in emails. How to handle conflicts, how to negotiation. Paper writing. Action tracking through that. How to engage other students, how to send an effective email.**

1. **AOB**

AAO Training separate to DepRep training.

Bring back ICT Student forum. A more specific focus takes the pressure off of SSCs.

Go to GE Hustings, apparently it’s empty.

Thank you to everyone for this year.



Education & Representation Board

Minutes

*The third Ordinary Meeting of the Education & Representation Board for the*

*2016-17 Session will be held on Thursday 26January 2017.*

*Location ICU Meeting Rooms 1+2*

Formal Business

1. **Chairs business**

Not quorate, but can put it to an email vote if need be. Will proceed with discussion

1. **Minutes of last meeting – 30th November 2016 (attached)**

Note to add FTL to this week's agenda- can add to AOB?

1. **Matters Arising**

Zero tolerance in DPE update

**Matters for Report**

1. **Updates from the Deputy President (Education)**

Some manifesto points have been halted. Feedback Traffic Light system (FTL) and PG Wednesdays. FTL was taken to E-Learning panel, issue is that there’s no central ownership over the project. Will be raising this with Simone in due course.

PG Wednesdays, space is an issue, will probably come into place at the start of the next academic year. Part of a wider conversation about PG engagement as a whole.

Late Submission- successfully repealed the ZT policy. Graduated system was preferable, but met college halfway and implemented a zero cap.

Mattin: 9.13% quite a low turnout, why is that considered to be a good turnout?

Taught students are more likely to fill in survey. For the number of people we engage with, quite good turnout.

Has the union learned enough about gathering enough feedback before making significant change. Seems like the process was quite backward.

Union has learnt a lot, democratic structures have their place, but student surveys work better at times.

Should’ve been done clearer.

Been a good success story.

Departmental breakdown of who voted what would be good. NC to circulate.

TEF:

Been a long process, initially invited by college to co-author TEF response. Took paper to Council, Union will contribute to submission, critically engaged with the paper, will be working to review HE funding policy.

Who authored College’s submission? Someone from Strategy office, not student facing. College are clearly taking a strategic view on the TEF, but consultation with wide variety of student facing stakeholders.

Union stance on NSS boycott? Chosen not to engage with boycott, NSS Response is a powerful lobbying tool.

**Matters for Discussion**

1. **Blackboard Feedback**

Faculty issues with Blackboard.

ICSMSU: No one knows how to use it in a succinct way. Intranet would be better.

Not user friendly, often have to dig for information. Hard to navigate discussion forums.

Mobile device capability usage poor. Apps virtually unusable.

Inconsistent uploads + sorting on website

Is the problem with lecturers uploading on blackboard or with blackboard itself?

Need to identify who within departments is responsible for Blackboard uploads.

Some lecturers refuse to use blackboard, they dislike it that much.

Computing, ESE and Medicine have their own alternative systems that work well.

Do other universities use blackboard? And how do they find it? Can we pay for a better version?

Also issues with TurnItin- with word count and formatting.

Blackboard sometimes used for quick feedback mechanisms

Department pushes Blackboard and it can work, maybe it’s the way it’s used as opposed to actual software.

Some lecturers live stream on Facebook

Can you edit notifications settings?

Panopto at next meeting

IT presence at SSC meetings

1. **SACAs**

Nominations open until 26th Feb. Please nominate.

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Ask departments to send out names of teaching staff

Have a live nomination count

Prize for winning department.

Promote on CU pages and dep socs

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1. **Rep Conference**

More promotion, motivate students to come

Make a facebook event.

1. **Reflection**

Sign up for meeting with Luke and Nayab.

Encourage reps to attend Lunch and learns

1. **PG Representation (Lloyd James)**

Context: Small part of larger process. UG CU want to be more engaged with PGT’s. Combined approach with A+W representation and social aspect.

Paper to recommend to Council.

Arguments that UG experience more aligned with PGT.

What consultation has been done with GSU and PGT reps more widely?

Some PG students have been consulted, but no comprehensive consultation process.

There needs to be a more comprehensive consultation process, GSU needs to be involved.

Can this be sent to GSU before it goes to Council? Two GSU representatives present.

Are we voting to pass this onto Council? Yes.

ICSMSU: Structure of our course, there is no overlap with UG and PGT. ICSMSU not willing to take it on. Will need to create new roles specifically. Missed leadership elections.

Timeline: Mandate CU to consult PG students to determine best way to represent students. Can be 2018 or 2019.

Should’ve been more consultation.

Big problem is that PGT students do bulk of degree in summer, where CU’s and UG’s are away. Different surveys have to filled out, other issues and structural issues need to be addressed. If you want to engage PGT students, then get PG students more involved in depsocs

Ultimately experiences are the same.

Masters are more likely to do PHD, therefore benefit from closer contact with PGR students than UG.

Not about interaction, but about education and welfare representation issues.

Main concern is that we are a room of primarily UG making a decision that will affect PGT students. Most PGTs want nothing to do with CU’s, want to focus on their course which is so different to UG. Issue raised last year, PG reps did not approve, need to talk to PG reps.

Don’t know how it would work. All PG’s are represented by one staff member, how are you going to transfer that responsibility.

Departments that only have PGT programmes, how will they fit in?

If there are two different roles, then we’d have to over-haul entire structure.

How would Dep Reps fit in?

Should be more communication between UG and PG Dep rep.

In Materials, PGT reps sit on UG committee seems to work, tend to bring issues on their own. Examined differently, but ug reps can’t contribute to PGT problems.

Need to discuss Graduate students.

PGs have a very different set of problems; they feel that their representation (educationally) is better left with someone who knows exactly what their problems are. This board should focus on Education rep, Welfare rep should go to CWB.

Do GSU AWOs sit on CWB? The answer is no. So

Should we recommend that the ‘welfare aspect’ be taken out?

Have to think about PGT identity? Only one year to build that, do we give them a dual identity?

PG representation should be done at a faculty level, create an identity and commonality there. Beyond GSU?

Will 8th year PHD students have common thread with UG?

GSU is developing, trying to be more representative and more robust. Disintegration not the answer.

Where do MBA students fit in for example? Things proposed can be done by GSU.

Need to support GSU more. PG students better represented through GSU

Some departments have depsoc system which works at engaging postgraduates; maybe GSU should adopt that overall.

Found that people who were engaged with CU’s at UG level, aren’t interested at PGT level

GSU should mirror CU structure rather than merge completely

CU have ‘alumni associations’ but more for social interaction. But can’t generalise that.

Clarification; are we only talking about the social interaction or purely academic? Focus on academic representation.

Pgs in FoM have created own society and that works well.

Problem is that there is no consistency in experience across departments and faculties.

Don’t want PGTS to get overshadowed by UGs

Needs wider consultation, not one size fits all.

**ACTION: CU Presidents and AAO’s consult PGT reps and bring to next ERB- NC to circulate**

1. **Leadership Elections**

Run for Sabb positions, especially DPE. Great opportunity for personal development. Meet Luke for chat if interested.

1. **AOB**

Feedback Traffic Light system. FoM struggling to meet two week turnaround. Wondering what student: marker ratio is in other departments.

Two weeks is just a guide, set realistic expectations, dependant on cohort size. Easier for smaller cohorts.

Issue with quality of returned work

If staff care, they will get work back on time, acknowledge it will differ, just as long as it’s communicated well.

Funding for tutorials, complicated, messy

NSS promotion: ESE nearly done with responses, made sure that students knew what they were filling in. Persistent with promotion. Communicate with staff.

**Key Dates**

Next meeting: Thursday 1st June 2017, Location MR1&2