

Education and Welfare Board
Minutes

*Last Ordinary Meeting of the year of the Education and Welfare for the 2018-19
Session was held on Thursday 30 May 2019
Location: Meeting Room 3*

Attendance

Deputy President (Education) (Chair)	Alejandro Luy [DPE]
RCSU Vice President (Education)	Michaela Flegrova [MF]
ICSMSU President	Dan Faehndrich [DF]
ESE Dep Rep	Matthew Morris [MM]
Materials Dep Rep	Maclej Bucki [MB]
RMU President	Marta Wolinska [MW]
Design Engineering Dep Rep	Benedict Greenberg [BG]
Aeronautics Dep Rep (PG)	Omar Mahfoze [OM]
RSMU Academic Liason Officer	Amy Tall [AT]
Physics PG Dep Rep	Lloyd James [LJ]

Apologies

CGCU President	Andrew Hill
GSU AWO (Business School))	Sam Yu
ICSMSU AO (Clinical Years)	Gargi Samarth
ICSMSU AO (Early Years)	Carmen Traseira Pedraz
ICSMSU AO (Biomedical Years)	Gaby Harrow
ICSMSU AO (Science Years)	Shohaib Ali
Biochemistry Dep Rep	Isabel Garcia
Civ & Environmental Eng Dep Rep (PG)	Elias Nassif
Union President	Rob Tomkies
Horizons Dep Rep	Soumya Sharma [SS]
ICSMSU Academic Chair	Alistair Ludley [AL]
Biology Dep Rep	Albert Muljono [AM]
GSU AWO (Engineering)	Raya El Laham [RL]
JMC Dep Rep	Fawaz Shah [FS]
Chemistry Dep Rep (PG)	Bobby Qiu
Civil Engineering Dep Rep (PG)	Charles Zogheib

EEE Dep Rep (PG)
DP (Welfare)
DP (Finance & Services)
DP (Clubs & Societies)
GSU President
RCSU President
Bioengineering Dep Rep
Chem Eng Dep Rep
CGCU Education Officer
EIE Dep Rep
CivEng Dep Rep
Mechanical Engineering Dep Rep
GSU DP (Representation)
CGCU Vice President (Education)
Chemistry Dep Rep
Design Engineering Dep Rep
Chemical Engineering Dep Rep

Jochen Cremer
Becky Neil
Claudia Caravello
James Medler
Ute Thiermann
Michael McGill
Miroslav Gasparek
Louis Boyer
Zixuan Wang
Willem Van der Schoot
Ottillie Shiyong Liu
Harry Mitchell [HM]
Ashley Brooks [AS]
Joel Bildsorf
Lorenz Hoffman
Benedict Greenberg
Mubarak Alliyu

Absences

RSMU President
Silwood Chair
Computing Dep Rep
EEE Dep Rep
Mathematics Dep Rep
Aero Dep Rep
EEE Dep Rep
Chemical Engineering Dep Rep
Mech Eng Dep Rep
BioChem Dep Rep
ICSMSU President
Physics Dep Rep

Marta Wolinska
Nils Bouillard
Martin Zlocha
Sofija Dimoska
Ankush Rajput
Esme Hoston Moore
Karmanya Sareen
Hariprasad Kesavadas
Zhengli Li
Isabel Esain Garcia
Daniel Faehndrich
Timothy Marley

Formal Business

- 1) Chairs business- Welcome, Apologies, Absences
 - a. DPE welcomes the members to the meeting.

- 2) Minutes of last meeting
 - a. No corrections offered. Minutes are approved.
- 3) Matters arising:
 - a. DPE to raise identified issues with SOLE to next College working group meeting: DPE has delivered the feedback and the College has decided to take a two-stage approach. Re-design SOLE for next year, and in the long term replace SOLE entirely.
 - b. Working with Alex “Chippy” Compton on BPES representation: no advances have been made in this matter.
 - c. DPE to contact PG Rep regarding comment about not feeling they have any influence with Faculty: DPE has responded to this comment.
 - d. DPE to investigate opportunities for specific careers guidance for international students and linking this to International Student Office: DPE has had meetings with the careers office and will bring this up.

Matters for report

- 4) Report from Deputy President (Education):
 - a. Short term and long-term actions for Rep Review have been decided
 - b. Highlighted work on the academic strategy with Simone, emphasizing student experience through principles. DPE aiming to get a commitment in writing from College to these principles.
- 5) Updates from faculty reps: Moved to agenda point ‘reflections on this year’

Matters for discussion

- 6) Policy review and consultation (Lloyd James):
 - a. ICU Union Policy includes +81 procedures and guidelines that the Union follows, from which most of them have not been revised, and therefore need review. Lloyd proposes that these policies can be synthesized together in a coherent way or modified.
 - i. Example: One of the policies proposes to introduce a lecture recording podcast system that would later become Panopto (2012), exemplifying the fact that most of these policies need review.

- b. LJ raises the question of if anyone has referred to a union policy in their volunteer role. DF has and asks if any policy has been updated since 2015.
- c. LJ comments on the difficulty of documenting policy according to the patchiness of Union Council records.
- d. Delegation of responsibilities to Union Council sub-committees. Each of the committees will have between 10 and 15 policies to revise, which will be further delegated to members. The alternative would be to reapprove lapsed policies, but most policy would not be relevant.
 - i. The term “policy” should be defined. The actual definition is: any paper that council passes. Lloyd proposes that policy should be what is actually defined as policy, and that regular actions passed by the council should not be recorded as policies and should be accessible through the action tracker.
- e. LJ posed question to room: what policies should we have that pertain to ERB? Two areas clearly need a policy:
 - i. Representation policy: defines the structure of academic representation. Actual policy needs reformulation due to the creation of many new rep roles such as wellbeing reps.
 - ii. Higher education policy: actual policy resolves to oppose increase in tuition fees, should be revised. There should be policy on fees and the role and structure of higher education.
- f. Which other areas need a policy?
 - i. PGT fees: could be part of higher education policy.
 - ii. AT asks about a policy (college sanctions if someone doesn't pay accommodation/ tuition): college can threaten academic sanctions if payments are not made. Probably something that should be discussed together with other policies in the future or keep.
 - iii. DF discusses a recently passed stance about the Union taking part in national standardised examinations, which would be a long-term action. Action tracker could be re-designed and some actions could be reviewed at the start of the year, so that it remains valid for the future. Some policies could have actions tied to them, or be timeline based, to help them remain relevant.
- g. DPE proposes a ‘live document’ system, in which live policies are continuously revisited so that we only keep policies that are relevant to day to day Union operations and lead to action. DF agrees. It is agreed

that if something has not got a definite timeframe or completion it should be a policy.

- h. DPE asks: Have we used/looked at any other policies before? Do you think there are other areas that need a policy?
 - i. DF has used fees policy
 - ii. DPE has seen and used policy
 - iii. MF has seen higher education policy.
 - iv. DPE says that it may be interesting to look at how the Panopto policy was used during the time that the ARN was fighting for increased Panopto usage.
- i. LJ asks: How could policy be used? When a question comes up at a meeting with College, there is the necessity to have standardized responses decided collectively. Policy is used differently in different areas.
 - i. CSP: policy is followed as it is written, it is prescriptive.
 - ii. Education and Welfare: there aren't many policies and are not prescriptive.
- j. MF comments on the fact that reps would not always act according to Union policy in independent meetings. There is the need to have some standardized policies and accountability.
 - i. DPE comments on the usefulness of policy in this case. This way, through revising policy, operating in line with policy could be promoted.
 - ii. MF highlights the usefulness of standardizing representation across College through Union policy
 - iii. DF comments on the fact that policy burdens have to be minimal (using council "in the right way"), for easy following by reps.
- k. LJ asks: What is good to standardize with policy?
 - i. OM: year planning could be implemented to reduce overload on reps.
 - ii. MF: difficulty on forcing standardized policy in all departments (for example the release of past papers in the department of physics).
 - iii. MB defends that there is a misunderstanding on Union vs Imperial College policy, and how Union policies can be ignored.
 - iv. DPE comments on the fact that Union derived policy can end up as College policy for example during the 'zero tolerance submission' campaign.

- v. MB: College and Union policies and regulations should be distinguished, and more standardization on papers/policies should be implemented. DPE clarifies that the Union can do both.
- vi. MF states that there is a need to increase the written information of what is decided in the ERB
- I. DPE explains to LJ that students need help and guidance in writing papers and policy.
- m. MB states that it would be good to have a different type of document to submit policy proposals to College (i.e. not Union policy). LJ comments on the possibility of including a proposal to take the policy to College in the resolution section of a Union policy document
- n. It is agreed that the Student Staff Committee guidelines policy needs updating and shouldn't be owned just by College.
- o. Release of past exam papers. All agree on examining College policy (need to talk about it at ERB next year)
- p. (Recap) Areas where policy would be useful? It is agreed that in next year's ERB, this will be discussed and everyone will come up with ideas (new members included).
 - i. Release of current and past exam papers with model answers or examiner's report
 - ii. Release of assessing and scaling methods/feedback
 - iii. Use and release of Panopto recordings
 - iv. DPE asks LJ to come up with a process of creating and disseminating policy to make it clear to students.
 - v. Tuition fees
 - vi. Wellbeing
 - vii. Student consultation (it is a Council piece, but could start in ERB meetings)
 - viii. Curriculum review implementation and future stages

Actions: For ERB to work with Union Council Chair to improve usage, effectiveness and maintenance of Union policies pertaining to Education and Representation.

- 7) Examination team timetable and arrangements.
 - a. BioEng exam timetabling problem discussed and resolved. DPE has contacted the timetabling department and expressed that this can't happen in the future.

- b. DF mentions a 'quarantine' mechanism in Medicine to keep students in different exam sessions from talking to each other.

8) Reflections on 2018-2019. DPE asks What has gone well? What were the barriers?

a. Dan Faehndrich (Medicine):

- i. Success:
 - 1. Academic Team have been fantastic. Mock examinations are now free for students. Introduction of new ICSMSU position (Academic Chair) was successful.
 - 2. Curriculum review success.
- ii. Barriers: logistics due to different sites

b. Maciej Bucki (Materials Dep Rep):

- i. Success:
 - 1. Better organization and pathways of feedback collection.
 - 2. Better organization of curriculum review and SSC meetings.
 - 3. May be introducing a 5 minute reading time at the beginning of every exam-> reducing stress.
- ii. Barriers: more backing on telling staff you are responsible/allowed to do some things.
 - 1. DPE comments that he's working with College to build in rep-engagement into processes such as Annual Monitoring and Course Modifications so that they are properly included.

c. Matthew Morris (ESE dep rep):

- i. Success:
 - 1. Reps have heavily engaged students to get them to use their voice and staff have been very receptive
- ii. Barriers:
 - 1. Inter-staff communication isn't good enough
 - 2. Closing the feedback loop after SSCs has been challenging.

d. Benedict Greenberg (Design Engineering Dep Rep):

- i. Success:
 - 1. Good relationships between reps, students and staff leading to issues being resolved very quickly.
 - 2. Curriculum review (careful project due to first cohort of design engineering graduating).
- ii. Barriers: disclosing information back to the student body and students knowing who their reps are.

e. Michaela Flegrova (RCSU Vice President (Education)):

- i. Success:
 - 1. Life sciences common room (will be happening in autumn).
 - 2. New social events
 - 3. Rep induction and 'Meet your Rep' both successful
 - 4. FoNS Survey (not done yet, focus groups will run before the end of term)
- ii. Barriers:
 - 1. More mingling with reps/students should be done.
 - 2. More advertising to make sure the reps are on board.
 - 3. Improvement should be made in communication, especially on general understanding between reps and the student body.
- iii. Have been working on improving shuttle bus function for Chemistry.
- iv. Staff members run the representation network, which is not seen by MF as a good thing as it should be owned and run by the Union.

f. Omar Mahfoze (Aeronautics Dep Rep (PG)):

- i. Success:
 - 1. They ran an insightful survey covering supervision, social life, technicians etc.) to locate problems to improve academic and social life.
 - 2. Lunch and lab sessions and other positive social life meetings.
 - 3. Joint seminar with Mechanical Engineering and Aeronautics to present research that has been done once

and is planned to do each month. Problems with funding have risen in for these events.

4. Regular inductions for PhDs that don't start in during the main intake have been implemented.

ii. Barriers:

1. Respond time is long of the ICT, room for improvement in this area.
2. Students not happy with the exam invigilator pay per hour (salary lower than others). DPE to chase this.

Action: DPE to investigate low pay for GTAs doing exam invigilation work in Aero.

g. Amy Tall (RSMU Academic Liason Officer):

i. Success:

1. Improved communication between different departments, academic and welfare team, reducing staff-student gap and improving relationships between them.
2. Very successful *Masterminds* event is an example of this
3. SSC format change in Materials by MB is much more productive.
4. Positive ESE communication between staff and students.
5. Student engagement in Curriculum Review was quite good.

h. Lloyd James (Physics Dep Rep):

i. Success:

1. Mostly everything working smoothly in Aero PG.

ii. Failures:

1. Over-surveying problems (new survey every week).
2. PG symposium is seen as a waste of time by students: should be reworked.
3. PG departmental representation needs work (interaction with GSU is practically non-existent), no broad cross-department representation.
4. PG reps have the feeling that their role is to mainly organize social events, not really represent their students.

9) Handover:

- a. DPE reminds everyone to complete the handover document, which will be circulated soon, with key contacts, ongoing projects and barriers to success for the benefit of future reps.
- b. Asks to remind year and course reps to organize handovers.
- c. MM mentions inviting successors to committees to observe as a good way of handing over the role.

Action: All reps to complete handovers.

AOB

- 1) MF asks about the rep induction training model:
 - a. DPE explains that difficulties in the recruitment of a new Education and Representation Coordinator have led to a lack of resource to make this happen so will be done the following year.
- 2) OM asks about h-bar service:
 - a. DPE responds that the Union has prioritized getting food back in h-bar rather than getting College to reopen it, so Union have decided to take it over. Should be done before start of Autumn term 2019.
 - b. Officer Trustees have worked to make sure service cuts don't happen anymore without student input so embedding student voice into services and getting them to see their role in the holistic student experience.
- 3) Committee thanks Alejandro for his work as DPE and Alejandro thanks Committee for their work throughout the year.

Meeting concluded: 19:30

Next meeting: next year.