

Education & Representation Board
Minutes

*The Fourth Ordinary Meeting of the Education & Representation Board for the 2018-19 Session was held on Thursday 28 February 2019.
Location: Meeting Room 3*

Attendance

Deputy President (Education) (Chair)	Alejandro Luy [DPE]
RCSU Vice President (Education)	Michaela Flegrova [MF]
ESE Dep Rep	Matthew Morris [MM]
Mechanical Engineering Dep Rep	Harry Mitchell [HM]
GSU DP (Representation)	Ashley Brooks [AS]
CGCU Vice President (Education)	Joel Bilsdorfer
Chemistry Dep Rep	Lorenz Hoffman
Design Engineering Dep Rep	Benedict Greenberg
Chemical Engineering Dep Rep	Mubarak Alliyu

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]
RSMU Academic Liason Officer	Amy Tall [AT]
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]
Aeronautics Dep Rep (PG)	Omar Mahfoze [OM]
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

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

Absences

RSMU President
Silwood Chair
Computing Dep Rep
EEE Dep Rep
Materials 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
Maclej Bucki
Ankush Rajput
Esme Hoston Moore
Karmanya Sareen
Hariprasad Kesavadas
Zhengli Li
Isabel Esain Garcia
Daniel Faehndrich
Timothy Marley

Observers

Open discussion: What does the perfect Academic Rep Network look like?

1. Alejandro explained his aims for delivery within next 5 months.
 - i. Rep review is a snapshot of the rep network, but longer term wants a plan to transform the network.
2. Carousel activity around the room, key points captured on flipchart paper.
3. Key points from feedback discussion:
 - i. Good to have more training but this would mainly be theory based and not practical for “on the ground” situations.
 - ii. Ensuring effective handover between incoming and outgoing reps are much more important – especially useful contacts etc.

- iii. There was recognition that handover is currently not done well, and therefore reps are not prepared to start immediately from day one.
- iv. Shadowing, transition period, handover video instead of document were suggested as ways to improve.
- v. Point was raised about the need to better support reps who move from year rep to dep rep roles – big jump in responsibilities.

Formal Business

1. Chairs business – Welcome, Apologies, Absences
 - i. DPE welcomed members to the meeting.
2. Minutes of last meeting – 31st January 2019
 - i. Minutes were approved.
3. Matters Arising
 - i. Roles and responsibilities for Personal Tutors – Action from previous ERB, summary circulated in paper bundle for meeting.
 - ii. Feedback to SOLE working group pending, will meet in 2 weeks.
 - iii. Currently working with Alex “Chippy” Compton re BPES representation in Business School – this work has now expanded to wider representation in ICBS, will be meeting next week.

Matters for Report

4. Updates from the Deputy President (Education)
 - i. Thanks to all re SACA.
 - ii. Will have greater focus on rep review now that SACAs is over.
 - iii. Reflections on year in post – will prioritise more and promote work more to the general student body.
 - iv. Currently working to improve working between elected officers and senior staff.
5. Updates from Faculty Reps

Lorenz Hoffman (Chemistry Dep Rep)

- i. Working on capacity issue re shuttle bus between SK and WC campuses.

Michaela Flegrova (RCSU Vice President Education)

- ii. Curriculum review approved at last faculty meeting, details to be finalised.
- iii. Still analysing FoNS student survey.
- iv. Possible focus groups to discuss results, and address perception that survey results are not listened to. However, time constraints are an issue.

Matthew Morris (ESE Dep Rep)

- v. Library is holding focus groups to identify feedback on support for students.
- vi. Issue around the distribution/clustering of exams following exam review.

Harry Mitchell (MEng Dep Rep)

- vii. Condensing coursework which used to span an entire term into 1 week has worked well. Focus group to be set up to collect feedback.
- viii. Focus group for 4th year AA modules next week.
- ix. Reluctance for people to report IT issues.
- x. Starting discussions with academics re peer review – especially in groups with few members, exploring if Peer Review should be made compulsory across the board.

Ashley Brooks (GSU DP)

- xi. Issues around exams not representative of modules taught, lack of transparency re marking and inconsistency in feedback within epidemiology, Masters in Public Health and Healthcare Data Analysis courses at School of Public Health.
- xii. Higher failing rates than last year – mainly affecting international students, many may have to fly back to London for reassessments.
- xiii. Reps have met with course leads – no effect.
- xiv. Silverwood Park does not have access to student support services.
- xv. Received social media post from a rep: “as a year rep I had no meaningful interactions or influence with faculty”.

Action: Alejandro will address this comment by contacting this rep

Mubarak Alliyu (ChemEng Dep Rep)

- xvi. Would it be possible to have a dedicated careers advisor for international students?
- xvii. Currently all students get general advice – which may not be suitable for international students for example many employers do not sponsor visas etc.

Action: Alejandro to look into this and potential opportunities to link up with international student office.

Benedict Greenberg (DesignEng Rep)

- xviii. SSC meeting next week with reps.

Joel Bilsdolfer (CGSU VPE)

- xix. Meet rep day cancelled due to timing issues.
- xx. Budget can still be used for banners/promotional materials etc.

Matters for Discussion

- 6. Verbal update on I-Explore
 - i. Horizons agreed to have all non-language courses as 5 ECTS courses.

- ii. Languages at 7.5 ECTS will have 5 points counting for I-Explore and remaining 2.5 points as extra credit on transcript.
7. Verbal update on StudentShapers
- i. Approx. 75 students worth of projects to be funded, both UG and PG.
 - ii. Now in process of reviewing and selecting.
 - iii. Felix article next week to advertise to general student population.
8. Evaluation of MS Teams pilot
- i. Document sent out to all in paper bundle
 - ii. Alejandro explained that the pilot was moderately unsuccessful for various reasons but that this was expected.
 - iii. Recommendation for full MS Teams launch to be delayed, to start of next academic year, and coupled to more training.
 - iv. Need to make sure number of MS Teams is limited for each user, otherwise too difficult to follow and keep up to date with all of the groups.
 - v. Suggestion for need to implement at a Constituent Union level, e.g. currently RSMU use Slack. Does this process need to start earlier to enable MS Teams to replace existing forms of communication so all communications can be in one place?
9. Leadership Elections
- i. One more day until deadline.
 - ii. Last minute encouragements for students to apply.

AOB

- I. Brexit communications to students from college:
 - a. Frustration with the lack of communications from the College about impact of Brexit on students/staff.
 - b. Alejandro explained that an email will be sent out to students next week, with link to existing college website on Brexit related info.
- II. SOLE
 - a. MF raised that at a recent faculty meeting, “everyone hates SOLE” – students and staff.
 - b. Criticisms include system is too centralised, depts not able to adjust questions accordingly, one size does not fit all.
 - c. Suggestion of boycotting SOLE to force change/improvement?
 - d. Suggestion to use “what did you like about the course?” and “what did you not like?” would increase participation and get more useful feedback.
 - e. SOLE currently works well in ESE – 70% participation rate, staff recognise and value student feedback.
 - f. Linking argument to reform SOLE with college drive for greater Flipped Learning could be a good way to push for SOLE reform at senior levels.

Action: Alejandro to raise issue of SOLE at next college working group meeting.

Meeting concluded: 19:30

Next meeting: Thursday 30 May 2019, Meeting Room 3