

Education & Representation Board

Minutes

*The Second Ordinary Meeting of the Education & Representation Board for the 2019-20  
Session held on Thursday 21 November 2019.*

*Location: G.05 – Royal School of Mines*

**Attendance**

Deputy President (Education) – Meeting Chair	Ashley Brooks [DPE]
PG Mechanical Engineering Dep Rep	Dania Ahmed [DA]
ICSMSU Academic Chair	Waseem Hasan [WH]
UG Aeronautics Dep Rep	Victor Lafaurie [VL]
UG Civil Engineering Dep Rep	Tomas Schuscheim [TS]
GSU Taught Academic & Welfare Officer (Engineering)	Clementine Ewins [CE]
PG Physics Dep Rep/Council Chair	Lloyd James [LJ]
RCSU Vice President (Education)	Michaela Flegrova [MF]
UG Computing Dep Rep	Kapilan Cholan [KC]
UG Physics Dep Rep	Aparna Pillai [AP]
CGCU Vice President (Education)	Poppy Oldroyd [PO]
RSMU Vice President (Education)	Alexandre Germain [AG]
RCSU President	Alex Auyang [AA]
UG Mathematics Dep Rep	Lorenz Wolf [LW]
UG Biology Dep Rep	Guo Ni [GN]
UG Chemical Engineering Dep Rep	Athanasios Charos [AC]

**Apologies**

CGCU Education Officer	Hayley Wong
GSU Vice President (Representation)	Milia Hasbani
GSU Taught Academic & Welfare Officer (Medicine)	Nia Ravi
GSU Research Academic & Welfare Officer (Medicine)	Xiaolei Zhang
UG Chemistry Dep Rep	Stephanie Chang
UG Materials Dep Rep	Susannah Lea
ICSMSU Academic Affairs Officer (BSc Year)	Anita Bolina
ICSMSU Academic Affairs Officer (Clinical Years)	Aditi Reddy

**Absences**

Deputy President (Club & Societies)	Thomas Fernandez Debets
Deputy President (Finance & Services)	Fifi Henry
Deputy President (Welfare)	Shervin Sabeghi
CGCU President	Thomas Cross
ICSMSU President	Ben Russell
GSU President	Mohit Devgan
RSMU President	Christopher Carter
GSU Research Academic & Welfare Officer (Engineering)	Raya El Laham
GSU Taught Academic & Welfare Officer (Business)	Fangjie Cheng
GSU Taught Academic & Welfare Officer (Natural Sciences)	Tilivaldi Ilahunov
GSU Research Academic & Welfare Officer (Natural Sciences)	Emma Couves
Silwood Park Union Chair	Conor Nicoll

Silwood Park Union Vice President  
UG Biochemistry Dep Rep  
UG Bioengineering Dep Rep  
UG Chemical Engineering Dep Rep  
UG Design Engineering Dep Rep  
UG ESE Dep Rep  
UG EEE Dep Rep  
UG EEE Dep Rep  
UG EIE Dep Rep  
UG JMC Dep Rep  
UG Mechanical Engineering Dep Rep  
UG Mechanical Engineering Dep Rep  
ICSMSU Academic Affairs Officer (Biomedical Science)  
ICSMSU Academic Affairs Officer (Early Years)  
PG Chemical Engineering Dep Rep  
PG Chemistry Dep Rep  
PG Civil Engineering Dep Rep  
PG Computing Dep Rep  
PG ESE Dep Rep  
PG EEE Dep Rep  
PG Materials Dep Rep  
PG Medicine Dep Rep

Pablo Lechon-Alonso  
Isabelle Zhang  
Abhishek Roy  
Mingrou Xie  
Higor Alves De Freitas  
Samuel Casement  
Kanav Agarwal  
Sofija Dimoska  
Naim Govani  
Mayeul Fournial  
Dhabya Alfalasi  
Gerogios Papatotiriou  
Nayana Iyer  
Robert Grogan  
Tanya Moller  
Gitanjali Sharma  
Ahmad Damaj  
Zifeng Niu  
Gabriel Atak  
Jochen Cremer  
Zhongyao Jiang  
Jaye Sahota

### **Minute Taker**

Representation Coordinator (Education)

Lucy Ryan

### **Presentation by Mike Streule – Student Shapers**

1. MS delivered a presentation on [StudentShapers](#)
  - a. MS introduced the programme, most members had heard of SS and several had previously worked or were currently working on a programme
  - b. 2018-2019 programmes engaged most departments on at least 1 project, with over 100 students involved and were highly recommended
  - c. 2019-2020 programmes include curriculum and research development, PGR students, and infrastructure design. Estimated 45 projects involving 150 students
  - d. Programme is always open to new ideas and new partnership ideas
2. MS opened up for questions
  - a. TS asked about new ideas application process. MS recommended approaching relevant staff or himself, as co-submitted ideas make a big difference. All current applications can be found [online](#).
3. MS also highlighted the opportunity for students to read new project proposals. Can have as much or little involvement as wanted, projects can be picked up through teams and take around 15 minutes each to read.
  - a. Importance of involving different faculties to provide better content, also useful for PhD students as helps with teaching
  - b. Interested students can contact MS for more information ([m.streule@imperial.ac.uk](mailto:m.streule@imperial.ac.uk))

### **Formal Business**

1. Chairs business – Welcome, Apologies, Absences
  - a. Absences read by LR

2. Minutes of last meeting – October 2019
  - a. Minutes approved by the board
3. Matters arising
  - a. No matters arising from the last meeting

### **Matters for Report**

4. Report from Deputy President (Education)
  - a. NSS Recommendations
    - i. Main project, encouraged reps to complete the NSS recommendations tracker on Teams to help Union keep track of progress in each department
    - ii. WS asked about recommendations not relevant to their department. DPE stated to colour box green and write 'no comment' if no problem in department. If unsure about recommendation colour the box grey.
    - iii. AG asked if academic staff will have a similar spreadsheet as some recommendations might be best placed with them. DPE also highlighted it may be interesting to compare staff view to students, but that this should be covered in departmental action plans.
    - iv. MF added that NSS department action plan deadline was 16/11
  - b. PRES
    - i. Focusing on implementing Union recommendations. Postgraduate Research Quality Committee (PRQC) has established a working group to implement PRES recommendations working with The Graduate School, GSU and Students' Union.
  - c. Lecture & Module evaluation group
    - i. DPE sits on working group looking at piloting different evaluation processes
    - ii. Some departments are trialling different options which in future may replace SOLE. Send any feedback to DPE to pass onto working group.
  - d. Questions for DPE
    - i. TS asked about 'consistency across departments' in NSS recommendations and how to check this. DPE mentioned using NSS recommendations tracker to view inconsistencies, which can be raised to Faculty Education Managers. DPE also has regular meetings with the Academic Registrar who is responsible for quality assurance.
    - ii. AC asked what is being done to improve the SU satisfaction score, which is low across departments. PO suggested helping students realise that reps are part of the Union as opposed to College, which is the channel for their voice to be heard. MF and WH commented on how this could be better communicated to students, especially when many don't read emails etc. Several options were explored such as partnerships with DUGS/DPS, utilising year reps as students are more familiar when them, and the importance of closing the feedback loops as opposed to emailing successes. AP mentioned Physics have a termly update from reps, sent out by year reps, and has been working well so far as from a recognisable contact.

- iii. LR mentioned the upcoming Union project 'Student Wins', which aims to improve the outward communications of achievements to the wider student body.

## 5. Updates from Faculty Reps

### a. Waseem Hasan - ICSMSU

- i. Faculty have revamped and relaunched SOLE and are holding at different times, has worked well so far
- ii. Faculty are keen to work with reps to improve Union NSS score. Idea for an online platform where students can submit ideas to be voted up/down. Ideas with a certain number of votes will be assigned to somebody or discussed at next SSC.

### b. Clementine Ewins – GSU AWO Engineering (Taught)

- i. Still new to the role. Would like to focus on activities and welfare this year e.g. external speakers, mental health

### c. Michaela Flegrova - RCSU

- i. 30/34 year reps elected. Welcome talk and social also held for year reps with 20 in attendance.
- ii. 'Meet your reps' week in November. Stall in each department where reps could interact with students and give feedback. Tea and cake lunch also held for RCSU reps.
- iii. RCSU survey will not run this year. Have a grasp on main issues, plans to hold a town hall meeting instead

### d. Poppy Oldroyd - CGCU

- i. Holding meetings with dep rep to understand where the main issues are. Number of issues from SSC meetings will be brought forward to Faculty level meeting
- ii. In the process of organising socials for reps

### e. Alexandre de Saint Germain - RSMU

- i. Holding a social open to UG and PG students. Socials can be limited due to the small number of students so they naturally socialise.
- ii. Issue with Union comms surrounding by-elections as a number of students were not aware of nominations period, would prefer to have offline elections rather than by-elections.
- iii. Discussion opened regarding the short amount of time between elections and first SSC meeting. AG stated elections need to open quicker as SSCs happen very quickly after. Nominations open at the beginning of the term, meaning it would be difficult to open these any earlier.
- iv. Departments are aware of elections dates but do not reschedule SSCs following this, some departments push back dates last minute, or have reps from previous year attend.
- v. Elections process cannot be shortened as this is set by Union by-laws. By-elections could have a quicker turnaround after Autumn Elections.

## 6. Business School Representation (Kanav Agarwal)

- a. KA not present at the meeting. Other members suggested this issue may not be as prevalent with Horizons/iExplore reps being introduced.
- b. CE takes a business module with no course representation as does not know other students on course, so a form of representation may be useful. KC highlighted the issue of reps per cohort vs. reps per module, which is a bigger issue to take on
- c. It was mentioned that existing course reps could be utilised to bridge the gaps rather than introducing new ones.

#### 7. Policy review (Lloyd James)

- a. A review is happening across the Union, with policies being distributed to different subcommittees. ERB has ownership of the Higher Education Policy (states the Union is against tuition fees, and the use of academic sanctions to enforce non-academic debts) and the Representation Policy alongside Community & Welfare Board (CWB) which sets out the structure of academic and wellbeing reps
- b. Policies will need to be looked at and modified if needed, and taken to Union Council for approval.
  - i. Option A: DPE to look over policies and bring any feedback to ERB
  - ii. Option B: Form a working group with those interested to feedback to ERB
  - iii. Option C: Discuss the policy at ERB
- c. Representation Policy to be looked at by DPE and DPW together and feedback to ERB and CWB. Higher Education Policy to be brought to next ERB meeting for discussion (topics that should be brought into policy, Union's stance on other issues), create a working group between January and March to finalise policy and present at March meeting

**Action: LJ and LR to coordinate sending out policies in their current state ahead of January meeting**

**Action: DPE to liaise with DPW regarding Representation policy**

#### 8. Representation within RSMU (Alexandre de Saint Germain)

- a. Proposal to reduce representation within the RSM from 2 academic reps and 1 wellbeing rep per year to 1 academic and 1 wellbeing rep per year. No issues from DUGS, current reps, or dep reps on the matter.
- b. WH commented that SSCs may receive a lower amount of feedback with only 1 academic rep in place. Noted that dep reps would still have an overview of issues and change would not be drastic to faculty. Surveys are also completed throughout the year to keep on top of feedback.
- c. No indicated that RSMU constitution would need to change. Representation policy states that any changes must be communicated to the Returning Officer and departmental staff. AG to email Representation team to confirm the change with evidence of approval from DUGS.

#### 9. Rep of the Month

- a. LR read criteria for Rep of the Month to members. Some wording surrounding PG reps to be changed but all approved.

- b. Prize decided as a £20 voucher for the Union shop/Amazon, a certificate and a pin badge.

#### 10.AOB

- a. MF raised that in the latest FoNS Faculty SSC, students commented on the high price of food in College cafes, MF was tasked to gather information from other students. All members agreed with the statement that food on campus is expensive.

#### 11.End of term thank you

- a. LR asked members what they would like to see at the end of term celebration. A festive theme with food and drink was decided on. LR to feedback to Gabi Fulton, Representation Coordinator (Wellbeing).

### **Actions**

- LJ and LR to coordinate sending out policies in their current state ahead of January meeting
- DPE to liaise with DPW regarding Representation policy

**Meeting end: 20:10**

**Next meeting: Thursday 30 January, G05, RSM**

