

Notes of Faculty of Natural Sciences Master's Student Staff Committee Meeting

Date: 22nd November 2017, 12.30 – 14:00

Venue: Meeting Room: SAF 120

Present

Emma McCoy	vice-Dean (Education) FoNS - Co-Chair
Rebecca Middleton	Faculty Education Manager
Bethan Johnson	Administrative Assistant (provides secretarial support)
Will Bennett	Information and Communication Technologies
Niki Gounaris (NG)	Director of PG Studies-Life Sciences
Mike Tennant (MT)	CEP Representative
Ryan Barnett	Maths Representative
Hannah Vigus	MRes Tropical Forest Ecology
Alasdair Robertson	MRes Tropical Forest Ecology
Abigail Baines	Mres Computational Methods in Ecology and Evolution
Alexandros Kellaris	MSc Ecology Evolution and Conservation
Steven Allain	MSc Ecology Evolution and Conservation
Beth Smith	MSc Ecology Evolution and Conservation
Kaneza Melissa Murara	MSc Environmental Technology Rep
Joe Tuersley	MRes in Drug Discovery
Nickil Shah	MRes in Catalysis
Rosie Dutt	MRes in Bioimaging Sciences and PGT Dept Rep
Daanish Aslam	MSc Applied Biosciences and Biotechnology
Molly George	MSc Applied Biosciences and Biotechnology
Jack Hopkins	MRes Molecular and Cellular Biosciences
Rebecca Steele	MRes Systems and Synthetic Biology
Ghislean Chukwu	MRes Systems and Synthetic Biology
Leonie Stoemich	MSc Bioinformatics and Systems Biology
Alice Giroul	MSc Physics Rep
Ekin Ozturk	MSc Physics Rep
Falk Bonus	MSc Physics with Extended Research Rep
Mohammed Abedi	MSc Quantum Fields and Fundamental Forces Rep

Apologies:

James Wilton-Ely (JWE)	Chemistry MRes Director of Studies
Stefan Maier	Physics Representative
Luke McCrone	Chair (ICU Deputy President - Education) - Chair
Vanessa Ho	MRes in Chemical Biology of Health and Disease and Plant Biology
Shijia Zhu	MRes in Green Chemistry
Nicholas Baird	MSc Taxonomy and Biodiversity
Natasha Hembling	MSc Taxonomy and Biodiversity

1. Welcome and Apologies

EMc welcomed the attendees to the meeting and apologies, as above, were noted.

2. Minutes of the meeting held on 28th June 2017, 12.30 – 14:00 (Paper 1a)

The minutes were approved as an accurate record of the previous meeting.

3. Matters arising from the minutes

No matters arising

4. Review of Actions (Paper 1b)

The Action Tracker was updated

5. Staff Student Committee Guidelines (Paper 2)

The committee noted the Student Staff Committee Guidelines

6. Reports from Student Representatives:

6.1 CEP

CEP Reps reported that the term had started well, that communication in the department was good and their department SSC meeting was due to take place soon.

6.2 Chemistry

Concerns were noted over desk space available for MRes students and that the hierarchy of desk space allocation was not being enforced. It was felt that there was a need for better communication on this matter.

NH noted that current facilities aren't large enough to guarantee desk space for all Masters students, and that there is no realistic short term solution, however the long term solution is the space that will become available with the move to the White City campus. NH to follow up to ensure a smoother process and better communication over desk rotas / space.

ACTION: NH to raise the issue of desk space in Chemistry with the HoD and DOM.

The Student Representatives also noted that some clinicians used dark backgrounds on lecture slides and that this made the slides difficult to read/ note taking difficult.

ACTION: RM to follow up with James Wilton-Ely to ensure that best practice is observed in the preparation of lecture slides, particularly by clinicians.

6.3 Life Sciences

A request for more general information on for e.g. Wi-Fi connectivity and Library access was raised. EMc noted that this should be included in handbooks.

The Taxonomy Rep from NHM noted ambiguity in where support should be sought for different concerns- he queried whether students should seek assistance from the NHM, staff at SK, or at Silwood. It was noted that this should be specifically discussed at the next course meeting.

It was noted that the chairs in the Flowers building teaching rooms were not ideal, NG reported that this issue is in the process of being addressed - the chairs are an improvement on those used last year, but a new set of chairs will be arriving at Christmas.

It was noted that the capacity for the shuttle bus from White City to SK is limited and the buses were not sufficient to transport students from Halls to SK. NH noted that the bus isn't intended to shuttle students from Halls to SK Campus. However the estates team are in the process of re-tendering and are modelling on current use.

It was noted that Life Science students do not currently receive any free printer credit. NG confirmed this is department policy, and that printing should be done on the appropriate PI's printer. Where this is not possible printing credits are given on a case by case basis. It was noted that practice in this regard varies across FoNS, and that LS might want to reassess what they provide in line with other Departments offering.

ACTION: RM to investigate the amount of printer credit provided (if any) to Masters students in the CEP, Chemistry, Maths and Physics

It was also noted that there is no department level SSC meeting Life Sciences, with reps from each course coming together, as there is in other Departments. It was noted that such a committee would be beneficial. It was decided that this could be investigated from the student side, with Reps contacting their counterparts in Chemistry for information about their model.

It was also noted that LS do not have a Department Student Rep at Master's level, as is the case across other FoNS Departments. LS and NB agreed to look into this and discuss the nomination of a Dept Rep with their peers.

ACTION: Leonie Stroemich - MSc bioinformatics and Nicolas Baird – MSc Taxonomy & Biodiversity to communicate with course reps and Chemistry to organise a departmental SSC meeting and to discuss the potential nomination of a Life Sciences Department Student Rep.

6.4 Mathematics

No updates to note following the Maths SSC meeting.

6.5 Physics

Noted items that should be discussed at the department SCC, including: staff office hours, water fountains and hot water facilities

It was also suggested that the labelling of facilities such as water fountains, catering outlets etc. on campus maps could be useful.

ACTION: NH to speak to Jane Neary about the possibility of adding the location of catering outlets etc. to campus maps

7. Chair's business

No business to note.

8. Any other business

It was noted that there is a demand for more interdisciplinary social events, across the faculty community. RM noted that at the Research SCC Meeting [20/11/2017] it was decided that there would be a new PG Student Social Committee, and that Masters student reps should be part of this. It was also agreed that Department research seminars, colloquia etc. should be advertised to all postgraduate students, with events information collated on the faculty website. Silwood based students who wished to travel to SK to attend such events should be assisted to do so.

ACTION: RM to speak to Luke McCrone, GSU President, and Luke Delmas, Chemistry PhD student, to ask that Masters student reps be involved with the new PG Student Social Committee, and that Masters students are included in any invitations to events

ACTION: RM to develop shared webpage to link to seminar pages at faculty level.

ACTION: SILWOOD REPS inform department / RM in advance if they wish to attend any seminars so transport can be arranged - departments will refund travel or arrange for mini bus

9. Dates of Future Meetings

14/02/2018 12.30-14.00

27/06/2018 12.30-14.00

DRAFT