

DATE: Thursday 23 June 2022

TIME: 15:00 – 16:30

LOCATION: via MS Teams

MINUTES

1. Welcome and Apologies

Present:

Manasa	Sanaga (MS)	Postgraduate Taught Academic & Welfare Officer, Chair
John	Seddon (JS)	Faculty Senior Tutor
Rebecca	Middleton (RM)	Faculty Education Manager, FoNS
Matt	Horsfield (MH)	Education Support Coordinator (Secretary), FoNS
Rob	Ewers (RE)	Head of Master's Teaching (Silwood Park), Life Sciences
Alex	Auyang (AA)	Silwood Park Union Chair
Badis	Khiari Millan (BKM)	Silwood MSc Rep
Eamonn	Murphy (EM)	Silwood MSc Rep

Apologies:

Daniel	Lo	ICU Deputy President – Education
Richard	Thompson (RT)	Vice-Dean (Education), Co-Chair
Will	Pearse (WP)	PG Senior Tutor at Silwood Park, Life Sciences
Lucia	Hudson (LH)	Silwood MRes Rep
Michael	Mustri	Silwood MSc Rep
Ed	Barry (EB)	Silwood MRes Rep
Lizzie	Bru (LB)	Silwood MRes Rep
Chloe	Bentze	Silwood MRes Rep

2. Minutes of the Previous Meeting

The minutes were approved as an accurate record of the previous meeting held on 01 March 2022.

3. Matters arising from the minutes and review of action tracker

The action tracker was reviewed, and actions were marked as complete with updated comments.

- Action 1 – Complete, meeting organised.

4. Reports from Silwood Park Student Representatives:

4.1 MSc Matters

No detailed report document was received. The student reps presented a verbal report of the key matters arising in the Department.

- BKM noted there have been no major issues on the MSc courses as students have been focusing on their individual projects. BKM noted that students on the MRes courses have also been working on their final research projects.
- EM agreed that things were going smoothly at Silwood Park and there were no issues outstanding.

- EM explained that students have just got their marks from their winter projects and spring exams. EM noted that students would appreciate some feedback with their numerical result, as currently the feedback was very limited, and students felt it didn't help them prepare for future assessments. RE explained that the Department policy meant that feedback is not given to final examinations or projects and feedback is only given for formative assessments. EM noted that for some students this is the only opportunity for them to get feedback in the year. EM explained to the committee that students would appreciate the opportunity to get more feedback and they have the right, if requested, to see their annotated exam scripts.
- RE sympathised with EM but the Department and College policy restricted staff from giving out detailed feedback for the summative assessments. RE noted that students should get detailed feedback from their coursework assessments on Turnitin. JS explained that in the Department of Chemistry, staff have to give feedback on final projects, using a minimum of 75 words.
Action 2: RM to raise this at a future DPS catch up to establish how each Department operates feedback for summative assessments.

4.2 MRes Matters

No detailed report document was received, and MRes student reps were not present at the meeting.

4.3 PhD Matters

No detailed report document was received. AA presented a verbal report of the key matters arising in the Department at Silwood Park.

- AA explained that a few PhD students have two supervisors, one based in Silwood Park and the other at South Kensington. As a result, the PhD students are not based in Silwood Park and commute in when they have to attend the campus. AA noted the walk between the station and campus is quite long, roughly 30 mins, and suggested that the Union minibus could be used as a pickup service to make it easier for students coming into Silwood Park. RE noted this was a good idea and it has been tried in the past but was not successful. RE suggest that AA should email him, and he will raise it with Department management to see if they can allocate some money on a trial basis.
- AA queried if the FoNS PhD social was going ahead, and RM noted that the FoNS Postgraduate Research Academic & Welfare Officer was organising this and had received money from the Faculty and Graduate School. AA noted that some PhD students from Silwood Park cannot attend, and he might look at organising a social for Silwood PhD students later in the summer.
- AA asked the other student reps how they were elected to their positions with the ICU, as it varies between each course. BKM explained he nominated himself to the course director, whereas EM was elected via the ICU website. AA explained he is planning to make some changes to how the reps are nominated at the Silwood Park Union, with the aim to align the process to the ICU timeline. RM explained that the draft dates for next academic year have been published and the election period has been pushed back by two more weeks to allow students to settle into their course. This should allow more students to decide if they wish to nominate themselves for an ICU role. RM noted that it was preferable for all course reps to be elected via the ICU nomination process, but that it can be difficult from some small courses.

5. Chair's business

- Nothing to be raised.

6. Any other business

- JS noted that in the Department of Chemistry, they have offered all final year PhD students an informal talk with a senior member of academic staff to discuss their final year and to answer any questions. JS noted this was a one-year trial and will be reviewed next year. AA queried how this was organised as it might be a good idea for the Department to adopt. JS explained the idea was initiated from the Director of Postgraduate Studies.
- EM explained that the work AA and the Silwood Union are doing for PhD students at Silwood Park, is also having a positive impact on the Master's students. EM noted that the campus lost its unique sense of community during lockdown, as longstanding PhD students have completed their programmes. Students felt the campus had a growing sense of community and was improving this year.
- BKM noted that some students have seen and heard mice on the campus. The committee discussed how this has been an issue before but needs to be actioned by campus services.
Action 3: RM to raise this to campus services at Silwood Park.
- BKM explained that he was only recently invited to an ICU student rep social at South Kensington and suggested it would be good if all student reps, from all the campuses, were invited. EM noted that the social had already taken place and that communication had not been very good. BKM suggested that if students from Silwood Park were reimbursed transport costs, they might be able to attend.
Action 4: RM to contact the ICU about social events and transport costs.

7. Dates of Future Meetings

Committee	Date	Time	Teams/ Room Details	Paper Deadline
FoNS – Silwood Masters Academic Student Staff Committee	Tues 28/02/2023	13.30-15.00	tbc	21/02/2023