

Education Committee Meeting

Date | Time 15th September, 2022 6:00 PM | *Location* UCO:32

Meeting called by	Education Executive Committee	Attendees: Fran, Martyna, AK, Toni, Patricia, Zoe, Robbie, Ava, Syna, Anna, Maddie, Claire, Iona, Tom, Fran, Cathy, Yasmin, Maggie, Rosa, Laurence, Kirsty, p&S, Robbie, Anne, Taylor Optional: n/a Apologies: Absences: Dan, Kiki, Rachel, Isabel Please read: n/a Please bring: n/a
Type of meeting	Education Committee Meeting	
Facilitator	Faculty Presidents	
Note taker(s)	Toni	
Timekeeper	Toni	

Agenda Item

Topic	Presenter	Time Allotted
Welcome to the new PGAC	Martyna	6.06
Gathering feedback for SSCC <ul style="list-style-type: none"> - Catherine's advice: <ul style="list-style-type: none"> o apply for EDF and School's funding o use Microsoft Forms o inform through communication channels: what is an SSCC? Why is it important? o Spread QR codes - Share graphics - Fran's advice: going specifically to fourth year module coordinators - Patricia's advice: confront people with percentage of people who have already filled out survey (through group chats and emails etc) 	Martyna	6.07
SSCC Agenda Ideas <ul style="list-style-type: none"> - Can ask questions about assessment methods 	Martyna	6.13
Centralised booking system for lecture theatres <ul style="list-style-type: none"> - Information <ul style="list-style-type: none"> o Name o Your position o Number of people - They don't have access - Chase is working on getting everyone access - Fran and AK offer again to book space for SPs 		6.17

<ul style="list-style-type: none"> - Question (Zoe): Can they access a central timetable for their school? Answer (AK): the School Office should be able to help with this. Rooms should be available for student use. - Patricia adds: being in touch with estates helped get a permanent study space in the school 		
<p>Problems of getting in touch with Class Reps</p> <ul style="list-style-type: none"> - Reach out via different channels; if that doesn't work reach out to School Wellbeing Officer; if that doesn't work, get in touch with EduExec - Absolutely last resort: remove them from their position - Question (Patricia): Cannot get in touch with one first-year CR. Answer (AK): Offer to look into module registration to see if they may have switched modules. Catherine's advice: cc school office or DoT in email, highlight as urgent 		6.19
<p>Messaging portal problems</p> <ul style="list-style-type: none"> - Issue: wrong names are used bc of registry - Solution: neutral addressing line ('hello') - Issue is also being worked on by IT 		

Observers: None

Resources: