

# Education Committee Meeting

4<sup>th</sup> April 2024 | 18:00-19:00 | Large Rehearsal Room

Meeting called by	Education Executive Committee	<b>Attendees:</b> Hitanshi, Calum, Chloe-Anna, Krish, Kiera, Ben, Harry, Christy, Aarushi, Gemma, Michael, David, Olivia, Daria, James, Tom, Harriet, Serena, Finn, Syna, Ruchi, Rebekah, Anastasia, Sadie, Rohin, Frederica <b>Online:</b> Chase <b>Apologies:</b> Cam, Siaara <b>Absences:</b> <b>Guests:</b> Lucy, Paul, Sara, Georgia, Olivia, Ariane, Nick, Donald, Cole, Finn, Vic, Alicia, Sebastien, Jeremy, Natasha
Type of meeting	Education Committee Meeting	
Chair	Faculty Presidents	
Note taker(s)	Emily Bannister	

Agenda Item

Topic	Presenter	Time Allotted
<b>Welcome</b> <ul style="list-style-type: none"> <li><b>Overview of EduCom for incoming Presidents:</b> subcommittee of the union comprising of school presidents. Meet weekly or bi-weekly. Chaired by FPs. Raise issues that affect the wider university body. Cohesive group of SPs communicating with each other. Handover doesn't officially occur until July 1<sup>st</sup>- please keep this date in mind as successors shouldn't engage with business until then. 17<sup>th</sup> April Academic Representation Awards 20:00 drinks reception and desserts- incoming and outgoing Presidents all invited.</li> </ul>	Arts/Div and Sci/Med FP	10 Minutes
<b>First Agenda Item: Student facing communications</b> <ol style="list-style-type: none"> <li>The university is conducting a review of the current landscape of student facing communications across the University</li> <li>The project aims to recognise areas of best practice, understand issues, identify potential tactical solutions which could be delivered in the short term, and make recommendations for longer term enhancements.</li> <li>We will first answer some questions presented by Director of Student Development, Ros Claise, about these and then move on to a wider discussion.</li> </ol>	Arts/Div and Sci/Med FP	30 mins

1. What main platforms do you use to communicate with cohorts?
2. Do you get sufficient coms training?
3. Do you get too many emails?
4. Is comms used effectively?

- **IR SP:** SPs get too many emails and get asked to forward too many emails. Engagement is decreased when students receive same information on multiple emails. Should be defined areas of SP emails and other emails by University.
- **Psych SP:** students receiving so many emails. School offices also send out emails. Makes students less likely to read emails because information is a waste of time.
- **Arts/Div FP:** SPs shouldn't feel pressured to put anything in they don't want to.
- **Management SP:** 'look' of emails needs to change (eg. Different colours and fonts like Association President emails). Makes it more engaging.
- **Comp Lit LC:** a few years ago there was an issue with SPs sending emails with too many emojis. Could be clear guidelines for how much creative liberty SPs can have.
- **Psych SP:** SPs could be given email suggestions at the start of the year- helpful to know what other schools do.
- **Sci/Med FP:** lots of officers sending emails without training.
- **IR SP:** what would comms training look like? Being bombarded with workshops does not sound fun.
- **Arts/Div FP:** IR 'spam' events- is this an issue in other schools?
- **Classics SP:** Large disconnect with school office and SP, they would send out events SP didn't know about or repeating events SP had told them there was need to send out.
- **Social Anthro SP:** 'email saturation' adds so much noise. Can only hit 'high priority' on an email so many times before students stop looking.
- **Psych SP:** had spoken to DoT and agreed that for next year school office will send something just once a week. School office is more receptive hearing from DoT rather than SP (student).
- **IR SP:** just doesn't publish events school has sent out. Events organiser in the school have constant reminders to send out emails- not fair to put all the blame on them.
- **Arts/Div FP:** standardisation across schools could be useful.

- **Maths SP:** for incoming SPs would highly recommend having a scheme like 'Principal condensed'. Could lecturers be mentioning events at the end of class because then they would be getting information to an active crowd.
- **Management SP:** school creates weekly newsletter of events throughout that week and send this to cohort.
- **Art History SP:** posters are difficult when classes aren't always in that building such as in the case of art history (some lectures in Chemistry building). School office just copies and pastes email they are sent and sends this to students which doesn't help with engagement- even says 'Dear XXX please may you send this out to your students'.
- **Social Anthro SP:** meme accounts are more effective for engagement.
- **Maths SP:** memes don't help with oversaturation.
- **Arts/Div FP:** important to distinguish between events and academic emails. Speak to Ros about non-mandatory communications and having standardised guidance.
- **English SP:** staff don't always know themselves who they can send emails to.
- **Maths SP:** either need to restrict amount of people emails are going to (eg. just send specific event to first year) or restrict amount of emails.
- **Chase:** would it be worth for minutes to mention why SPs need access to email all students of their school.
- **Maths SP:** needs to be non-staff member communicating effective.
- **Chemistry SP:** student can streamline information that is of usefulness to their peers.
- **IR SP:** students now what other students would be interested in. As SP put on events themselves which they need to advertise.
- **Arts/Div FP:** Are there any emails you instantly delete?
- **Music SP:** enterprising education emails.
- **All SPs** filter what is going in their emails and have had said 'no' to staff to asking to add information to their weekly emails.
- **Management SP:** scheduled time needs to change- need flexibility to choose what hour their email gets sent.
- **IR SP:** no staff sees emails SPs send. Staff need to know that information has already been sent to

<p>students. Can school office be put on the mailing list for SP emails and other email chains (eg. CEED) so they see students have already received email?</p>		
<p><b><u>AOCB</u></b>  <b><u>Handover: words of wisdom</u></b></p> <ul style="list-style-type: none"> <li>• <b>Spanish LC: how does handover work for an SP/LC who is remaining in office next year.</b></li> <li>• <b>Arts/Div FP:</b> will still have to write a handover document.</li> <li>• <b>Comp Lit LC:</b> handover super helpful for yourself. List of useful contacts has to be made but this is very helpful. Helps you stay on track.</li>   <li>• <b>Maths SP:</b> predecessor advised him that “SPs love the sound of their own voice, don't be one of them”</li> <li>• <b>Psych SP:</b> don't beat yourself up if plans don't come into fruition. Plan as best as you can but go with the flow.</li> <li>• <b>IR SP:</b> don't rely on class reps.</li> <li>• <b>Chemistry SP:</b> put all important dates in your calendar.</li> <li>• <b>Arts/Div SP:</b> officially begin July 1<sup>st</sup>. From now you can join current role holders at meetings. Handover document will be useful to read. There will be two full days of training in September. Discuss any of your ideas with your predecessor.</li> </ul> <p><b><u>What is the most time consuming aspect of the role?</u></b></p> <ul style="list-style-type: none"> <li>- <b>Chinese LC:</b> start planning your SSCC early on because staff schedules are complex. <ul style="list-style-type: none"> <li>• <b>Arts/Div FP:</b> get any scheduling in as soon as possible as staff schedules are complex.</li> <li>• <b>Psych SP:</b> pay attention to all of training because class reps and school role holders will fall back to you for questions.</li> <li>• <b>IR SP:</b> SSCC was scheduled by the school. Most time consuming is emailing.</li> <li>• <b>History SP:</b> meet with staff members at the beginning of first semester and make sure they know who you are. Find out what they can do for you.</li> <li>• <b>Arts/Div FP:</b> EduCom has a lot of access to Union resources as a Union subcommittee. Familiarize yourself with structures within the union (eg. SRC and subcommittees).</li> <li>• <b>Maths SP:</b> UAF twice a semester. Do your research beforehand.</li> </ul> </li> </ul>	<p>Arts/Div and Sci/Med FP</p>	<p>10 mins</p>

<p><b>How are EduCom agendas decided?</b></p> <ul style="list-style-type: none"> <li>• <b>Sci/Med FP:</b> weekly reports made by each SP. FPs form agenda based off reports.</li> </ul> <p><b>What should be expected this summer and what does role look like on a weekly basis?</b></p> <ul style="list-style-type: none"> <li>• <b>Sci/Med FP:</b> throughout summer is training.</li> <li>• <b>Chase:</b> incoming SPs will be sent full training itinerary soon. Summer is a good time to start looking towards goals.</li> <li>• <b>Sci/Med FP:</b> weekly schedule depends on school.</li> <li>• <b>IR SP:</b> SPs also sit on other committees (eg. EDI committee).</li> </ul>		
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**Observers:**

**Resources:**