Education Committee Meeting

Thursday 15th February | 18:00 | Large Rehearsal Room

		Attendees: Emily, Calum, Hitanshi, Cam, Anastasia, Rohin, Tom, Harry, Daria, Anna, James Aarushi, Christy, Michael, Rebekah, Sadie, Kiera, Ben, Harry, Chloe-Anna, Mariana, Sairaa
Meeting called by	Education Executive Committee	
Type of meeting	Education Committee Meeting	<mark>Online</mark>: Chase, Krish, Gemma, Shreya, Harriet
Chair	Faculty Presidents	Apologies: David, Syna
Note taker(s)	Emily Bannister	Absences:
		Guests:

Agenda Item

Topic	Presenter	Time Allotted
Welcome **Approval of the Minutes**	Arts/Div FP	2 Minutes
First Agenda Item: Digital Accessibility **Overview:** math historically has the worst IT accessibility • English SP: form of text is often inaccessible. Disabilities officer has spoken to university officials and directed towards library official. English medieval texts cannot be made into pdf form. Is there a specific team in the library for accessibility? (<mark>DoEd- reach out to associate Deans to chase up accessibility of library resources and reach out to VP of digital resources</mark>). • IR SP: In the past has been directed towards the library. It would be helpful if all library texts could be copied and pasted- less pdf scans. Library has apparently installed new software to aid with copy and paste feature. • French SP: maybe could investigate digital licensing in the future. Will ask library focus group if the new library system will prioritize digital and accessible texts. Library haven't chosen software yet but it will be more centralized- when staff adds new reading onto reading list it will be automatically ordered. • Arts/Div FP- No specific person in university advocating for accessibility. <mark>**Raise at UAF**</mark>: In broader question of accessibility: Sci/Med FP 1. External resources. 2. Resources produced by university that remain inaccessible.	Sci/Med FP	25 minutes

Film SP: Panopto recordings do not transcribe exactly what is being said. (IR SP- common theme of lecturers that dislike lecture recordings). Ask for timeline of University's accessibility pledges. French SP: Physical accessibility within the university should be questioned (eg. staff offices always on top floor of buildings). (<mark>DoEd chase up update on physical accessibility</mark>).		
Second Agenda Item: Class Rep Email Permission • Comp Sci SP: All communication they have with those they represent has to be mediated through School Presidents (who have heavy workload) or staff. • DoEd: have to be aware of potential misuse. • IR SP: useful for school president to be aware of goings on of their reps. Likely class reps would lack proactiveness. Confusing for multiple students using the same inbox. Has there been a discussion into alternative forms of feedback? • Philosophy SP: good for SP to have control. WhatsApp group chats are useful enough. • Chemistry SP: likely emails would not be popular/ignored. • Physics SP: QR code to feedback form shown during 2-minute break in lectures is a possibility. • Psyche/Neuro SP: informal feedbacks have been used by class reps who have promised to fix all problems when this is not feasible. • Chase: Microsoft Forms or Qualtrics adhere to university's data protection agreements and data storage policies. Using other software like Google Forms requires the School President/Rep to create a data management and storage plan in compliance with GDPR. Remind class reps that feedback doesn't always have not be through forms (eg. more in person/interactive events). Class Reps and School Presidents can also apply for Education Leveling Up Funding to host creative feedback-gathering sessions (e.g. free pizza or an incentive for survey feedback). • Chinese LC: if each year has own group chat put the form in the group chat itself so its harder to ignore. • Management SP: give incentives for people to fill out form. Focus groups are effective means of gathering feedback. • Arts/Div FP: Class Rep email permission isn't possible but there are **many other channels for them to reach their cohort.**	Comp Sci SP	10 minutes
Third Agenda Item: Education Committee Meetings • Psyche/Neuro SP: difficult for commuters. One week compulsory and then next week drop in session. • Sci/Med FP: could mean hour long session is too long some weeks. • IR SP: happy to end meetings early if agenda points don't fill the hour.	Arts/Div FP	10 minutes

• DoEd: **Will trial bi-weekly meetings after 14th March.**		
AOCB • None	Arts/Div FP	

Observers:

Resources: