

Education Committee Meeting

Date | Time 29th September, 2022 6:00 PM | *Location* UCO:32

Meeting called by	Education Executive Committee	Attendees: Anne, Emma, Kirsty, Robbie, Patricia, Ava, Syna, Maggie, Zoe, Robbie, Martyna, Dan, Iona, Tom, Kiki, Rosa, Laurence, Federica, Isabelle, Anna, Maddie H, Yasmin, Fran, Toni
Type of meeting	Education Committee Meeting	Optional: n/a
Facilitator	Faculty Presidents	Apologies: AK, Claire, Catherine
Note taker(s)	Toni	Absences: Alice, Quinn, Grace, Rachel, Maddie A, Taylor
Timekeeper	Toni	Please read: n/a Please bring: n/a

Agenda Item

Topic	Presenter	Time Allotted
<p>Joshua Croffs delivers a general introduction to the Careers Centre and their resources for students</p> <ul style="list-style-type: none"> - Three steps to guiding students to resources: <ul style="list-style-type: none"> o “Explore” o “Develop” o “make it happen” - points to career events and Career Centre website (Career Journey) - resources <ul style="list-style-type: none"> o CareerConnect o Employability Bursary o School Partnership Agreements - Powerpoint presentation will be made available in Teams channel - <i>Question</i> (Zoe): Is there anything central on Careers website for School Presidents? <i>Answer</i>: Not anything central at the moment. Careers Centre is planning on further developing website. A timeline for events is also on the website. - <i>Question</i> (Kiki): Are there any resources for setting up events and further communication considering that the Careers Centre is very busy at the moment? <i>Answer</i>: skills sessions are being run, reaching out to graduates is encouraged. - Note from Fran: 	Careers Centre (Joshua Croffs)	15 minutes

<ul style="list-style-type: none"> ○ Schools also have links on their website that lead to careers resources. ○ For networking events: Work collaboratively across schools on networking events and source Community & Events Reps for this task 		
<p>Philosophy SP and Chinese Interim Convenor co-option</p> <ul style="list-style-type: none"> - Anna Smith (nominee for position of Philosophy School President) introduces herself - Fran called for a vote to endorse Kiera Martin as the next Chinese Interim Convenor <ul style="list-style-type: none"> ○ In Favor: unanimous ○ Opposed: none - Fran called for a vote to endorse Anna Smith as the next Philosophy School President <ul style="list-style-type: none"> ○ In Favor: unanimous ○ Opposed: none 	Fran	5 minutes
<p>SSCCs</p> <ul style="list-style-type: none"> - All SPs have met with their Reps. Advice: communicate with new Reps what SSCC, when and where it takes place, and how to prepare - <i>Question</i> (Maggie): Will School Role holders also attend SSCC? <i>Answer</i>: attendance is not mandatory but encouraged, especially for EDI Reps. - <i>Question</i> (Robbie): Should there be time during the SSCC for immediate feedback? <i>Answer</i>: Open question space can be scheduled for the end of SSCC. Running office hours is also encouraged for this matter. - <i>Question</i> (Laurence): Is she supposed to gather feedback from Mlitt? <i>Answer</i>: This is the job of PG reps. - <i>Question</i> (Zoe): Are PG elections templates? <i>Answer</i>: On Teams, in the Files section. - <i>Question</i> (Kiki): How do people get more encouraged to fill in SSCC forms? <i>Answer</i>: group chats are helpful. SPs are also encouraged to nudge reps to create group chats and/or to go through lectures, to reach out to module coordinators with a QR code to display at the beginning/end of lecture <ul style="list-style-type: none"> ○ Robbie adds that he created a slide displaying all reps which he showed in various lectures to raise awareness. <i>Action Point</i>: share the slide as a template with other SPs - Final note and advice: set agenda, take minutes and circulate minutes in School for transparency and to make sure that people will be held accountable to putting feedback into action 	Fran	20 minutes
Cost-of-living crisis and support through Schools	Fran	5 minutes

<ul style="list-style-type: none"> - Cathy passed on to Fran to bring up that the School of English allocated money from their EDI fund to set up a childcare fund for students due to the cost-of-living crisis - SPs show interest in collaborating on this: potential ideas – postponed to next week for further brainstorming 		
<p>Miscellaneous</p> <ul style="list-style-type: none"> - <i>Question:</i> Patricia brings up that she is unable to book a room in the Union through her uni account. <i>Answer:</i> IT is struggling, Chase is working on it. Fran offers to help out and book rooms on SPs' behalf (with moderation). Societies also can book for them. <i>Advice:</i> Bookings for next semester should be made as soon as possible. - <i>Question</i> (Robbie): Can changes be requested through the messaging portal? <i>Answer:</i> IT Help should be contacted. - <i>Question</i> (Robbie): Is CV360 available to everyone? <i>Answer:</i> yes 	Fran	15 minutes
<p>Advice for next week: fill out your reports! Agenda is based on them.</p> <p><i>Action Point:</i> Fran changes the spaces to long answers</p>		

Observers: None

Resources: