

# Education Committee Meeting

*Date | Time* 15<sup>th</sup> 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
Type of meeting	Education Committee Meeting	Optional: n/a
Facilitator	Faculty Presidents	Apologies:
Note taker(s)	Toni	Absences: Dan, Kiki, Rachel, Isabel
Timekeeper	Toni	Please read: n/a
		Please bring: n/a

## Agenda Item

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

<ul style="list-style-type: none"> <li>- 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.</li> <li>- Patricia adds: being in touch with estates helped get a permanent study space in the school</li> </ul>		
<p>Problems of getting in touch with Class Reps</p> <ul style="list-style-type: none"> <li>- 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</li> <li>- Absolutely last resort: remove them from their position</li> <li>- 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</li> </ul>		6.19
<p>Messaging portal problems</p> <ul style="list-style-type: none"> <li>- Issue: wrong names are used bc of registry</li> <li>- Solution: neutral addressing line ('hello')</li> <li>- Issue is also being worked on by IT</li> </ul>		

**Observers:** None

**Resources:**