



# University of St Andrews Students' Association Education Committee

## MINUTES

Monday 9 November 2015 – Committee Room – 6pm

### Present

#### **Member's Name**

Lily Barnes  
Eleanor Mullin  
Claire Brodie  
Marjan Magharehi  
Maria Kustikova  
Timothy Stackhouse  
Sarah Alexander  
Ilaria Gidoro  
Eilidh Reid  
Jesse Galapia  
Kit Klaes  
Nic Wells  
Megan Bruce  
Louis Fearn  
Raghav Mehra  
Verity Baynton  
Tania Struetzel  
Sally Allmark  
Tomi Baikie  
Deborah Moffett  
Louise McCaul  
Imogen Hawley

#### **Position**

Art History School President  
Arts & Divinity Faculty President  
Chemistry School President  
Classics School President  
Computer Science School President  
Divinity School President  
Earth & Environmental Science School President  
Education and Representation Coordinator (Minutes)  
English School President  
ELT President  
Film Studies & Music School President  
Geography & SD School President  
History School President  
Management School President  
Mathematics & Statistics School President  
Modern Languages School President  
PG Convenor  
Philosophy School President  
Physics & Astronomy School President  
Psychology & Neuroscience School President  
Science & Medicine Faculty President  
Social Anthropology School President

### Absent

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### 1. Apologies

#### **Member's Name**

Amelia Hunter  
Joe Tantillo  
Kirsty Mearns  
Mira Boneva  
Hussain Raja

#### **Position**

Biology School President  
Director of Representation  
Economics & Finance School President  
International Relations School President  
Medicine School President

### 2. Matters arising

Problems with the messaging portal have been resolved. However, Jesse and Louise noted that they still do not have a mailing list for ELT students and ID students, respectively.

**Action: Ilaria to contact IT about setting up mailing lists for these cohorts.**

### **3. Approval of Minutes**

Minutes had been circulated by email.

### **4. Reports/Catch up**

Everybody presented a short report and informed of various events and meetings.

Eilidh asked if any SPs were happy to co-organise an Arts career fair with her in semester 2.

**Action: All SPs to get in touch with Eilidh about co-organising an Arts careers fair if interested.**

There was a new position created for a Maths and Physics Joint Honours rep.

Raghav informed that the initiative to make members of academic staff more approachable for mental health issues received a positive response. It will be piloted between week 1 and 3 of semester 2. There would be training for interested staff. If successful, it will be further rolled out to other Schools in week 4. Raghav was also starting a creative writing competition for Maths students.

Nic organized a Yoga session in his School. Lily and Deborah are keen to do something similar for their Schools, and Lily asked interested SPs to get in touch with her.

The FPs summarised the outcomes of the last SRC meeting.

Tania reminded all to send SSCC minutes to Ilaria.

**Action: All SPs to send SSCC minutes to Ilaria when available.**

### **5. Working group updates**

#### **5.1. Early Information**

Louise asked all to send her feedback, especially examples of bad practice.

**Action: All SPs who have not done so yet to send feedback on early information to Louise.**

**Action: Louise to write draft report for the next Education Committee.**

#### **5.2. Feedback**

Claire uploaded a document on the shared drive with the information gathered from science SPs on exams feedback.

#### **5.3. Supervision**

They were trying to set up focus groups for Schools that have semester 1 dissertation deadlines.

**Action: All relevant SPs to contact Louise if their Schools have semester 1 dissertation deadlines.**

#### 5.4. Diversity of Assessment

Eleanor still had to hear about this from English, Classics and Economics.

**Action: Eilidh, Marjan and Kirsty to send Eleanor information about diversity of assessment.**

#### 5.5. Joint Honours

**Action: All SPs to email volunteer contact details for Joint Honours focus group to Eleanor.**

#### 5.6. Advising

Eilidh informed that she had met with the two Pro-Deans Advising. An issue discussed is that staff and students see advising differently and, therefore, there should be more clarity. Eilidh informed that the advising system is probably going to change next year.

### 6. Student-Staff Ratio

Eilidh argued that some modules are too populated. Marjan reported that Classics has fewer members of academic staff because some are currently on leave. Raghav also reported the issue of having about fifty or sixty students in tutorials. Lily argued that there are not many modules on offer in her School, and classes are large. She also explained that sometimes staff go on research leave at short notice. Because of this, some modules had to be canceled.

Tania proposed to put this item on the agenda of the next School Presidents Forum.

**Action: Ilaria to add 'Process for staff taking a research leave and effects on module availability' to the agenda of the next SP Forum.**

### 7. PG Business

Raghav reported that the E&D committee in his School would like to have a PG rep. Louise suggested E&D co-opt a PG student for better representation of PG issues.

### 8. Set business for SP Forum

- Budget for School Presidents within Schools (follow-up)
- MEQs (end of semester) – will there be a mobile version?
- Student-staff ratio
- Process for staff taking a research leave and effects on module availability

Tania asked all to send more agenda items to Ilaria.

### 9. AOCB

- Eleanor reminded that she was looking for examples of good practice for praise of marks.  
**Action: All SPs to email best practice examples for praise of marks to Eleanor.**
- Deborah asked if there was any support from the University for mentorship schemes. Tania replied that CAPOD can help with this, and that interested SPs should get in touch with Cat Wilson (cat.wilson@), who can assist with setting up a software-managed scheme.

- Raghav would like to know what percentage of the various School buildings is wheelchair accessible.  
**Action: All SPs to send best practice examples of wheelchair accessibility in Schools (mainly to lecture theatres, tutorial rooms and staff offices) to Raghav.**
- Eilidh asked Science SPs to let her know about advising in their Schools, especially those that have internship placements.  
**Action: Science SPs to contact Eilidh with information about advising.**
- SPs should write a semester 1 report (between 250 and 1000 words) by the 24<sup>th</sup> January.  
**Action: All SPs to write a semester report by the 24<sup>th</sup> January and submit to Ilaria.**

**The meeting adjourned.**

**Next meeting:**

**School Presidents' Forum, Monday, 16 November, 5:15pm, Committee Room**