



University of St Andrews Students' Association Education Committee

MINUTES

Monday 28 March 2016 – Committee Room – 6pm

Present

Member's Name

Lily Barnes
Eleanor Mullin
Amelia Hunter
Joe Tantillo
Tim Stackhouse
Sarah Alexander
Kirsty Mearns
Ilaria Gidoro
Eilidh Reid
Kit Klaes
Megan Bruce
Sally Allmark
Tomi Baikie
Deborah Moffett
Louise McCaul
Imogen Hawley

Position

Art History School President
Arts & Divinity Faculty President
Biology School President
Director of Representation
Divinity School President
Earth & Environmental Science School President
Economics & Finance School President
Education and Representation Coordinator (Minutes)
English School President
Film Studies & Music School President
History School President
Philosophy School President
Physics & Astronomy School President
Psychology & Neuroscience School President
Science & Medicine Faculty President
Social Anthropology School President

Absent

Marjan Magharehi
Jesse Galapia
Mira Boneva
Louis Fearn
VACANT

Classics School President
ELT President
International Relations School President
Management School President
Postgraduate Convenor

1. Apologies

Claire Brodie
Maria Kustikova
Nic Wells
Raghav Mehra
Hussain Raja
Verity Baynton

Chemistry School President
Computer Science School President
Geography & SD School President
Mathematics & Statistics School President
Medicine School President
Modern Languages School President

2. Matters arising

There were no matters arising.

3. Approval of Minutes

Minutes would be approved electronically.

4. Reports/Catch up

Every SP gave a short report. Events/meetings happening soon or just passed include: a 4th year conference, SSCCs and class reps forums, a staff-students football match, socials, LTC, balls, a pic-nic for students finishing dissertations, career events, and transition events.

Kit wanted to create a film production society. She was also trying to find extra study spaces for revision and she ensured that students could use the Board room in the Film department when not used.

Eilidh reported having a disappointing turnout at a class reps social event, and class reps were not collecting feedback before SSCCs. Similarly, Amelia reported that her 1st-year reps were not attending SSCCs.

Joe commented the recent article published by The Saint about the School of English' Director of Teaching, who suggested a student with mental health problems leave the University. Joe stated that there was a need for a review of processes related to extenuating circumstances. He said that his successor was willing to continue working on this. Joe asked all SPs to get information from their DoTs about the procedure in their Schools for getting extensions in the case of extenuating circumstances. **Action point.**

Joe also informed that Student Services was planning a wellbeing fayre for revision week. More details would be posted soon.

5. Working group updates

5.1. Early Information

Louise had not joined the meeting yet.

5.2. Feedback

Sally stated that she had collected some responses on feedback but still needed to analyse them.

Imogen said that she would like to see feedback from Social Anthropology. She was of the opinion that the system could be improved in her School.

Eleanor proposed to create a webpage on Yourunion.net where students could go and find information on feedback. Joe said that they could upload Sally's report, once it was finished. **Action Point: Sally to finish report on feedback and send it to Ilaria. Ilaria to upload it on the website. Ilaria to remind the new SPs of this webpage at the beginning of the next semester.**

5.3. Supervision

There was no business to discuss.

5.4. Joint Honours

Eleanor had written and circulated a paper. She asked all to read it carefully and send her feedback by email. **Action point. Action point: Eleanor to re-send it to the Deans and the Proctor.**

5.5. Advising

Both papers on advising (*see previous meetings*) had already been sent to the Deans and the Proctor.

6. Class Reps Recognition on HEAR

Megan went over the last changes made to this paper. They collected some more changes proposals.

Action point: Ilaria to make these amendments to the paper and send it to the Proctor and the Deans.

7. Handover

Joe highly encouraged all to start working on their handover documents. Once ready, they should send it to both their successor and Ilaria, who will store them for the future. **Action Point.** The Faculty Presidents said they would create a template. **Action Point.**

Joe also asked SPs to take a close look at the structure of their class reps team this year, and cut those roles that seem unnecessary.

Eleanor said that Philosophy was the only School with a constitution that mentions SSCCs. She advised all SPs to ask their Schools to include it. Sally would circulate the constitution paragraph on SSCC.

8. Spring Weeks

Kirsty explained that these are internships students can do in second year during Easter break and that last two weeks. However, Spring Break in St Andrews usually does not correspond to the time of spring weeks. This causes a problem because the department has no policy on whether students should be granted time off for these internships. Students would miss a class test. As a consequence, this year several students missed out the opportunity of spring weeks. Kirsty asked if other Schools had similar internships and a relative policy.

Tomi said that he was aware of internships happening in this period, but students could not apply because they would miss classes. He noticed that, similarly, staff with children also cannot take holidays during Easter, when Schools have holidays. In other Universities, Spring break corresponds with Easter break. Joe suggested that Kirsty looked at how many people would be interested in these internships, if they were able to attend them, and, if there was enough interest, she could ask lecturers to move that class test. Kirsty said that this was only affecting one module. Joe said that, if this affected only one class, then the problem should be easy to solve.

9. PG Business

By-elections for the PG Academic Convenor role were set, and everybody was asked to advertised them. **Action Point.**

10. Set agenda for SPF

It was decided that the agenda for SPF should be circulated no later than Wednesday at 5pm, including all the papers.

Set items:

Joint honours

Advising

Class reps recognition

Eleanor proposed to create an Education Committee Award and another for all academic reps, in order to recognise more people, instead of having only the Proctor's Award. Joe said that the Proctor's Award was meant to be hard, in order to recognise the very best.

Kirsty was of the opinion that there was nothing to stop a class rep from doing as much work as a SP. Therefore, she saw no need to differentiate the categories. Eleanor stated that, in her opinion, there is much work done by the Education Committee which warrants commendation. Joe stated that he would like to create a new award from the Students' Association, as it would be more difficult to get the University create a new one.

11. AOCB

1) Tomi said that he had a meeting with the Deans about mid-semester evaluation form, and it was going to happen. Each class would have a direct link to their survey, without having to go through MMS. Moreover, the new single sign-on page, which had been implemented recently, seemed to have gone, and the old one was being used.

2) Eilidh asked how much students were penalised per day for late submission in other Schools. She said that English students received 4 marks penalty per day. In Art History, the penalisation was 1 mark per day, or part of day. Eilidh asked all SPs to email her with information on this penalty in their Schools. **Action Point.** Joe said that he would try to find a University policy. **Action Point.**

3) Joe said that NSS had a really low turnout (40%) and asked all to prioritise this and advertise.

The meeting adjourned.