

**Education Committee**

**Thursday 31st October, 5:30pm**

**Students’ Association Committee Room**

**MINUTES**

1. Welcome and introduction
2. Apologies
* Dennis, Amy, Emma, Anna, Joel
1. Matters Arising
	1. TEL presentation
* TEL team presented the project: easier access and navigation of systems such as Moodle, MySaint, and MMS
* Changes to old systems, as well as introducing new functionalities within MySaint based on staff and student requirements
* Future Vision = MMS for administration of tasks, Moodle = learning content (all accessed through MySaint)
* School Presidents can be part of the team (via Microsoft Teams) – email mhma@
* School of Biology President asked whether coursework will continue to be submitted on MMS, which it will be
	1. Wellbeing and academic staff (Olle)
* School President of Modern Languages sought advice regarding putting up wellbeing posters in the School. In particular, the Director of Teaching is worried about telling students to contact staff, as this may burden staff (particularly those not trained in dealing with wellbeing matters). The School President of Modern Languages thinks academic staff should be able to direct students to where they need to go (School Presidents of Biology, Medicine, and History agreed with this viewpoint)
* Director of Education thinks signposting students is fine and Schools who have open door policies can, of course, speak to students about wellbeing issues. She knows some Schools are more open than others regarding open door policies and some have trained staff members on wellbeing, while others have not
* School President of History thinks it defeats the purpose of the posters if we remove the staff contact section
* Philosophy Department cites Student Services at the end of the poster, instead. This could be a step forward for Schools who are hesitant to have staff members deal with mental health and/or wellbeing issues at large. Director of Education considers putting ‘Student Services’ instead of ‘contact a staff member’ on the poster a good move
* Director of Education does sympathise that they do not want the staff contact section on the poster, especially if the School does not have (many) trained staff wellbeing reps
* ACTION: School President of Modern Languages will put ‘Student Services’ at the bottom of the poster for now and remove the staff contact section
* Director of Education trying to get a list for each School and Department about which staff members have received the ‘Mental Health Toolkit Training’ (School President of English noted that his Director of Teaching noted the last email received regarding this training was about two years ago and not many English staff members are trained; issues with publicity – ACTION: Director of Education will let Student Services know about this)
	1. Interdisciplinary Magazine (Elisa and Sophia)
* School President of Film Studies – Library meeting; idea of having magazines and peer-reviewed options for students
* In the past, this has been popular in Film Studies, but it was dropped because of lack of staff supervision and the like
* Film Studies DOT and Film Studies School President would like to revive this but think Film Studies is quite small to start this on their own; wondering if other Schools would like to join in (to perhaps create an interdisciplinary magazine surrounding one theme or just to share papers, etc.)
* School President of Biology: At the SPF, we mentioned doing this on a Faculty Basis (Faculty Journals; Director of Education and Arts/Div Faculty President support this stance)
* School Presidents and Conveners would like to take this forward, but some (such as the School President of International Relations) have to run this by their HoS and DoT first
* Faculty-based would be a huge journal; massive project – how to go about it? Perhaps School/Dept based? Academic or non-academic focus? Selection Process? All of these need to be considered
* School of English had a journal with a rigorous selection process in place, but because people submitted more book reviews than academic papers because people did not want to write more essays than on top of what they were doing for coursework & hesitancy regarding clashing with coursework, the journal was dropped (merit and quality based on the opinion of the editorial committee)
* School of Medicine has Summer School reports that could be published (which do not conflict with coursework submissions)
* School of Art History has a journal (existing since the 1983) and they have an editorial team in place; submissions are not purely academic, and the journal is both in print and online. Also, they publish news from the ‘art world’
* Director of Education thinks this would bring together students who desire work experience, particularly in academia, and who are interested in pursuing Masters. Thinks this is a positive project
* ACTION: Director of Education will figure out whether this needs further meetings with certain people, will have a think about the structure and who it will be spearheaded by, and will bring this back to EduComm in due time
	1. Outreach programmes (Joel)
* Joel was absent
	1. Careers Centre
* Director of Education says that our work on improving the Careers Centre is not a ‘story’, especially not for The Saint. As we are elected members of the Student Union, we cannot say anything to the press without running it by the President of the Students’ Association first – we need to be a united front
* We want to work with the Careers Centre to make things better for students, not create any drama! Need to uphold a good professional relationship with the Careers Centre
* ACTION: Do not respond to the request from The Saint (out of all attendees, nobody has)
* ACTION: (Regarding SPF discussion), Director of Education would like to set up a meeting with the Head of the Careers Centre and was wondering which time would work for everyone
* Most School Presidents think bringing the Head of the Careers Centre (HCC) to EduComm may be intimidating for the HCC or not as productive as a smaller meeting may be, given EduComm’s size
* School Presidents of Biology and History are very passionate about talking to the HCC as soon as possible
* School President of International Relations thinks perhaps two School Presidents per Faculty should represent everyone. So, School President of International Relations, School President of Biology, School President of Earth Sciences, and School President of the Graduate School, School President of Economics will attend the meeting with the HCC and the Director of Education
* School President of Economics met with Pamela and found it super helpful because they have now decided to do an alumni event, so she has no concerns regarding the Careers Department at the moment
* School President of International Relations: Depends on what you are asking for from the Careers Centre and who you talk to
* ACTION: School President of Earth Sciences suggested creating a Google Doc for comments we could collect from all School Presidents. This will be done; the Director of Education likes this idea
	1. Employability Representatives
* ACTION: Director of Education will send invites and a call for reports from every Schools’ Employability Rep. School Presidents need to send her all Employability Reps’ names.
	1. Evening degree and part-time students
* Only pertinent to the School of Art History, so will be discussed between Angela and Amy after this meeting (ACTION).
	1. Faculty journals
* Already discussed in Section c.
	1. Turnitin
* Students can see their plagiarised score on TurnItIn if they pay for it: Should we make this available to students or not? Are we aware of some students paying for this? Should we do this and would students like this to happen? Director of Education wanted to collect feedback
* School President of Earth Sciences: People would probably want to see it but do not want to pay for it
* School President of the Graduate School says some students from her school uses other programmes which they pay for (prior to submitting their assignments), which is not completely the same as TurnItIn. This covers plagiarism and spell-checking, such as Grammarly
* School President of Biology thinks (re-)introducing this would not be very helpful if it tells you your plagiarism score after submission
* School President of Management noted that this used to cause a lot of panic in her School regarding plagiarism fears
* School President of International Relations agrees with the School President of Management regarding panic and also mentions that we have been doing well without it, so why introduce it now?
* School President of Earth Sciences thinks a big part of the anxiety/fear is not knowing whether one has plagiarised or not (and to what extent). More specifically, not knowing what one’s score is heightens one’s anticipation and fear, even if one has not (intentionally) plagiarised
* School President of International Relations thinks each School should decide, but other School Presidents think it is a University-wide issue/initiative
* ACTION: Director of Education will pass feedback on to the Proctor
1. AOCB
	1. School President clothing
* ACTION: Director of Education will speak to Rachel about ordering School President clothing, as there is a large interest
	1. Wellbeing Posters
* School President of Medicine and School President of History have submitted their wellbeing poster designs. Design Team was wondering if they could collate all forms together and process them as one, so they were wondering if more School Presidents would like to send these in
* ACTION: Eight School Presidents who have not yet submitted a form, but intend to do so very soon (most have spoken to their Director of Teaching about this)
* School President of Chemistry can submit the poster right now
* School President of Film Studies had an SSCC today and the staff members in her Department, on a whole, do not want their face/name on the posters. There is a large open door culture in the Film Studies Department, so she wondered whether it was necessary to put specific names on the poster
* Director of Education said one can direct students to a more general service or just remove the names
* School President of English’s Director of Teaching still needs to reply to the School President of English regarding trained staff members’ names
* School President of International Relations needs to run it by the Teaching, Learning, and Feedback Committee
	1. SABB Email
* School Presidents can publicise their events in this email (by emailing their events to the Director of Education)
	1. PG Taught Executive Forum
* Happening on Monday at 2pm
* ACTION: School Presidents will email their PGT reps’ names to Emma-Cate if they have not put it on the spreadsheet yet. Moreover, if the reps cannot come, School Presidents will attempt to come
* School President of Economics has asked her PGT reps to go but the reps say they have too much work to attend. Thinks workload might thus be quite heavy for Economics PGTs.
	1. Potluck (Friday of Week 9)!!
	2. Date of next meeting: 7th November

**Reports from School Presidents**

**Art History**

* Sent weekly email
* Sent out surveys to different year groups on behalf of my class reps
* Booked room for Postgraduate Application Workshop
* Began to publicize Postgraduate Application Workshop
* Met with class reps to discuss feedback & issues before SSCC
* Began discussion with PhD rep for idea of a PhD presentation event in 2nd semester where PhDs present their research to undergraduates, masters students, and staff

**Biology**

Aims as designated in week 4:

· Advertise PsychNeuroBio conference applications

· School President’s Forum

· Disseminate BSET Survey

· Meet with Pam Andrew (16/10)

· Send Careers summer survey results to Katarina

Accomplished this week and last week:

· Met with Pam to discuss possible careers-based events

· Sent email advertising PsychNeuroBio

· Attended School President’s Forum

· Sent summer survey results to Katarina (careers rep)

· Met with DoT; discussed BSET tutorial survey (is being sent to teaching committee) and careers plan

Aims for the week coming:

· Set up meeting with Lorna the new Careers Centre manager

· Send around final call for PsychNeuroBio abstract submission

· Send advertising for science study abroad meeting on Wednesday

· Advertise BioTech Soc’s Hackathon

· Follow up with Jacqueline Nairn re: speaker for Careers Day in Feb.

**Chemistry**

Gave feedback on 1st, 2nd, 3rd and 4th year surveys created by class reps, then circulated them by email

Arranged study abroad for science students event with the Global Office - made FB event, emailed School about it and passed on info to science SPs. Currently gathering names of science students who have studied abraod to say a few words

Gathered names of people to attend Principal's breakfast

Spoke to PGRs about PG Exec Rep

Emailed HoS and school health and safety officer about health and hygiene in the School - pending reply (follow up after reading week)

**Classics – no report submitted.**

**Computer Science**

Held SSCC meeting, nothing major to report.

DoT Communicated to students the external examiner report at the SSCC

**Divinity**

23rd October

· 15:13 received and responded to an email asking me to do a second round of publishing of an event.

· 15:18 sent a follow up email the HoS about getting funding for an evening talk I am organising.

· 15:36 composed and sent an email to the lecturer in Divinity in charge of our School’s website, having been referred to them by the DoT to get advice about the design of the Wellbeing Poster.

· 15:40 responded to the reply from the HoS regarding funding for an event, funding confirmed, and specific prices are requested. I am referred to the Administrative Assistant to the School to find out more about this process.

· 17:08 received and responded to a reply from the lecturer regarding the design of the Wellbeing Poster, who emailed me a high-resolution picture of the School coat of Arms to attach to the poster.

28th October

· 15:00-15:44 composed and sent out mass weekly email to the School of Divinity.

· 15:45-16:00 composed and sent this report to the DoEd.

**Economics and Finance**

07.10. Sent a survey to specific year groups

11.10. First SSCC

Discussed the following issues:

1. Lack of practice problems
2. Essay guidance in other Schools & essay workshops
3. More frequent coursework and a larger variety of assessment types
4. Tutorials on Bloomberg Terminal
5. Module Fair in Semester 2

14.10. Sent a weekly email

18.10. Had a meeting with Class Reps to discuss feedback from the survey, professors’ responses at the SSCC

21.10. Had a meeting with the publicity team and the Director of Teaching to discuss publicity materials for the School

24.10. Had a meeting with postgraduates as they had raised concerns about the quality of teaching and group work in some tutorials

25.10. Sent out a survey to postgraduates regarding the issues discussed the day before

28.10. Sent a weekly email

**English – no report submitted.**

**Earth and Environmental Sciences**

Actions Completed:

- Funding opportunities list provided to Honours students

- Internship event organized

- Microscope issue has been taken to the Proctor via DoEd

- Two careers events organised

Actions in process:

- Submitting an EDF proposal for This is My Geological Life

- Organizing EES themed movie night

- Continuing the process of tackling the microscope problem

- Organising career’s day out for Sem 2

Other notes:

- N/A

**Film Studies**

· 15/10 – attended meeting about Halloween Movie Night, which could not move forward due to Union’s guidelines about public screenings.

· Hosted first 60 Hour Film Blitz meeting and settled on a theme for this year’s competition

· 15/10 – Sent out weekly email promoting multiple screening events, a Pecha Kucha night hosted by a post-graduate student, and the Arts and Divinity Faculty President office hours

· 15/10 – Had meeting with DoT in which we discussed possibility of a student publication based on existing Film Matters format following SP Forum discussion (being brought up at EduComm meeting)

· 16/10 – Attended Student Library User Group with Doed and Library academic liaisons

· 22/10 – Exchanged emails with Hilda McNae, Film Studies liaison in the Library about issues raised by students about access to library-hosted streaming services (Kanopy) and the bibliography guide – both of which have been added to the agenda for SSCC this week

· 23/10 – Attended Film Studies visiting day event where I gave a short talk on life as a student in St Andrews and chatted with prospective students and parents

· 25/10 – Circulated the SSCC Agenda and feedback forms among attendees

· 28/10 – Had meeting with 60 Film Blitz Festival Director to discuss in detail outreach opportunities

**Geography and Sustainable Development – no report submitted.**

**History – no report submitted.**

**International Relations**

* Met with Sub-Honours IR Class Reps to discuss SSCC agenda points
* Met with the Head of School for International Relations, Professor Caron Gentry, to discuss our priorities for the coming year
* Attended School Presidents Forum
* Completed the process of forming a committee for the second Ambassadors Ball and conducted interviews for various positions
* Chaired and facilitated the IR Sub-Honours SSCC meeting, at which multiple solutions were found for the various issues raised by the reps
* Attended and participated in the IR Equality and Diversity Committee meeting
* Collected feedback for the EDC enquiry into the School Culture induction event
* Hosted the Arts Internship Evening alongside the Presidents of Philosophy and Social Anthropology - 70 students attended the talks and were emailed a list of opportunities related to our Schools
* Preparation for the IR MLitt/MRes SSCC meeting - creating the agenda and organising the reps who will be attending
* Organised students for a ’stock images’ photoshoot of the Arts Building
* Began preparations for an IR US Internships Evening and a ‘Using your IR degree’ event run in collaboration with the Careers Centre
* Promoted the Global Challenges Programme and Emerging Researchers internship
* Organised an additional, separate SSCC meeting for first year reps to discuss specific issues with their module coordinator

**Management – no report submitted.**

**Medicine**

Week 5

Monday:

- Had meeting w/ Ruth re: wellbeing flowchart & careers (20min)

- Briefly chatted with Veronica about some feedback (10min)

- Attended SP Forum (90min)

Tuesday:

- Sorted out videoconferencing for meeting on Friday (15min)

- E-mailed Jane re: wellbeing chart (5min)

- E-mailed Veronica (15min)

- Met w/ MD4000 reps (1h)

- E-mailed MD3101 reps re meeting on Friday and reflective analysis report (20min)

Wednesday:

- Had PG SSCC meeting (1h)

- Attended SLUG (1h)

Thursday:

Friday:

- Had meeting with MD3101 reps and relevant staff (30min)

Weekend:

- Prepped & Sent out Weekly e-mail, Prepped weekly report

**Modern Languages – no report submitted.**

**Arabic and Persian Convenor – no report submitted.**

**Comparative Literature Convenor – no report submitted.**

**French Convenor**

-Met with HoD to discuss upcoming SSCC and to go over the agenda

-Circulated agenda round staff and class reps

-Ran the SSCC on Monday 28/10

-Organised visiting days volunteers

-Met with French Department staff to discuss an ongoing initiative and how to promote it to students

**German Convenor – no report submitted.**

**Italian Convenor**

* convening with class reps and prepping them for the SSCC this coming Thursday
* gathering in feedback and forming the agenda
* dealing with student issues in teaching

**Russian Convenor**

- held department SSCC, this was a very productive meeting and feedback was well received by the staff. minutes have been provided to all that attended as well as to the russian department as a whole.
- met with the year abroad coordinator to continue to work on the My Russia website that has been in the works. Currently reaching out and looking for students willing to take over its management.
- continued to explore options for holding the Russian Play during On the Rocks 2020

**Spanish Convenor – no report submitted.**

**Music**

SSCC

SSCC is this Wednesday

Prepared and send out agenda including the EER as a point to cover

Sent out reminder to students and class reps to gather feedback

Careers

Spoken to Pamela Andrews and Craig Phillips of the career centre to get a career adviser there (Miguel Rodrigues)

Emailed to try and get a meeting with Miguel once he is back

Wellbeing Poster

Got the okay from Michael Downes to put up the wellbeing posters once they’re made

Planning to go to the Edu. Discretionary Fund for printing costs if possible

Liaised with several members of music staff to gather relevant information for wellbeing poster

Discussed who should be the contacts on the poster and got photos of these people and permission to include them, clarified their role

Enterprise

Since we have no class rep with the careers expansion pack training, I have been in touch with module coordinators making a short report which can be presented at the ‘enterprising’ meeting mentioned in Educom previously.

**Philosophy**

Actions Done:

1. Held careers event with School of IR and Social Anthropology, sent out careers resources afterwards as well.

2. Attended Teaching and Learning Committee Meeting discussing various philosophy-related issues.

3. Ran my PhilForum project by the professors and several class reps and will begin a “BETA” test soon with a small module to see how it runs and if students find it useful.

4. Attended School President’s Forum.

5. Processed all the feedback that my Class Reps collected during week 5 and have basically completed the SSCC agenda for the Philosophy SSCC, Wednesday October 30th (making sure toallow the External Examiners Report to be a bit more expansive).

Actions-to-be-done:

1. Collect feedback about careers event in week 5.

2. Run beta-test of PhilForum on a small honours module.

3. Hold (hopefully productive) SSCC this Wednesday.

**Physics – no report submitted.**

**Psychology & Neuroscience – no report submitted.**

**Social Anthropology**

15/10 - DoT meeting.

16/10 - Internship panel, set up 18:00; event 18:30-20:45.

17/10 - Visited the Thursday evening degree class. SSCC room booked for Wednesday 13th.

18/10 - TGP application call sent to third years.

21/10 - meeting with Stavroula to go over CMR ceilidh.

28/10 - week 6 email drafted

**Reports from Faculty Presidents**

**Arts and Divinity Faculty President**

Attended the first School Presidents' Forum of the academic year. It was lovely to see the School Presidents so engaged with and motivated about improving issues to do with the Careers Centre, wellbeing representatives, and MEQ structures. Given our quite fruitful discussions, I think some concrete progress will be made in the above areas and am excited to see what happens next.

· Discussed the prospect of creating an Interdisciplinary Magazine for the Arts- and Div-related Schools with several School Presidents (this idea came up during the aforementioned Forum). The School President of Film Studies has emailed me about this idea and, thus, I decided to ask Amy to put it on the next EduComm Agenda for further discussion.

· Amy and I met with the School President of English to discuss some feedback-related issues, and we have also met with the School President of Management to sort out a HR-related issue she has been experiencing. Hopefully, both these issues are now resolved!

· The Arts- and Div-related School Presidents publicised my office hours to all students in their weekly emails, so all students in the Faculty should now be aware of where and when they can find me in person, if they have anything they would like to discuss.

· Dennis and I have also discussed meeting at some point in the near future to discuss the ID modules' SSCCs.

· Still planning an interdisciplinary discussion panel for next Semester, as noted in a prior report.

· Will meet with Dr Woodfield and Dennis on Nov 19th for an E&D and People’s Strategy discussion – really looking forward to this.

**Science and Medicine Faculty President**

I’ll be joining Sophia, meeting with Dr Woodfield November 19th, regarding the People's Strategy and Race Equality Charter Group.

Together with Chemsoc, astrosoc, PhySoc and neurosoc I’m helping organise “Queer Academia, LGBT in STEM” an event where 4 LGBT speakers from different points in their career give an insight into their research/work and their experience in their respective fields. The date is November 6th in the Arts Lecture Theater. (Shameless promo: there will be a wine reception).

I also now have an office hour, from 11am-12pm in the physics building (usually the group study area, behind the cafe). I'm open to chatting about anything, educom related or not :)

Finally - Sophia and I are here to help you with pretty much anything, so please don’t be afraid to shoot me an email at scimedfp@ at any time with anything you may need help with. If you’re ever feeling overwhelmed please do seek additional help from us, that's why we are here!

**Postgraduate Academic Convenor – no report submitted.**