



**Minutes of School Presidents' Forum  
16<sup>th</sup> of October 2017, 5 pm  
Students' Association Committee Room**

**Present**

<b>Member</b>	<b>Position</b>
Zach Davis	Director of Education
Professor Lorna Milne	Senior Vice-Principal (Proctor)
Professor Paul Hibbert	Dean of Arts & Divinity
Fanny Empacher	PG Academic Convener
Nicola Simonetti	Arts & Divinity FP
John Weaver	Science & Medicine FP
Lily Ratcliff	Art History SP
Erin Phillips	Biology SP
Jacob Pepper	Chemistry SP
Julian Frink	Classics SP
Gergely Flamich	Computer Science SP
Cameron Smith	Divinity SP
Charlotte Gordon	Earth Sciences & Geology SP
Ellen White	English SP
Gaby Levey	Film Studies & Music SP
Abi Whitefield	Geography & SD SP
Alice Foulis	History SP
Sarah Gharib	IR SP
Andrew Mitchell	Mathematics & Statistics SP
Carissa Jacobs	Medicine SP
Caitlin MacDonald	Modern Languages SP
Antonia Zimmermann	Philosophy SP
Gianluca Giammei	Psychology & Neuroscience SP
Rikke Nedergaard	Social Anthropology SP

**Absent**

<b>Member</b>	<b>Position</b>
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## 1. Welcome

Zach welcomed everyone to the first School Presidents' Forum of the 2017/18 academic year.

## 2. Apologies

<b>Member</b>	<b>Position</b>
Philip Caraci	Management SP
Alisa Danilenko	Physics & Astronomy SP
Catherine Stihler	Rector
Professor Douglas Philp	Dean of Science

## 3. Collaboration Statement

The members discussed the collaboration statement on Postgraduate Experience and Technology Enhanced Learning (TEL). Postgraduate tutors' pay was raised as an issue by several PG Reps. The Proctor highlighted that until last year, postgraduate tutors were not given enough clarity on what they had to do, and last year more guidelines were introduced. In some Schools these complement strategies to speed up marking of essays.

The Proctor raised concern with postgraduate inductions run by Schools. Drink receptions, one of the more common events run for postgraduate students, can be welcoming but also could exclude some students.

**ACTION – SPs:** School Presidents to report on events within their Schools that contribute to the induction and integration of postgraduates.

Julian asked for clarification on funding for postgraduate events. Zach confirmed that these events can make use of the Education Discretionary Fund. Any request should be made through their School President.

Under the heading of TEL, Zach highlighted lecture capture. School Presidents reported a lot of enthusiastic lecturers were getting involved, but a number of them are still opposed to it. Some subjects are difficult to record because of controversial topics. A few staff members are

uncomfortable with the idea that recording lectures may inhibit student contribution. The Proctor mentioned that lecture capture training is available for lecturers through CAPOD (both online and in-person training sessions). Sarah reported that the School of International Relations have made it clear to staff that anyone is welcome to use lecture capture, however there is currently no uptake. Alice reported that the School of History also is showing resistance, with implementation being restricted to only a few sub-Honours classes. It was suggested by the committee that School Presidents reach out to members of staff to ask them to take up lecture capture. Clarification on how lecture capture is operated was discussed between members. Lecturers themselves will be able to edit and finalise the recordings before publishing them. Members discussed the possibility of filming a person writing on a board, or adding photos to the recordings, to facilitate the learning experience in schools such as Mathematics, Physics, Economics, Languages. The Proctor highlighted that this functionally can be added to the lecture capture software.

#### **4. School Careers Liaisons**

The Proctor reported that a paper will be expected at the next Learning & Teaching Committee regarding School Careers Link Officers. Current data shows that students are comfortable with the services of the Careers Centre, however feel that more could be done within the Schools, through the School Careers Links.

**ACTION – SPs:** School Presidents to meet with their School Careers Link to get an understanding of their role and what projects/events they assist with. School Presidents should then report back to the Director of Education before the next Education Committee meeting.

#### **5. Learning & Teaching Space Review**

Zach reported that workstreams had been set up for the University's Learning & Teaching Space Review, that John and Nicola have been asked to sit on the teaching space workstream and Fanny on the postgraduate spaces workstream.

**ACTION – SPs:** School Presidents should report any feedback on teaching and study spaces to the Faculty Presidents or PG Academic Convener.

The Proctor highlighted the staff TEL survey which is currently open for responses and asked for School Presidents to help promote it.

**ACTION – SPs:** School Presidents to encourage staff to participate in the TEL survey.

## **6. AOCB**

There was no other competent business.

**The meeting adjourned.**

**The next meeting of the School Presidents Forum is on the 27<sup>th</sup> of November 2017 at 5pm in the Students' Association Committee Room.**