



## **Minutes from School Presidents' Forum**

**27th of November 2017, 5pm**

**Students' Association Committee Room**

### **Present**

#### **Member**

Zachary Davis  
Professor Paul Hibbert  
Professor Douglas Philp  
Fanny Empacher  
John Weaver  
Nicola Simonetti  
Lily Ratcliff  
Erin Phillips  
Julian Frink  
Gergely Flamich  
Cameron Smith  
Charlotte Gordon  
Alison Quinn  
Ellen White  
Gaby Levey  
Abi Whitefield  
Alice Foulis  
Andrew Mitchell  
Carissa Jacobs  
Caitlin Macdonald  
Antonia Zimmermann  
Gianluca Giammei  
Rikke Nedergaard

#### **Position**

Director of Education  
Dean of Arts & Divinity  
Dean of Science  
Postgraduate Academic Convener  
Science & Medicine FP  
Arts & Divinity FP  
Art History SP  
Biology SP  
Classics SP  
Computer Science SP  
Divinity SP  
Earth Sciences & Geology SP  
Economics & Finance SP  
English SP  
Film Studies & Music SP  
Geography & SD SP  
History SP  
Mathematics & Statistics SP  
Medicine SP  
Modern Languages SP  
Philosophy SP  
Psychology & Neuroscience SP  
Social Anthropology SP

### **Absent**

#### **Member**

Srdja Popovic

#### **Position**

Rector

# 1 Apologies

Member	Position
Professor Lorna Milne	Senior Vice-Principal (Proctor)
Jacob Pepper	Chemistry SP
Sarah Gharib	IR SP
Philip Caraci	Management SP
Alisa Danilenko	Physics & Astronomy SP

# 2 Minutes & Matters Arising

The action points from the previous meeting were addressed by the forum members:

- The Director of Education updated the members that a event form will be circulated soon to gather information on events within Schools that contribute to the induction and integration of postgraduate students.
- Updates on the School Careers Link action point was discussed under section 4.
- The Director of Education thanked the School Presidents and Faculty Presidents for contributing to the University's Learning & Teaching Space Review workshops.
- The Director of Education thanked the School Presidents for encouraging staff to take part in the TEL survey, and highlighted that a student survey would be distributed in semester two.

# 3 NSS

The Director of Education reported that the NSS will open in February for final year undergraduates and that members should encouragement students to fill it out. The Science & Medicine FP reported that last year Physics put together a poster which was circulated giving student the following pointers to think about when completing the survey:

- Answer for you entire degree (and include both subjects if joint honours).
- Try to avoid neutral answers (they are not useful and are counted negativity).
- We value honest answers (to help retain appreciated things, and make improvements).

**ACTION - DoEd:** Work with the Students' Association Design & Marketing Team to produce an updated NSS poster for all Schools.

The Dean of Arts & Divinity asked the School Presidents for feedback on how they interpreted the NSS question "Have you had the right opportunity for group work?"

- The Film Studies & Music SP reported that they felt the question was non-applicable to Film Studies, even if they had the right amount of group work, given the nature of their subject.
- The History SP stated that they do not have too much group work.
- The Social Anthropology SP asked if group discussion would be considered group work.

- The Director of Education highlighted that Chemistry has substantial group work, such as a 3rd year project, as would be expected for the discipline.
- The Philosophy SP stated that students often receive one group presentation mark despite having individual input. This is often not well received by students given different levels of input.

**ACTION - School Presidents:** Gather feedback from students on group work and report back to the Director of Education before the next School Presidents Forum.

The Social Anthropology SP reported that they thought that they did not have access to department specific NSS results.

**ACTION - Dean of Arts & Divinity:** Check the distribution of NSS results to Schools.

## 4 School Careers Links

Following from the previous School Presidents' Forum the School Presidents reported that all but three now know who their Schools careers Link is, however only four currently work alongside them. Director of Education reported that discussion on this also took place at the recent Employability Rep Forum. The Director of Education asked the members for their thoughts on the role as it is currently and how they would like it to evolve:

- The History SP reported that students in their School do not know what the Careers Link role is.
- The Psychology & Neuroscience SP stated that it works well in their School, however their Careers Link does not fully understand the remit of their role.
- The Mathematics & Statistics SP proposed that a page could be added to the School's website to advertise career opportunities to students, rather than through emails.
- The Medicine SP reported that their School does not use the Careers Centre due to the vocational nature of their subject.
- The English SP highlighted that many representatives (Careers Centre, Careers Links, Employability Reps, and School Presidents) can get involved in organising careers events and that the responsibilities are not clearly outlined between them.
- Both the Biology and History SP reported that they would like for their Careers Links to give advice on CVs and Cover Letters, which could be more specialised than the help given from the Careers Centre.
- The Film Studies & Music SP stated that they would like for their Careers Link to have more industry knowledge. The Mathematics & Statistics SP suggested having two Careers Links to focus on academic and industry separately.
- The School Presidents also reported that more support for applying to postgraduate courses would be appreciated.

**ACTION - DoEd:** Bring comments expressed by the School Presidents' to the discussion of the School Careers Link at the next Learning & Teaching Committee.

## 5 Lecture Capture

The Director of Education reported that Learning & Teaching Committee passed the Lecture Capture policy, alongside guides for students and staff. The papers would now go to Academic Council next Wednesday for final approval.

## 6 Papers for Information

A brief overview was given on the the papers provided for information. These papers where the minutes from the Employability Rep Forum, Careers Working Group, Feedback Working Group, and Education Committee. The Director of Education highlighted the upcoming Careers Week in week two of semester two and urged School President to get involved.

## 7 AOCB

The History SP received strong feedback about mental health and was unsure of how to proceed. The Director of Education suggested raising the topic with the School's Director of Teaching initially.

The Postgraduate Academic Convenor urged the School Presidents to also gather feedback on group work from postgraduate students.

**The meeting adjourned.**

**The next meeting of the School Presidents Forum is on the 12th of February 2018 at 5pm in the Students Association Committee Room.**