

### Education Executive Minutes

Date & time	26 <sup>th</sup> January 2021 – 18:00
Location	MS Teams
Attendance	Alissa Chohan (VP Education) – Chair Kate Roberts (President) Henn Warwick (VP Wellbeing & Diversity) Maia Jarvis (School Rep – Performing & Digital Arts) Ellie Matthews (School Rep - Engineering, Physical & Mathematical Sciences and BAME Students Collective Convenor) Tanya Solomon (School Rep – Law & Social Sciences) Grace Waterman (School Rep – Life Sciences & the Environment) Sampada Kotcherlakota (Commuting Students Collective Convenor)  Phill Dowler (Democracy Coordinator) – Secretary
Apologies	Toby Bates (School Rep – Business & Management)

Item	Action	Responsible	Due
4.	AC to confirm when Q&A will take place.	AC	ASAP

Item	Notes	Action
1. Welcome	AC welcomes members and notes apologies.	
2. Minutes of the last meeting	AC updates progress on actions and minutes were agreed.	
3. Officer Update	AC takes paper as read and notes that the majority of the key updates are agenda items for the meeting.	
4. School Rep Update	<p>GW provides an update on the School of LSE where moodle page was launched on the 18<sup>th</sup> of January that has been a success so far. The page acts as a one-stop hub with nine key areas. There are plans to include an area where students can record academic impacts. The page is live and so is continually updated by staff and students.</p> <p>This term will focus on student wellbeing. Taking a look at safe study times being built into timetables so students can come together for online group study.</p> <p>MJ updates on the work done in PDA where the focus has been reacting as things arise. A recent win for the school is the agreement for performance recitals to switch from live zoom assessments to recordings. MJ commends the way in which the school has been working flexibly with students and academic reps.</p>	

	<p>The next area of work is to look at the relationship between CEDAS and PDA.</p> <p>TS updates that LSS is also focusing on wellbeing and the impact that has on learning so students know where to do. Have also been running quizzes within the school and developing strong relations with the staff teams.</p> <p>The plan for this term is to continue with the quizzes but also spending time on elevating academic reps that haven't engaged as much recently, to ensure that feedback is still being heard.</p>	
<p>5. Emergency Regulations</p>	<p>AC met with school reps outside of the Executives and is planning to meet with some PGT reps to gather feedback into the policies. The regulations will be released on Sunday 31<sup>st</sup> January with more information coming out on Wednesday 3<sup>rd</sup> of February. AC expresses how impressed the University has been with the input and feedback that school reps have had.</p> <p>AC adds that a Q&amp;A will be hosted with the Students' Union and the University Senior Management</p>	<p>AC to confirm when Q&amp;A will take place.</p>
<p>6. Exams &amp; Assessments</p>	<p>AC leads a discussion into what members are thinking regarding exams and assessments for both this, and the next academic year.</p> <p>Key areas of discussion included:</p> <ul style="list-style-type: none"> <li>- The exam support needed for the next academic years second and third years, as they would not have sat an exam since their time at RHUL.</li> <li>- The support needed for the next academic years first years as they may not have sat an exam since their GCSE studies.</li> <li>- The motivation and wellbeing of students that has already decreased significantly.</li> <li>- Ensuring that there is support available to students expected to conduct assessments in methods not required previously.</li> <li>- The need to develop soft skills for students. Some industries expect skills such as presentations, that aren't included in some courses.</li> <li>- The transition from this academic year into the next academic year needs to focus on ensuring that all students are experiencing the same quality of change.</li> </ul> <p>Key issues that were raised with the current exams and assessments include:</p>	

	<ul style="list-style-type: none"> <li>- Deadlines not being mapped out within departments leading to some experiencing multiple deadlines within the same week.</li> <li>- The extensions policy isn't currently robust enough to deal with bunched up deadlines.</li> <li>- Where grade scales have moved about, the workload required for those with a lower contribution hasn't reduced in line, while those with a higher contribution has increased. This has led to a larger workload.</li> </ul> <p>MJ identified a piece of work taking place within PDA that is surveying students on how they feel about assessments and what has had a positive or negative impact on them. The goal being to identify what can be learnt, what could be kept and what needs to be brought back.</p>	
7. Digital Ed 2.0	<p>AC takes papers as read but is happy to provide more detail on any of the recommendations if members would like. AC also welcomes any feedback from students regarding the lack of progress on recommendations.</p> <p>TS expresses that while the best practice document would be useful, if it's going to be duplicated for teams rather than adapted, then it wouldn't be beneficial as it doesn't allow for context specific practices.</p> <p>GW notes that the minimum standards approach to personal tutors has been ongoing for a number of years and has been raised by countless academic reps and questions whether progress in this area will come about.</p> <p>AC explains that the key issue is consistency. Work has been slow in this area and will be monitoring how it progresses. AC identifies that it might be an opportunity for a policy enquiry to take place, although acknowledges that it wouldn't be this academic year.</p>	
8. Sabbatical Officer & School Rep Elections	<p>KR provides an update on the elections highlighting that nominations close on the 12<sup>th</sup> of February.</p> <p>KR encourages members to consider putting themselves forward for any of the roles available.</p>	
9. AOB	<p>PD updates members that EM will also be representing the BAME Students Collective at Education Executive moving forward.</p> <p>PD updates members of the current position of the PGT Collective with no convenors, and adds that for future meetings, a PGT academic rep will be sought after.</p>	

	<p>EM asks when exams and assessments will be taking place for final year students and AC explains that this is being worked through at the moment and will be released once all emergency regulation communications have gone out.</p>	
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