

Education Executive Minutes

Date & time	28/11/2023 – 17:00-19:00
Location	Moore 004.5
Attendance	<p>Sharanya Sivarajah (Vice President Education – Chair)</p> <p>Oliver Case (School Representative – Law and Social Sciences)</p> <p>Izzy Masters (School Representative – Humanities)</p> <p>Isabella Neergaard (School Representative – Life Sciences and the Environment)</p> <p>Het Unadkat (PGT Community Officer)</p> <p>Matthew Humphreys</p> <p>Hannah Hockin (President)</p> <p>Nisha Bundhun (Vice President Wellbeing and Diversity)</p> <p>Laura Black (Student Voice Manager)</p> <p>Lauryn Fleming (Academic Communities Coordinator – Secretary)</p>
Apologies	<p>Martin Kapusta (School Representative – Business and Management)</p> <p>Carmen Anderson (School Representative – Performing and Digital Arts)</p> <p>Shupin Lui (PGR Community Officer)</p>

Item	Action	Responsible	Due
5	SS to arrange 121 catch-ups with Academic Community Officers	SS	05/01/24
5	HH to meet with Estates to follow up on PC lab space	HH	08/01/23
6	LB to ask university about GDPR rules and students using mailing lists	LB	31/01/24
6	SS to speak to SU Marketing team about the possibility of signing off team/SU emails with a name	SS	31/01/24

Item	Notes	Action
Welcome	SS welcomes members, introduces herself and the purpose of Education Executive. Members introduce themselves for first meeting of the year.	
1. Officer Update	SS takes the paper as read. Updates the members on what has been happening in term 1 including that there will be no strike action for the foreseeable and library will be returning to 24/7 in terms 2 and 3. Accessibility in uni and APP working group.	
2. Reflections on MAB	MH gives an overview on papers circulated regarding MAB. Wants to be transparent to offer to take questions in or outside of the meeting. Would	

	<p>welcome input on regulator addendum – may be comment on standards paper which is an overview of classification and awards outcome from last year.</p> <p>Addendum – have regulations which govern academic programmes, difficult situation as had 3 sets of exceptional years where regulations have been different. Important that students have insight before going to Academic Board on 29/11/23 – MH reassures attendees that it's a tidying up piece of work following emergency regulations.</p> <p>The university did a number of things in MAB designed to protect student outcomes and it's confirmed that they won't be continuing with special provisions now MAB is over. The question often arises about if someone is bordering classifications, qualified to be in the zone if at around 68% mark – broadened zone to 67% as part of MAB to acknowledge disruption etc. The recommendation to go to Academic Board is that they go back to the standard classifications.</p> <p>OC asks if this applies to 23/24 year and IN asks if reps should be communicating this to students, MH reassured that the university will communicate. IM states that there was no email that fully explained processes, the school wanted to put information out but thought the less information would cause less confusion. When information is given, it needs to be phrased clearly and easy to process for students and to make it seem as though the uni are not going back on something already communicated.</p> <p>SS- the SU had lot of trouble understanding the emergency regulations and asked MH to consult with school reps/sabbs to ensure it's digestible for students.</p> <p>IN doesn't believe that 3rd years were aware of the changes last year.</p> <p>MH challenge around comms is that it was part of a package, keeping one part and not the whole means that people focussed on standards may find it difficult to process.</p> <p>IM asks if there's a way to summarise information first and later go into more detail if necessary.</p> <p>MH states it will go through Academic Board on 29/11/23 and asks for suggestions around when to communicate outcome to students. IM wouldn't recommend communicating around NSS and IN suggests the sooner to communicate the better. SS</p>	
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	<p>suggests linking it into preparing for exam season communications.</p> <p>MH talks about assessment futures – going to look at all regulations and try to make them a better set for new students. Would welcome student voice in the development/review of regulations.</p> <p>School Reps weren't aware of this information prior to exec so grateful for the conversation.</p>	
<p>3. Academic Communities</p>	<p>LB introduces the project and that we're in the feedback collection stage. Gives context on the project and the process of creating the current proposed model.</p> <p>IM asks question about combining academic communities eg Philosophy Society currently do separate things to PIR so how would it work for them.</p> <p>LB explains that academic communities will be created based on needs of individual departments – eg Business have no departments so one singular community wouldn't work.</p> <p>IM states that Lit Society want nothing to do with the rep system or the university whereas others are keen to link. Concern that it's taking away freedom from student groups to make their own decisions if they don't want to work together or collaborate. LB states that we will meet with each academic society to shape the model and their relationship with the community.</p> <p>IN asks about rep lead – if there's a capped amount of senior course reps, how would they get into the position? LB states that we need to discuss in detail but confirms it wouldn't be an elected process as that poses a barrier, a lot of institutions in sector are going towards an appointment – have they been a rep before, why do they think they should be in the role etc.</p> <p>IN asks about the president being the community officer, LB states that it would work in a similar way to how it currently is but there would be a bigger voter base.</p> <p>IM asks about per head funding, everyone is opted in so bigger departments will get a bigger sum but it doesn't necessarily mean that they will all come to the events. Could students tick a box at the start of the year to state if they plan on going to events etc to suggest the possibility of reviewing funding based on the activity they offer. LB states that it would be</p>	

	<p>reviewed after the first year and see if things need to be altered after that. The idea in theory is that every community should be doing something with members, if they aren't then we can intervene to make sure they are delivering.</p> <p>HU asks about a point raised in the rep focus group about January starters and their position in the committee.</p> <p>LB states that this was discussed and we would be unable to facilitate the whole election process based on January starters but in the case there are January starters, adjustments would be made to ensure that they can take part.</p>	
<p>4. Student Rep Update</p>	<p>OC – LSS going well, active and fun. Lots of meetings with students and had met all reps twice – did a meeting about assessment futures to inform reps and got feedback. Pushing dept to do more social events, staff getting on board slowly – wanting to create cohesion across school. Dealt with a couple of student complaints about a module cancellation etc, had lots of support from SU and department.</p> <p>IN – had lots of meetings with SU, School staff etc, enjoying the relationships and nice to get recognition. Students are engaged, had 2 SCR drop ins in TK, set up meeting minutes and talk about things happening in each of the depts in LSE. Talk about concerns and things going well, positive comments getting relayed to staff in meetings. Hiccup with MAB but got fixed quickly and was happy with outcome. Instagram going well, lots of followers and activity in departments to encourage relationship building. Not always overlaps in depts so running a Christmas competition. Looking into assessment futures.</p> <p>IM – School trying to have a lot of cohesion which is nice. Running a crafting session on 29/11/23, doing social events. Had budget issues as a school, IM was running Instagram but was running as a paid role – had a year of no comms through Instagram but has been told can't run Instagram although will be from next term to repost what is happening in the school etc. Planning on meeting with reps soon to discuss specific SSAM training, had reps confused, have an overview of academic representation and how to become a rep etc. lots of meetings and some anxiety arising about assessment futures in the school.</p>	

	<p>HU – things been slow currently but working on campaign during meeting with R&D Coordinator. Will get in touch wit SU once ideas working</p>	
<p>5. HE Update</p>	<p>SS states that HE update will be a standing agenda item in ed execs just to make sure they are in the loop. SS action to put in 121 with Het (and other academic community officers)</p> <p>UCU Ballot SS gives context about UCU strike action with re-ballot asking if they would strike again this year. No industrial/strike action this year unless the UCU choose to re-ballot either nationally or internationally.</p> <p>IM states that post to communicate this information was good via social media. SS informs members that there is a Linktree on VP Ed Instagram to link to relevant information so everything is accessible in one place.</p> <p>IM suggests adding a blog to coincide with the social media posts. SS suggestes that blog and social media will be released at the same time using instagram to summarize and then a blog for more information.</p> <p>Library SS explains that library was closed in term 1 due to budget constraints and a video was shared on social media for transparency about library closure. It will reopen 24/7 in terms 2 and 3, founders reading room is open 24/7 and other space on campus.</p> <p>HH says funding request went to estates funding committee – request for PC labs and social group study space (recharge zone) – further comms required but has been approved. HH is going to get In touch with estates to understand technicalities and what happens next.</p> <p>SS says previously, if students didn't have an ID for an exam then there was access to a temporary one but exam team found that hard to manage. Now they should bring their college card but can alternatively legal ID. It puts responsibility on students but and they are advised to arrive to an exam 30 minutes before to give time buffer if they do need to get their card.</p> <p>IN asks when communication about this will be released.</p>	<p>SS to arrange 121 catch-ups with Academic Community Officers.</p> <p>HH to meet with Estates to follow up on PC lab space.</p>

	<p>SS states that Uni will release their comms (hopefully by end of the week) so the SU can reiterate and share with students.</p> <p>HH states that this information will be going out to all students but suggests that reps ensure School staff reshare message and ensure students are aware of these changes.</p> <p>IM states that UG Leads are usually effective for sharing information like this.</p>	
<p>6. AOB</p>	<p>Extenuating circumstances: HH sent an email last week and thanks those who attended the extenuating circumstances workshop. Uni are currently working on EC process, HH sits on working group and shares that they are encouraging student voice on the work to ensure students are contributing to the project. HH has sent a link with description on Exec teams and asks members to share wider with students they work with.</p> <p>OC gets a lot of times the school asks school rep to share information but asks how without being able to share to all students. SS states that it's not the rep's responsibility to share information, it should be the school's and reps can reiterate more informally via group chats, social media etc.</p> <p>LB action – contact the university to ask about rules around students using global address book.</p> <p>IM suggests the SU always add a name to emails from teams at the SU as it feels more personal. LB states that the rep newsletter goes from VP Ed email address so there is a possibility for it to happen for other emails. SS to action and discuss with SU marketing team.</p> <p>NSS Action Plan/Partnership Meetings LB explains that the SU have an NSS action plan and shares information with members. School Rep Instagram closing feedback loop, more engagement events throughout the year, more communication, partnership meetings.</p> <p>LB shares the purpose of the partnership meetings and gives an overview of some actions that have come from the partnership meetings so far and that actions will be circulated to relevant members.</p> <p>SS thanks members for their time and meeting ends.</p>	<p>LB to ask university about GDPR rules and students using mailing lists</p>

