

**Meeting: Taught Academic Council**

**Place: 3WN 3.7**

**Date and Time: Thursday 26<sup>th</sup> October, 12:15 – 2:05**

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Present:

Yunshu Li  
Vasileia Filippou  
Kexin Kuang  
Emmie B  
Anjali Ashok Menon  
Isabella Harrison – Wan  
Alissa Mann  
Sheekha Amin  
Sarah Hidiy  
Victoria Baskerville  
Louise Rawlings  
Jerrica Hallinan  
Darcy Unson  
Dominic Macias  
Jacob Morris  
Eduardo Arcala Valenzuela  
Xuan Li  
Qian Wang  
Yewen Zhang  
Elizabeth Clark  
Fay Nilcolopoulou  
Shona Virden  
Ieuan Markus-Venables  
Vicky Simkin  
Pinki Manong  
Madeleine Grand  
Nuria Baubrta Roelans  
Willow Wyatt  
Pakinam Adbelrahman  
Aarash Ahmadi  
Namel Beulloch  
Pearl Pulges  
Ben Serrano  
Ranjani Dharmarajan  
Muyun Wu  
Edwina Baiden

Dhiren Jhugroo  
James Kay  
Sam Thomas  
Nefeli Poyiatzi  
Aurora Widawati  
Lydia Kendrick  
Tara Uygur  
Megan Reeve  
Wenhao Gao  
Grace Campbell  
Sophia Lavecchia  
Emma Robinson  
Charlotte Simmonds  
Joe Curtis  
Samantha Found  
Jonel Li Fat Awen  
Oliver Hewitt  
Meg Marumoto  
Dhruv Gupta  
Robert Critchlow  
Raj Haria  
Anna Newman  
Anadya Kukreja  
Yasmeen Fariz  
Faye Smale  
Ellie Devereux  
Sua Cho  
Julia Wong  
Rebecca Lim  
May Sheikh  
Rachel Stones  
Christopher Lai  
Rowan Smith  
Brianna Marie Wong  
Jilly Waltrey  
Luke Grigg  
Chyrstabel Chinge  
Juliette Duplanit Weill  
Syrena Lin  
Ankesh Ajay Gupta  
Achshah Wildish  
Suzannah Belk  
Georgie Waterworth  
Callum Morrison  
David Evans  
Jiayue Lin  
Mara Erigore  
Suruthi Gnanenthiran  
Chloe Egerton  
Talitha Davies

Jade Pizzato  
Elizabeth Benner  
Hannah Toal  
Alice Lester  
Svenic Shebler  
Qin Gong  
Emma Liverseidge  
Sarah Bourne  
Lauryh Tayler  
Nikita Hadavale  
Robert Eardley  
Mark Fouad  
Ruth Ye Zhou  
Hannah-Jade Parker  
Jack Clark  
Liam Pugh  
Stephanie Elstub  
Grace Carter  
Tom Banks  
Kieron Cardall  
Charles Valdez  
Joseph Field  
Giovanni Di Sieua  
Alistair Stone  
Mary Fulford  
Zhanna Nazarenko  
Muhamman Zahaib Farhan  
Asmish Singh  
Philip Hummel  
Chloe Chan  
Marianna Aspbury  
Adam Hugkes  
Ritika Istani (MBA Representative)  
Sarah Woodley  
Ajay Joseph  
Haicong Peng  
Ming Gieng Alex Benjamin Szekeres  
Sean Mccarthy  
Matthew Monti  
Charlie Rumble  
Francesca Bull  
Georgia Simpson  
Natasha Lee  
Tingyo Liu  
Raphael Ofoe  
Anna-Dauphine Loshie de Keihor  
Jade Kitchen  
Iranxiao Lio  
Oommen Philip Tmarakan  
Meg Rapley

Liam Mcstay  
Amelie Green  
Megan Mellamphy  
Jack Beadle  
Kaja Vassbotten  
Idris Kayran  
Alex Waller  
Naimeesh Miztry  
Stefan Garcia  
Eleanor Giles-Thomson  
James Fossey  
Jade Morgan  
Daniel Cripps  
Yunming Liu  
Yulei Sun  
Angela Bayfeldt  
Hannah Parker  
Sarah McBride  
Georgi Staner  
Yunpeg Li  
Lauren Webb  
Adriano Arguedas Soley  
Zorry Belcheva  
Pablo Beattie  
Snuauda Balu  
Jen Duckett  
Mahlda George  
Joel Broad  
Victoria Pelte  
Lizanne Heinz  
Leah White  
Sam Evans  
Kin Ozowle Wong  
Oliver Hult  
Alex Christo  
Hester Gent  
Khumbo Nyirenda  
Samira Kelly  
Karima Chan  
Emma McFarland  
Kieron Holt  
Kamila Hawaroua  
Ahmad Muhaisen  
Maya Khurana  
Shiyue Su  
Joe Orris  
Freya Tooley  
Andrea Christou  
Alex O'Neill  
Soul Pierce

Kieran Warwick  
Yuwen Sheng  
Georgia Prastiti

## **Introduction to Taught Academic Council (TAC)**

The Education and Postgraduate Officers welcomed the Academic Reps and informed them that the TACs are an opportunity to feedback on the issues that are affecting students in their departments. The format for meetings will consist of a key issue to address and then feedback from the floor, where Academic Reps are encouraged to discuss what is happening in their department and collaboratively build solutions to any issues arising.

The Faculty Reps were introduced and Academic Reps were informed that Faculty Reps attend TACs so they can interact with them and discuss issues to take forward to the SSLC

The Education Officer briefly introduced herself, informing that her remit as an SU Officer includes; academic representation, learning and teaching, academic appeals and placement.

The Postgraduate Officer then introduced himself and discussed his remit, which includes; Doctoral students, Postgraduate students who teach, representing Postgraduate and ensuring they get the most from their student experience.

## **The SU Top Ten**

These are the top issues that will be prioritised this year. This is the eighth year the SU Top Ten has been run, following on from a very successful year last year including securing a physical expansion of the gym and working with learning and teaching to change the feedback system. This year the issues are;

1. Improve quality and quantity of study spaces
2. Reassess the requirement for students to submit hard copies for printed coursework and dissertations
3. Ensure the quality of supervision is consistently high for all doctoral students
4. Embed sustainability within the formal curriculum and wider University environmental practises
5. Secure commitment to a location and timeframe of building full sized 3G sports facilities on campus
6. Enhance the conditions, training and development opportunities for postgraduates who teach. This includes helping them feel prepared and supported in their teaching but also ensuring undergraduates get a good quality of teaching
7. Provide focused mental health support across the student community
8. Improve space provision for students in the Edge
9. Ensure that students with disabilities have equal access to the University infrastructure – this includes online material as well as physical spaces

10. Review current processes to ensure students have an effective understanding of plagiarism - implementing new, clearer guidelines

### **Printing Discussion (Top Ten point two)**

Point two from the SU Top Ten was explained, with the focus being on reducing the amount that is printed and the amount this costs. The Education Officer recognised that a “one size fits all” approach will not be appropriate as printing requirements across the departments are not the same.

Academic Reps were asked to get into pairs and answer questions around printing costs, namely: How often do you print coursework? How many pages do you print and how much does this cost? Does your course require double submission? Do you have to pay to print and bind your dissertation? What would you like to see?

After 10 minutes Academic Reps fed back to the Officers, the following points were discussed:

- An Academic Rep from Psychology mentioned that in lectures she attends students are expected to print out handouts in advance. However Academic Reps from; Chemistry, Physics, Education, Economics, Health and Civil Engineering expressed that lecturers in their departments print slides in advance and provide students with them. An Academic Rep from Biology discussed that in her department students have been told that lecturers are not able to print handouts for them.
- Academic Reps from; Maths, Economics and Natural Sciences mentioned that they have to pay for printing of multiple pieces of coursework throughout the year which seems unnecessary seeing as the option to submit electronically exists.
- The need to print two copies of dissertations in colour was queried. The Education Officer relayed that conversations are currently being conducted with the library in relation to this, asking them to store electronic copies rather than hard copies, which would stop the need for double printing.
- Academic Reps from multiple departments brought forward the issue of International and Masters Students submitting hard copies of coursework. As submissions often occur when they are out of the country, coursework has to be posted which is expensive and inconvenient.
- It was discussed that around half of the Academic Reps present used their own printer rather than using University printing.
- Academic Reps from Chemistry reported back on the effective way their department manages printing. All material for lectures is printed for students and they are able to use the printer in 8W for free. If coursework is submitted before the deadline the department will also print this for them. Academic Reps from Maths and Mechanical Engineering said this was similar to the procedure in their departments.
- The point was also raised that for those with access issues paper copies can be easier to access than electronic materials. The Education Officer stated that all access issues should be reported to the lecturer who will be able to provide assistance.

The Education Officer concluded this discussion by asking for volunteers from each department to lead a campaign that will assess the situation in each department and take this forward to the relevant SSLC.

### **Feedback from the Floor**

The Education Officer opened the floor for discussion, inviting Academic Reps to discuss issues that Officers should be aware of and work on.

There was a large discussion surrounding the use of Panopto to record lectures;

- Academic Reps from; Pharmacy, Chemistry, Biology and Psychology all raised the issue of lectures being delivered in rooms where Panopto is enabled but lecturers not using it. The general consensus from all Academic Reps was that Panopto is a useful tool to provide clarification directly after lectures and also to return to for revision.
- It was also raised that often students miss lectures due to illness, interviews or other commitments and in these cases Panopto is vital to catch up.
- An Academic Rep from Management mentioned that his lecturer did not use Panopto out of concern of students not attending lectures if they could watch the recordings instead. An Academic Rep from Computer Science put forward that his lecturers delay the uploading of videos to Moodle in order to overcome this issues, which many Academic Reps agreed was a good solution. A further solution was proposed by an Academic Rep from Management, he suggested that lecture attendance be recorded by swiping library cards as this would dispel the myth that using Panopto stops students attending lectures. This was agreed on as a good way to move forward, and it was further suggested that students be quizzed at the end of each week to prove they had been to the lecture.
- An Academic Rep from Civil Engineering mentioned that often the lecturers attempt to use Panopto but it fails due to software problems which needs to be resolved.
- An Academic Rep from Electrical and Mechanical Engineering mentioned that the University stance on Panopto is currently “opt in”, meaning lecturers don’t have to justify not using it and have to fill out forms to set it up. He suggested this be changed. This was supported by a Faculty Rep from Natural Sciences who suggested the set up process should be made simpler.
- A discussion was had over the need to dispel certain myths around the use of Panopto; that it would lead to decreased lecture attendance and the concerns it raised over copyright. The Education Officer ensured Academic Reps that Senior Management are attempting to dispel these myths but the Faculty Rep from Natural Sciences suggested they need to be more vocal in doing so.

The Education Officer concluded this discussion by informing Academic Reps that this year lecturers are being encouraged to use more technology in their teaching and the University is restructuring the curriculum accordingly. In the meantime this is a good point to take to the SSLC.

Further points were discussed in relation to other issues arising;

- It was discussed that in some lectures people arrive late which disrupts the first 10 minutes of the lecture. It was suggested that this might be a problem to do with buses and the Education Officer mentioned that if this is a continued problem it may be worth approaching the lecturer and agreeing on a cut-off point to enter the lecture
- The distraction of students engaging in activities such as online shopping in lectures was also brought up, a solution was agreed on to ask lecturers to email around and ask that this does not continue
- An Academic Rep from Psychology expressed that the timetables are not clear and has led to many students missing lectures as they are unable to read them. The timetable format was explained in an induction lecture but it was suggested it is still not clear enough. The Education Officer suggested this may be a central issue with timetabling and agreed to take this forward.
- An Academic Rep from Translation and Interpreting Masters mentioned that in one unit they only have one marker to mark all assignments and students have questioned whether this is fair and effective. The Education Officer confirmed that all assignments should go to a moderator as well as the key marker, it was decided that in this instance the lecturer should be clearer on what the process is.
- An Academic Rep from Electrical Engineering expressed that in certain units it is unclear when assessments are and which ones are graded. The Education Officer mentioned that Chemical Engineering have compiled a block grid of this information, so it may be worth speaking to the Academic Rep from there and taking this format forward to the SSLC.
- An Academic Rep from Management expressed that it would be helpful to have access to all mailing groups within their department. The Education Officer informed that this can be done through the SU for Academic Reps, but that it may be useful to introduce for other students as well
- An Academic Rep from Electrical and Mechanical Engineering raised concerns over the amount of lectures held in the Edge Theatre. He felt that this is not a suitable space for note taking. The Postgraduate Officer confirmed this is an issue that has been recognised and will be dealt with moving forward.
- An Academic Rep from Electronic and Electrical Engineering brought up the issue of exam scaling. They mentioned that scaling does not seem to be consistently applied and there is no transparency in which exams are scaled, how often and how much by. The Faculty Rep from Natural Sciences confirmed that they do get a break down of this, but these are not currently to be shared with students due to concerns over this information being shared with the public.



- Concern was expressed over the clarity of which departments have Placements Reps. The Engagement and Quality Co-ordinator confirmed that all departments will have a Placement Rep, although some may be elected more informally than others.

### **Student Voice Report**

The Education Officer informed that a report will be produced based on the feedback and evidence given to Officers by students which will be presented to the University. Academic Reps were therefore encouraged to contact Officers when problems arise as this will feed into the report and demonstrate which issues need resolution.

### **Disciplinary Appeals Panel**

The Education Officer asked for volunteers to sit on the Disciplinary Appeals Panel, this is called when someone appeals sanctions placed on them by the SU. Academic Reps interested in assisting on these panels were encouraged to sign up after the meeting.

### **Any Other Business**

The Education Officer reminded Academic Reps to complete the online Moodle training which will help them get the most out of their role and also to attend the Academic Rep Conference on Saturday 28<sup>th</sup> October.

Next meeting to be held Thursday 16<sup>th</sup> November in CB 5.1