

The London Interdisciplinary School

Student Voice Committee

Minutes of the Meeting on Wednesday 26th October 2022 at 15.45 via Teams and F4.1 Entropy

Attendees

Dr Ash Jay Brockwell (Evaluation Lead, Faculty)
 Hayley Dawson (Faculty Manager)
 Michael Englard (Registrar and co-chair)
 Prof. Carl Gombrich (Director of Teaching and Learning)
 Dr Andrew Redford (Head of Quality & Secretary)
 Marielle van der Meer (Director of Student Experience, Careers and Partnerships)

Board of Directors:

Founders 21: Alex Anstruther
 Founders 22: Rachael McGrath
 MASc Founders: Tiyaasha Dutta Paul

Academic Council:

Founders 21: Summer Lowe
 MASc Founders: Henry Bowler

Policy and Regulatory Committee:

Founders 21: Lucy Magri-Overend
 MASc Founders: Guy Butler

Equality, Diversity & Inclusion Committee (EDIC):

Founders 21: Aoife Wright
 MASc Founders: Angelica Lewis

Learning Resources, Property, Data & IT Committee:

Founders 21: Felix Hawkings
 Founders 22: Ana Howard
 MASc Founders: Sabine Vidal

Papers submitted in advance.

- 1 Terms of Reference and membership
- 2 Minutes of the meeting held on 11052022

MINUTES

1.0 Welcome and Apologies.

- 1.1 The Chair welcomed everyone to the meeting and apologies were received from Dr Ash Brockwell.

2.0 Terms of Reference and Membership

- 2.1 The Committee received the Terms of reference and membership (paper 1). The Committee noted the quoracy and it was stated that the quoracy does not specify that student representatives present must be from each level to be quorate. It was **agreed** that this would be kept under review. The role of the committee in relation to marketing and publications was queried and it was confirmed that this relates to major changes in marketing direction and CMA/regulatory issues relating to published information. It is not the consideration of each marketing document.
- 3.0 **Minutes of the Previous Meeting**
- 3.1 The minutes of the previous meeting (paper 2) held on 11/05/2022 were received and **approved** by the Committee.
- 4.0 **Matters Arising**
- 4.1 Actions from previous meetings. The Committee reviewed outstanding actions from previous meetings (paper 1) noting the following:
- 4.1.1 **MEQ incentives.** (11/05/2022; minute 4.6). It was reported that this is completed with surveys having a prize draw for an e-voucher available for respondents. It was stated that whilst this has helped response rates, they are still not at the desired level routinely.
- 4.1.2 **Timing of topics Problems 1 and B.** (11/05/2022; minute 5.1.5). It was reported that this is completed, having been discussed by Faculty. However, at this stage, given the small number of respondents wanting a change, this would not be taken forward.
- 4.1.3 **Categories of issues.** (11/05/2022; minute 7.7). It was reported that this will be provided at the next meeting.
- 5.0 **Student Representatives items and feedback**
- 5.1.1 Student Election Process. The following points were raised:
- those who had been nominated were only informed the day before the pitches and so had little time to prepare.
 - The pitch length was only one minute, which was too short.
 - The pitches were held on a day when most students were not on site, certainly not for all three cohorts.
 - Some people were interested but were unable to engage with the short turnaround of the process due to either sickness or adjusting to living in London etc.
 - It was unclear what the time commitment would be the role of student representative.
 - It was suggested that the election process could be delayed in future years either by several weeks or potentially a term.
 - It was stated that the pitch session seemed intimidating and that it was a bit of 'clique'.
 - It was suggested that pitch attendance could be compulsory.
 - It was suggested that there should be different pitch sessions for each cohort to enable attendance.
- 5.1.2 It was stated that the above points will be considered for future student election processes and will be reported back in due course.
- 5.1.3 It was stated that there are still those who would like to participate in the process. It was **agreed** that a plan will be circulated to enable candidates for the vacant positions to come forward and where there are multiple candidates then there would be an election.
- 5.2 Student Representative items. The following items were raised:

- 5.2.1 The screens in the first and second floor teaching rooms should be bigger. It was stated that this will be referred to the Head of Digital in the first instance *[Action: AR to refer to Head of Digital]*.
- 5.2.2 There had been confusion regarding how to submit assessments on-line in particular in relation to permitted file types and file sizes. It was stated in response that staff were aware of the issue and guidance would be circulated shortly.

6.0 Feedback mechanisms and priorities (standing item)

- 6.1 It was queried as to whether the anonymous drop box would be retained. It was confirmed that there were no plans to stop using it.
- 6.2 However, it was stated that in terms of the Town Hall meetings it was important that the meetings were not solely based on feedback from the drop box but should take in the breadth of feedback mechanisms available. It was noted that the meetings are a key part of the School's process in feeding back on what it is doing to the student body. It was also stated that the use of the drop box in generating items for discussion at the Townhall meetings must take into account the volume of requests to ensure there is a consensus on issues from the student body.

7.0 Any Other Business

- 7.1 There were no other items of business.

8.0 Next Meeting and future meetings

- 8.1 It was noted that the next and future meetings of the Committee will be held on:
- Wednesday 30th November 2022; 14.00-16.00
 - Wednesday 11th January 2023; 14.00-16.00
 - Wednesday 8th March 2023; 14.00-16.00
 - Wednesday 26th April 2023; 14.00-16.00
 - Wednesday 7th June 2023; 14.00-16.00

End: 16.30

ACTIONS 2022-2023

INCOMPLETE ACTIONS

Meeting/minute	Action	By Whom	Deadline	Outcome
11/05/2022; minute 7.7	Categories of issues. To compile categories of examples of what can/cannot be acted upon	ME	Nov 2022	
26/10/2022; minute 5.2.1	First and second floor screen size. To refer issue to Head of Digital	AR		