

## The London Interdisciplinary School

### Student Voice Committee

#### Minutes of the Meeting held on Wednesday 19<sup>th</sup> January 2022 at 11.00 via Teams

##### Attendees

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

##### Papers submitted in advance.

1 – Minutes of meeting held on 17/11/2021  
 2 a/b– Report on Module Evaluation Surveys

### MINUTES

#### 1. Welcome and Apologies.

1.1 The Chair welcomed everyone to the meeting. Apologies were received from Ethan Tungpalan.

#### 2. Minutes of the Previous Meeting

2.1 The Committee received and approved the minutes of the meeting held on 17/11/2021 (paper 1).

#### 3. Matters Arising

3.1 Actions from previous meetings. The Committee reviewed the actions from the previous meeting (paper 1) noting the following:

3.1.1 ***Discord app (17/11/2021; minute 5.2.1).*** It was reported that the possibility of 'Whats App' had been discussed with the Head of Digital who had raised data protection issues with that platform. It was stated that the new incoming Director of Marketing will review the options of what to use. It was noted that this is for use by those with an offer and is a pre-enrolment community building tool which is discontinued once each cohort begins who then use internal mechanisms (i.e. Cortex).

3.1.2 ***Digital Skills (17/11/2021; minute 5.2.4).*** It was reported that this has been discussed with the Head of Digital and that a refresher session approach together with more time during induction will be utilised. It was stated that a refresher session will be convened for the Spring Term. It was noted that some skills are being incorporated into the 'Future selves' workshops. The DoTL noted that it was an important initiative but may take more than one or two sessions for people to get to grips with digital platforms and that the sessions should be done over 10-12 weeks in advance of internships, dates for the sessions for this term will therefore be needed soon. ***[Action: MVDM, KG and LM-O by correspondence to determine dates].***

3.1.3 ***Financial support information (17/11/2021; minute 6.1.1).*** It was reported that the Marketing Team will be making the information more prominent in the brochure and various media as well as making sure it is an item raised at all Discovery Days. ***[Action: KS to circulate information to EE to view and provide feedback].***

3.1.4 ***Diversity Awareness (17/11/2021; minute 6.1.2).*** It was reported that there will shortly be a new Community Manager role in place who will review the overall training plan which includes diversity training and will scope

out options for both students and staff. This will feed into actions for EDIC and the role will discuss training with EE from a student perspective over the course of this term.

- 3.1.5 **Miroboard feedback (17/11/2021; minute 6.2).** It was reported that this is action is now obsolete.
- 3.1.6 **RWG student member (17/11/2021; minute 8.1).** It was reported that this had been completed and had subsequently agreed by correspondence to hold an election. However, the Committee **agreed** that given it was term 2, the runner up for the Board of Directors could be co-opted for the remainder of the year and if that person was no longer interested then the position would be held by an existing member of SVC for the remainder of the year. The position will be elected from 2022/2023. **[Action: ME to facilitate co-option of runner up or SVC member for remainder of 2021/2022]**
- 3.2 Deferral, Extensions and Extenuating Circumstances Policy and Procedure.**
- 3.2.1 It was noted that following feedback from students and staff, the policy is being reviewed to provide clearer guidance and to make a more efficient process from a student perspective. It was also noted that the recent communications on an additional permitted attempt for non-submitted work in the Winter Term is an exceptional circumstance that is based on the possibility that some students may not have been clear on the effects of non-submission to their progression as well as eventual degree mark. Staff reiterated the important of assessment submission and that this was an exceptional decision and will not set a precedent for the future. Student Reps noted that some students felt that Winter Term assessment played only a marginal part in the overall degree mark and were therefore prepared to not submit but had no understanding of the effects non submission would have on their progression.
- 3.2.2 It was also reported that there was some disappointment in the lack of variety of different types of assessments, with the majority being essay based. Staff noted that term 2 was the opposite with more emphasis on video work than essays, however student reps stated that this was only being made clear at the start of term 2 rather than at the start of the programme. It was stated that some deadlines were spaced over holidays which some students disliked as it felt like there was no or little break, whilst some reported that it was understood why they were spaced out which was also explained several times by different faculty, in that staff did not want the full assessment burden to fall after Christmas as that would have been too much.
- 4. Module Evaluation Results from Winter Term**
- 4.1 The Committee received the MEQ results from the previous term (papers 2a/b) and noted that lack of engagement from students in the surveys. It was **agreed** to reopen the surveys and that the Student Reps would communicate with students regarding the survey. **[Action: AR to reopen survey and provide links to Student Reps; Student Reps to communicate survey links to students].**
- 5. Student Representatives items and feedback**
- 5.1 Student Representative items. L M-O reported that the Board of Directors had discussed 'reserved items' but felt that all commercial items should not be by default reserved items as they are not all sensitive, this will be discussed with the Chair of the Board to find a way forward. It was stated that it was useful for all students as well as Reps to understand the operating model of LIS and that the School has investors and what their role and responsibility is.
- 5.2 Assessment Feedback Framework. It was stated that feedback will be sought on the feedback framework which will then be discussed with the DoTL. The Committee discussed the dates for future Town Hall meetings. It was **agreed** that they should be held every half term, with a suggested date of 4<sup>th</sup> February at 1-2pm. **[Action: HD to check date and then circulate]**
- 6. Feedback mechanisms and priorities**
- 6.1 MEF Update. It was reported that the Group held its first meeting before Christmas and 8 students attended. It was confirmed that AJB is the lead faculty providing particularly advice on research methods with Toni Schroeder from Student Engagement also assisting. It was stated that there was no need for AJB to attend all MEF meetings and that JH is happy to run the meetings. **[Action: JH and AJB to discuss what a MEF meeting might cover and best research methods for chosen project. ME also to assist in prep work for meetings with**

**AJB/** It was **agreed** that MEF may determine its first research topics and that allowing them to choose will aid engagement. It was stated that the drop box data could be used to assist in pinpointing possible themes.

## 7. Student Association

7.1 It was reported that the Students Association will commence this term with the election of its governing body. All students will be a member by default, though may opt out should they so choose. The terms of reference with regards to scope and frequency will be determined by the elected body with support from the Student Engagement Team who will form part of the Governing Body. It was queried whether the Student Reps felt that society presidents should be excluded from being elected. It was **agreed** that society presidents should be able to put themselves forward for election but that Student Representatives of SVC should not be able to stand for the Association's Governing Body. It was stated that the Association would be provided with a budget and would need a Chair, Treasurer and Secretary. It was **agreed** that it would be determined later in the year whether those elected in 2021/2022 should remain in post for 2022/2023 or whether they should be required to seek re-election.

## 8. Any Other Business

8.1 There were no further items.

## 9. Next Meeting and future meetings

9.1 The next and future meetings will be held on:

- Wednesday 23rd February 2022; 14.00-16.00
- Wednesday 15<sup>th</sup> May 2022; 14.00-16.00

## Incomplete Actions

Meeting/minute	Action	By Whom	Deadline	Outcome
19/01/2022, minute 3.1.2	Digital Skills. By correspondence to determine dates	MVDM, KG and LM-O		
19/01/2022, minute 5.2	Town Hall Meetings. To check date and then circulate	HD		
19/01/2022, minute 6.1	MEF. JH and AJB to discuss what a MEF meeting might cover and best research methods for chosen project.	JH & AJB		
19/01/2022, minute 6.1	MEF. to assist in prep work for meetings with AJB	ME		

## Completed Actions

Meeting/minute	Action	By Whom	Deadline	Outcome
17/11/2021; minute 2.2.1	MEF. AR to draft MEF terms of reference and circulate to SVC	AR	26/11/2021	Circulated on 23/11/2021
19/01/2022, minute 3.1.6	RWG Student Member. To facilitate co-option of runner up or SVC member for remainder of 2021/2022	ME		Completed
17/11/2021; minute 5.2.1	Discord. to review use of Discord App	MvdM		Completed. See 19/01/2022 minute 3.1.1
17/11/2021; minute 5.2.4	Digital skills. To discuss digital skills with Exco-/Head of Digital	ME		Completed. Refresher and other sessions planned. See 19/01/2022, minute 3.1.2
17/11/2021; minute 6.1.1	Financial Support Information. To discuss with Marketing and	ME		Completed. See 19/01/2022, minute 3.1.3

**CONFIRMED**

	Recruitment in terms of timing of information and prominence.			
17/11/2021; minute 6.1.2	Diversity Awareness. To investigate diversity awareness session and on-line resource for next Founder's Week.	MvdM		Completed. Will form part of Community Manager role. See 19/01/2022, minute 3.1.4
17/11/2021; minute 6.2	Miroboard feedback. To provide feedback via e-mail and through in person meeting.	DOTL		Completed, no longer required. See 19/01/2022, minute 3.1.5
17/11/2021; minute 8.1	RWG Student Member. To circulate proposal to SVC	ME		Completed. SVC agreed position on 19/01/2022. See 19/01/2022, minute 3.1.6
17/11/2021; minute 9.1	Paper. To circulate to SVC.	AJB		Circulated on 17/11/2021
19/01/2022, minute 3.1.3	Financial Support Information. To circulate information to EE to view and provide feedback.	KS		Completed, info provided to EE
19/01/2022, minute 4.1	MEQs. to reopen survey and provide links to Student Reps	AR		Completed
19/01/2022, minute 4.1	MEQs. Student Reps to communicate survey links to students	Student Reps		Completed