

The London Interdisciplinary School

Student Voice Committee

Minutes of the Meeting held on Wednesday 17th November 2021 at 14.00 via Teams and in F2.1 Perspective

Attendees

Dr Ash Jay Brockwell (Evaluation Lead, Faculty)
 Hayley Dawson (Faculty Manager) (on-line)
 Michael England (Registrar and co-chair)
 Ella English (Student Representative) (on-line)
 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) (on-line)
 Ethan Tungpalan (Student Representative) (on-line)
 Marielle van der Meer (Director of Student Experience, Careers and Partnerships) (on-line)

Papers submitted in advance.

- 1 – Terms of Reference and membership
- 2 – Report on Admissions and Induction Survey

Start: 14.08

1.0 Welcome and Apologies.

- 1.1 The Chair welcomed members to the meeting and introduced the agenda, there were no apologies.

2.0 Terms of Reference and Membership

- 2.1 *Terms of reference and membership.* The Committee received and **approved** the terms of reference and membership for 2021/2022 (paper 1). It was noted that the Committee may invite staff as necessary and **agreed** to keep the membership under review should the need arise to expand its membership. The Committee noted the minimum required number of meetings. It was proposed and **agreed** to meet twice in the Winter and Spring terms and once in the final (7 week) term.

2.2 MEF Working Group and SVC.

- 2.2.1 *It was noted that the SVC* can potentially instruct MEF (Monitoring, Evaluation and Feedback Working Group) to explore or research a particular item of student concern on behalf of the Committee. It can design surveys, structured interviews or focus groups to create feedback on a given theme and analyse the results, reporting their findings to the SVC. **[Action: AR to draft MEF terms of reference and circulate to SVC by 26/11/2021].**
- 2.2.2 It was suggested that there was currently little interest within the student body in MEF. It was stated that the name of the Group could be changed to make it more engaging and that its role might have been better communicated at the start. It was suggested that the MEF could write an academic paper from their work which might also be encouraging.
- 2.2.3 It was noted that students should still raise issues with their Tutors or staff first rather than MEF so that the School can support/flag/escalate issues quickly and clearly.
- 2.3 *Briefing on external regulation/DAPS/governance.* The Committee received a briefing on the position of the School's governance including student representatives within the wider sector.

3.0 Minutes of the Previous Meeting (standing item).

3.1 This was the first meeting of the Committee and therefore there were no previous minutes.

4.0 Matters Arising (standing item).

4.1 This was the first meeting of the Committee and therefore there were no matters arising.

5.0 Admissions, Induction and Founder's Week

5.1 *Report on Admissions, Induction & Founder's Week Survey.* The Committee received the survey results report (paper 2). It was noted that it was a positive survey and the results will be disseminated to departments to inform actions for the future. It was noted that the response and satisfaction rates from the survey together with those from other surveys to be held later in the year will feed into establishing agreed baselines and targets for response levels and satisfaction. It was suggested that future surveys could be integrated into teaching sessions, for example, completing at the end of a coaching session.

5.2 *General discussion on experience of admissions, induction and Founder's Week.*

5.2.1 It was reported that some students were anxious and nervous about meeting other people, although Founder's Week was generally positive in terms of integration. The 'Discord' app and 'WhatsApp' group chat did not appear to be available to all students and therefore more could be done on awareness of it; it could be more integrated in to and leading up to Founder's Week. It was suggested that there should be one platform next time and that 'What's App' is probably more useful. It was **agreed** that everyone should have the opportunity to join in advance of Founders Week. **[Action: MvdM to review use of Discord App].**

5.2.2 It was reported that the Discovery Days helped students to get to know each other and more opportunities/mechanisms to keep in touch with applicants in order to get to know each other in advance of the start of term would be useful.

5.2.3 It was reported that communications should include more information on student life, for example in the prospectus.

5.2.4 It was stated that additional sessions on digital platforms and digital skills would be useful in Founders' Week, noting that platforms didn't get covered as deeply as needed and so this is a barrier in terms of navigating them. A session on Excel may also be useful otherwise a lack of skill may also create an unnecessary barrier. It was also noted that some students may not know yet what skills they lack. It was stated that the journaling workshop during Founders' Week was very good however a session on e-mail inbox management may be useful as some students do not know how to do this, including how to RSVP to a meeting invite. **[Action: ME to discuss digital skills with Exco/Head of Digital].**

6.0 Student Representatives items and feedback

6.1 *Student Representative items.*

6.1.1 The EDIC Student Representative gave an overview of the recent EDIC meeting and highlighted that the meeting had discussed how financial support information had not been available earlier in the application process. **[Action: ME to discuss with Marketing and Recruitment in terms of timing of information and prominence].**

6.1.2 It was also stated that the meeting discussed diversity training and it was suggested that diversity awareness could be held during Founder's Week and that an on-line resource might also be useful for students. **[Action: MvdM to investigate diversity awareness session and on-line resource for next Founder's Week].**

6.2 [Mid-term Pulse Check Session, Online Whiteboard for Visual Collaboration \(miro.com\).](#) The Committee received the Miroboard. It was noted that some issues had been responded to in Quantitative Methods sessions and the DOTL had provided a video on the curriculum and buddy groups were being used in the sessions. However, it was noted that the decision was taken to not

split the classes but that the feedback has been taken on board feedback in terms of running classes effectively and for example have acquired a passable microphone to be used in class. It was **agreed** that there should be feedback provided on the School's response to the Miroboard. **[Action: DOTL to provide feedback via e-mail and through in person meeting].**

7.0 Feedback mechanisms and priorities

7.1 The Committee discussed potential feedback methods that might be employed which include surveys, focus groups (for example an issue affecting a particular group of students), structured 1-1 interviews (for a smaller, more specific topic) and consultations leading to a 'You Said We Did' session (e.g. a workshop and Miroboard).

7.2 The Committee discussed their suggested priorities which included:

- obtaining views on the use of Aula as it was stated that whilst some students found it useful there were others who found it problematic and not uniform. It was stated that feedback could be obtained for this using a Miroboard.
- a survey on the diversity and integration of the student community.
- that the MEF could function as a pilot group for any new School wide surveys developed.

7.3 The DOTL suggested that a 'You Said We Did' session could be held by him every two weeks with him reporting to SVC on the outcome of issues raised. It was noted that an on-line suggestion box has also been set up which is being monitored and acted upon by ExCo.

8.0 Student Representation on RWG

8.1 It was reported that the Regulatory Working Group had agreed to include a student representative in its membership and wished to consult with the SVC on the process for obtaining a student representative for the Group. **[Action: ME to circulate proposal to SVC].**

9.0 Any Other Business

9.1 AJB highlighted an article that may be of use on listening and feeling heard. **[Action: AJB to circulate to SVC].**

10.0 Next Meeting and future meetings

10.1 The next and future meetings will be held on:

- Wednesday 19th January 2022; 11.00-13.00
- Wednesday 23rd February 2022; 14.00-16.00
- Wednesday 11th May 2022; 14.00-16.00

End: 16.00

Incomplete Actions

Meeting/minute	Action	By Whom	Deadline	Outcome
17/11/2021; minute 5.2.1	Discord. to review use of Discord App	MvdM		
17/11/2021; minute 5.2.4	Digital skills. To discuss digital skills with Exco-/Head of Digital	ME		
17/11/2021; minute 6.1.1	Financial Support Information. To discuss with Marketing and Recruitment in terms of timing of information and prominence.	ME		
17/11/2021; minute 6.1.2	Diversity Awareness. To investigate diversity awareness session and on-line resource for next Founder's Week.	MvdM		
17/11/2021; minute 6.2	Miroboard feedback. To provide feedback via e-mail and through in person meeting.	DOTL		
17/11/2021; minute 8.1	RWG Student Member. To circulate proposal to SVC	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
17/11/2021; minute 9.1	Paper. To circulate to SVC.	AJB		Circulated on 17/11/2021