

Royal College of Science Union

**Minutes of the 1st meeting of the Academic and Welfare Committee**

Held at 17:00 on 19th June 2017 at the RCSU Office (Sherfield 214D)

**PRESENT:**

- Michael Edwards – RCSU President (ME)
- Michael Suarez – RCSU Honorary Secretary (MS)
- Abhijay Sood – RCSU Academic Affairs Officer (AS)
- Lidia Ripoll Sanchez – Biochemistry Departmental Representative (LR)
- Michael McGill – Maths Departmental Representative (MM)
- Michaela Flegrova – Physics Departmental Representative (MF)
- Lloyd James – RCSU President 2016/17 (LJ)

**APOLOGIES:**

- Katerina Stavri – Chemistry Departmental Representative (KS)
- – Biology Departmental Representative ( )

*Meeting opened at 17:05.*

**A. Introduction by LJ explaining the Union structure**

- Year Representatives: Overlook their respective year in their Department
- Departmental Representatives: Overlook all Year Reps in their Department
- Academic Affairs Officer (AAO): Overlooks all Dep Reps
- Education and Representation Board (ERB): College wide Board DepReps and AAO are part of

**B. Responsibilities of the Departmental Representatives**

The Responsibilities of the Dep Reps as presented by AS include but are not limited to:

- Attending Compulsory Meetings:  
Departmental Student-Staff Conferences (SSC), Departmental teaching committee meetings, FONS SSC, Union/ERB meetings, DepSoc committee meetings
- Attending/Organising Optional Meetings:  
Departmental Reps Meeting (incl. all Year Reps of their department), Meetings with Head of Year and respective Year Rep
- Social Media Presence:  
Setting up/maintaining the Facebook page for the incoming Freshers together with the DepSoc Chair ASAP
- Mum's and Dad's check-up:  
Varies from department to department

## Minutes

### Academic and Welfare Committee (What Meeting)

- Update on the current State of the Department to AS:  
i.e. NSS feedback, White City move etc.
- Budget of £500 available throughout all departments for use:  
i.e. “bribing” students for Academic Representation Feedback, publicity, etc.
- Overseeing Year Reps
- Potential of changing something major in the Department:  
i.e. AS introduced a paid 4<sup>th</sup> Year teaching system in Physics in 2016/17
- Other responsibilities set by their department staff

#### **C. Matters to be resolved over summer/ before the next meeting for Dep Reps**

- Get in touch with the predecessor and organise a handover
- Dep Reps should introduce themselves to the relevant staff in the department (DUGS, Administrator)
- Facebook Fresher Page should be set up ASAP
- Introduction speech during Freshers Week – Get in touch with DepSoc chairs to communicate/coordinate topics to be addressed, i.e. Mum’s and Dad’s, short introduction of RCSU and DepSoc
- Update to AS once NSS feedback comes out and including first “state of department” report

*Meeting closed at 17:35.*