

Royal College of Science Union

**Minutes of the 1st Ordinary Meeting of the Academic Affairs Committee**

Held at 16:00 on 20th June 2014 at the RCSU Office (Sherfield 214D)

**Attendees:**

- Zoe Hsu – RCSU Academic Affairs Officer
- Sinziana Giju – Biology Departmental Representative
- Alexander Nash – Biochemistry Departmental Representative
- Clark Baker – Physics Departmental Representative
- Arijit Gupta – Maths Departmental Representative

**Observers:**

- James Badman – RCSU Honorary Junior Treasurer

**Apologies received from:**

- Philip Kent – RCSU Honorary Secretary
- Serena Yuen – RCSU President
- Annina Sartor – Chemistry Departmental Representative

*Meeting opened at 16:05.*

---

**A. CHAIR'S WELCOME**

**RECEIVED:** This item was verbally presented by ZH.

**NOTED:**

1. A personal introduction was given.
2. The aim of this committee is to discuss problems with and improvements for the Union Academic framework, Departments and FoNS.

**B. APOLOGIES FOR ABSENCE**

**RECEIVED:** This item was verbally presented by JB.

**NOTED:**

3. Apologies received from Serena Yuen, Philip Kent and Annina Sartor, as above.

**MATTERS FOR DISCUSSION**

- C. INTRODUCTIONS FROM EACH DEPARTMENT &**
- D. GENERAL COMMENTS AND SUGGESTIONS FROM EACH DEPARTMENT &**
- E. MAIN AIM FOR NEXT YEAR**

N.B. These items were combined due to their similarity.

## Minutes

### Academic Affairs Committee (First Meeting)

**RECEIVED:** This item was verbally presented by each DepRep in turn.

**NOTED:**

4. Each DepRep briefly introduced themselves.
5. CB feels there are currently no major issues within the Physics department. Panopto is something that is felt could be improved and is currently being worked on as currently only audio is available for most lectures. It was felt that students are currently ok with this, but it is still being improved!
6. AG would like to ensure that Panopto is rolled out throughout the Maths department this year. Currently, up to 80% of 1<sup>st</sup> and 2<sup>nd</sup> year lectures can be recorded, but less normally are due to the opinions of lecturers. 3<sup>rd</sup> and 4<sup>th</sup> year lectures are not currently recorded due to lack of equipment. Other than this there are no current issues with the department.
7. SG feels that the largest issue in Biology at the moment is exam feedback. Students are currently unsure what they can and can't be told or see regarding their exams.
8. ZH and JB pointed out that personal tutors can provide feedback, but it was not known if this was enough, nor what they can and can't provide.
9. AN feels that there will be a huge struggle this year to implement Panopto within the Biochemistry Department. The lecturers hate it and the DUGS is apparently against the principle.
10. Chemistry Department issues were not covered due to Annina's absence.
11. ZH asked all DepReps to inform her of any SSC meetings so that she could attend.

**ACTION:** All DepReps are to let ZH know when there is an SSC meeting.

## F. ANY OTHER BUSINESS

**NOTED:**

12. YearReps will be elected at the start of next term. There is nothing stopping a DepRep also representing their year.
13. It was established that a DepRep/YearRep "Cheat Sheet" should be organised for each Department, stating who to approach for a given type of issue on a Department Scale.
14. ZH highlighted the need for DepReps to push for people to run for YearRep.
15. It was felt that it should be known if there are any empty positions during the nominations period so that they can hopefully be filled. Serena should be able to provide this information during the nomination period.
16. The role of DepReps in the Mums and Dads scheme was discussed. Although this varies from department to department, the DepSocs rather than DepReps are primarily responsible for events and running the scheme, with varying degrees of input from the department. DepReps are unable to change the families this year.
17. It was established that Facebook will be the main method of contact throughout the Summer and into next year.

**RESOLVED:**

- a. To organise DepRep/YearRep "Cheat Sheets".
- b. To use Facebook as the main method of contact over the Summer.

**ACTION:** ZH to organise the "Cheat Sheets"/Handbook

**DATE OF NEXT MEETING:** To be decided, most likely at the start of next term.

*Meeting closed at 16:35.*