GOS ICH
STAFF STUDENT CONSULTATIVE COMMITTEE
Meeting to be held on

12th June 2018
in Lower Ground Floor Seminar Room (30 Guilford Street)

Minutes

Present:	Dr Claire Thorne, Departmental Graduate Tutor, Co-Chair
	Lorna Soar, Research Degrees sAdministrator – (Minutes)
	Stella Fusco, Senior Research Degrees Administrator
	Dr Hannah Mitchison, Postgraduate Tutor, Genetics and Genomic Medicine
	Dr Andrew Stoker, Postgraduate Tutor, Developmental Biology & Cancer
	Dr Frederique Liegeois (Postgraduate Tutor, Developmental Neurosciences)

Student Representation:
Emma Butcher, RSR – PPP, Year 2 – Chair
Elsa Irving, RSR – DBC, Year 3
Melanie Koelbel, RSR – DN, Year 1
Hanne Stotesbury, RSR – DN, Year 2
Lizzy Rivers, RSR – III, Year 2
Leonardo Bevilacqua, RSR – III Year 3

Apologies:	Saba Manshaei, RSR – DBC, Year 1
	Natalie Milmoe, RSR – DBC, Year 2
	Birgit Pimpel, RSR – DN, Year 3
	Haya Alrashidi, RSR – GGM, Year 1
	Preetha Purushothaman, RSR – GGM, Year 2
	Matthew Wilson, RSR – GGM, Year 3
	Elisabeth Robinson, RSR – III, Year 1
	Alina Petris, RSR – III, Year 3
	Sarah Dib, , RSR PPP, Year 1
	Yi Lu, Lead RSR – PPP, Year 3
	Professor Mary Fewtrell - Postgraduate Tutor, - PPP
	Dr Kenth Gustafsson - Postgraduate Tutor, III

PRELIMINARY BUSINESS

	Item
1	Welcome Everyone welcomed to the meeting.

2	Minutes of the previous meeting 13th March 2018 Previous minutes agreed.
3	Matters Arising from the last minutes Issues raised under last action points **Action 11** – CT is currently working on a document for student and supervisor to discuss timescale before the student starts their PhD. **Action 12** IQR - CT to circulate the IQR report together with Institute response to the Committee.

STANDING ITEMS FOR DISCUSSION AT ALL MEETINGS

	Item
4	Research Student Representative (RSR) feedback - congratulate Birgit for nomination as Faculty Academic Rep of the Year. The team congratulated Birgit on both her fantastic awards, well done.

ITEMS TO BE DISCUSSED AT LEAST ONCE DURING THE ACADEMIC YEAR

	Item

5	Cohort Building
	• ICH Postgraduate Society report (recent and future)
	   a) Academic Events – Golden Hour took place last week, very successful
	
	   b) Social Events – evening film screening was not very well attended, Birgit is planning a lunchtime film screening with the short film "Silent Child".
	   c) CT – discussed perhaps having a film screening with a panel afterwards, if this would be possible to tie in with research, as has been done at IEHC. Discussion of sharing details of film screenings to students across Faculty. This was felt to be a good idea, although issue of resources / refreshment provision needs some further discussion (but if a mutual arrangement across institutes then possibly not a problem).s.
	   d) EB suggested she may get in touch with Monica, thelead Faculty rep.
	   e) Summer picnic – 11th July
	
	Action: EB to liaise with Monica re: ideas for improving ICH film screenings and pass on ideas & contact details of the IEHC film club to ICH postgraduate society.

6	Student feedback on recent events and meeting - Faculty poster competition and 3MT – Elizabeth Forsythe won the Faculty heat and now put forward for the UCL competition. Matt Wilson won the Poster Competition. – AS suggested we link this to Moodle/external website – AS suggesting that all students do a 3MT presentation to their sections/programmes, optionally go through to the Institute level if they wish. Suggested they present at Symposium days and talk at Open day. EI suggested 3MT is brought forward to showcase to new students/students starting that year – frame it as a Public Engagement exercise and link to Skills Points, or this could be done as a generic 'induction for new students' rather than the 3MT heat LB suggested to also link to teaching - ARENA Reps discussed that often there are already some programme-based formats for similar talks (i.e. quick-fire discussion of research) already, but these are not consistent across programmes

	- Institute lead reps meeting (Emma)
	    1. Faculty lead rep has suggested holding a workshop/a regular newsletter to share & encourage institute activities, e.g. coffee mornings, games night etc.
	    2. Faculty lead rep is raising the issue of teaching activities at faculty level

7	Student feedback on future event planning - potential Faculty Away Day for research students – Rep away day trying to fix one, discuss this at the 26th June meeting for Reps BP submitted a question relating to Open Science and will follow up on this at a later date. CT – Writing skills, science, soft skills – the Reps to discuss further and suggest what they would like to organise – EB will feedback to Monica on Film groups across Faculty/cohort building activities/communications **Action:** EB to collect feedback from reps on ideas for Faculty Away day and feedback to Monica, plus SF,CT and LS.
8	The effectiveness of the SSCC and support for RSRs - Discussion of platforms for communications by students to students - EI mentions that their programme uses (Slack) as a means of communication: they share work, ask generic question & have task lists LR – suggested a WhatsApp group for Mentors EB – suggested ideas for communications (Slack, whatsapp, pictures in common areas) are stated in the student representative handbook, individual programmes can then instigate this within their sections **Action: CT** – suggested a workshop as discussed in agenda point 9 - Birgit & Torsten to demonstrate use of Slack and ideas for open science and teamwork; idea is that reps can put these to use for their student groups & programmes can implement more widely if there is demand EI – suggested we look at the Student Mentor grouping, as DBC has a lot of students and it would be good to reduce the amount of students per mentor. "You said, we did" document – circulated to the group. Suggestion that this is published on the intranet in the section for SSCC minutes **Action:** REPS – to feedback on 'You Said, We did' and rep/mentor role document to EB, who will send feedback to SF,CT,LS

9	Student-led workshops / training
	    • DN example on open science and teamwork (Hanna and/or Melanie)
	    • Discussion
	Action: as per agenda point 8, SF to liaise with Birgit re dates and book LPLT for Open Science/SLACK event to be led by students

10	Teaching PGR • Update on elog documentation of teaching-related activities (Stella) SF has raised a request for adding a non-mandatory section to the e-log which will enable students to record their teaching/supervision experience. Supervisors will be able to sign off this section thereby providing the student with a formal record of this important part of their professional development.. AS commented that this will require good engagement with the supervisors to ensure this is engaged with. AS suggested that a working group should be set-up relating to pay and recognition and that a moodle page is added on teaching **Action:** SF to look into setting up working group and moodle, to report back at the next meeting
11	Other reports from Department or Faculty

	AS informed that there will be a change in the Code of Practice – Student & Supervisor to meet once every month. Impact Statement should now be submitted for all theses
12	Recruitment of RSRs for 2018/19 • Thanks to all RSRs/Mentors for their hard work and commitment during the 2017/18 academic year **Action:** EB to collect rep feedback on how we can improve things and get more reps/mentors; feedback to CT/SF/LS.

CONCLUDING BUSINESS

	Item
13	Any Other Business
14	Dates of Next Meeting: tbc

Summary of Action Points: Date of Meeting	Item	Action	By Whom	Status
12/12/2017	4	Send out reminder to Supervisors emphasising importance of supporting students with the completion of the mandatory e-log	CT/SF	C
12/12/2017	4	Obtain feedback from cohorts on how understanding of the expectation of completing the e-log could be improved	RSRs	O
12/12/2017	4	Draft preliminary questionnaire for comments. Set up questionnaire using SurveyMonkey or RedCap	Lead RSR	O
12/12/2017	5	Discuss reduction of duplication for inductions with AS (FGT)	CT	O
13/3/18	7	PG Society Reps to send details of upcoming film screenings to SF/LS so that these can be circulated to other Departments within the Faculty.	RSRs	C
13/3/18	8	Student Blog SF to speak to a member of the EAT team to check feasibility and how to take this forward and invite Rachel Murray to the next SSCC meeting if appropriate.	SF	O
13/3/18	9	Draft of proposed document for ICH SSCC (Research) to be submitted to June meeting for discussion and approval. Approved version to be uploaded onto ICH intranet, and to be used as a recruitment tool on what has been achieved during the year.	SF/LS	O
13/3/18	10	Suggestion for AS to raise that at SLMS Faculty/RDC level. Formalise & clarify teaching-related activity. AS suggested a Working Party to be set up to discuss further, also suggested an additional tab to be added to Moodle for Teaching opportunities – SF to report back at next meeting.	AS /SF	O
13/3/18	10	Teaching PGR Supervisors Briefing & speak to Helen Bedford	CT	O
13/3/18	11	To look at our current systems (forms, timings etc) to determine how we might facilitate earlier discussion around PhD timescale / CRS / funding.	SF&CT	O
13/3/18	11	CT - to raise at the Writing up a Thesis workshop	CT	C
13/3/18	11	Lead RSR/RSRs to develop feedback for discussion with CT/SF regarding feedback on progress for students. Replaces task for RSR/lead RSR from December meeting - date to be set	RSR/Lead RSR	O

13/3/18	12	IQR Report will be circulated to RSRs when it is received.	CT&SF	O
12/6/18	5	EB to liaise with Monica from Faculty and discuss ways to improve ICH film screenings – put IEHC film club in contact with ICH postgraduate society	EB	O
12/6/18	7	EB to collect rep feedback on ideas for the faculty away day & pass on to CT/LS/SF	EB/RSRs	O
12/6/18	8	"You said, we did" REPS – EB to collect rep feedback on document & pass on to CT/LS/SF	RSRs	O
12/6/18	8	SF to liaise with Birgit re dates and book LPLT for open science event and the use of SLACK as a means of communication . A student-led workshop and add a tab to Moodle	SF	O
12/6/18	12	Recruitment of RSRs for 2018/19 EB to collect feedback from reps on improving recruitment & discuss with CT/LS/SF	SF/LS/EB	O