**A logo of a school

Description automatically generated**

Education Committee

St Andrews Students Association

**Meeting Date:** 19th September 2024 (18:00 – 19:00)

Large Rehearsal Room (Student Union Building)

**GENERAL INFORMATION**

**Meeting called by**: Education Executive Committee

**Type of Meeting**: Education Committee

**Chair**: Faculty Presidents

**Note Taker(s)**: Sharanya Gupta

**ATTENDANCE**

**Attendees:**

Hitanshi, Chase, Phoebe, Emily, Sharanya, Olivia, Donald, Josie, Sara, Georgia, Jeremy, Sebastien, Tom, Vic, Stefanie, Kiera, Fleur, Erin, Paul, Sydney, Nick, Ariane, Jimmin, Anisha, Millie, Alicia, Cole, Oliver, Natasha, Finn Salisbury, Hayley,

**Online**:

Christy

**Apologies**:

Finn Bender, Shona

**Absences**:

**Guests**:

Thomas Carey (Employability Officer)

**AGENDA ITEMS:**

**Welcome** (Sci/Med FP – 5 mins)

* Round table attendance

**First Agenda Item:** **Sub Honours Lecture Attendance** (Psych/Neuro SP – 15 mins)

* Overview:
  + Recent discussion with DoT highlighted that attendance is particularly low for subhonours lectures
* Discussion:
  1. Is this a uni-wide issue?
  2. Ideas for improvement?
  + **Philosophy SP**: Lecturers have a highlighted a similar issue in their school speculating the cause to be recorded lectures. Coping strategy: attendance at honours level lectures. Attendance isn’t taken at the sub honours level because of class size of 300+ - increases workload for already overburdened admin team.
  + **Maths SP**: shared statistics from previous SSCC meeting (Average? Attendance at lectures is at 60% by mid-sem and 30% before exams)
  + **DoEd:** [context] same issue was highlighted in previous year’s EduCom and UAF. No resolution so far. Issue differd by school. Feedback received: make lectures interactive instead of tracking attendance. Attendance numbers have been better post-COVID after initial post-pandemic reopening decline
  + **Arts/ Div FP**: Suggested QR codes at the start of lectures for students to log attendance, introducing a 5% participation grade, weekly tests. Quoted SallyMaps, “If the lecturers were interesting, students would attend lectures.” (preach)
  + **Management SP**: Lecture slides weren’t made available in a subhonours level economics class which encouraged students to attend lectures in fear of missing out on content despite recordings being available. Idea is to take an imperative component of lectures out of Moodle so that students find it frustrating to watch recordings and attend lectures instead.
  + **Chem SP**: Highlighted that this practice hurt those who couldn’t attend class due to health issues.
  + **Management SP**: Students facing extended periods of sickness could reach out to Module Co-ordinators for accessibility rights to lecture slides.
  + **Econ SP**: Lecturer in a module gave out incomplete slides to enhance attendance (i.e. examinable practice questions were made available without answers.)
  + **IR SP:** One of the IR lecturers did something similar where they would stop recording the lecture when practicing questions towards the end of the class. Highlighted the importance of rewarding students for attending lectures rather than punishing those that don’t attend lectures.
  + **Philosophy SP:** according to Panopto watching statistics, safe to say that those who aren’t attending lectures are also not watching them, students at the subhonour level just aren’t engaging with module content.
  + **Russian LC**: randomized attendance – lecturer called out 5 names at the beginning of the class and students attended the lecture in fear of their name being called out.

**Second Agenda Item:** **Midsemester Evaluation Questionnaire** (DoEd – 15 mins)

* Overview:
  + Revisions have been made to the MEQs based on feedback
  + List of changes:
    - SPs and LCs can opt-in to having backend access (i.e. you can see results in live time, however, you can’t change or edit questions)
    - Time scales for opening/closing MEQs are now flexible
      * Introduced cause feedback reflected that SSCC meetings for different schools are scattered over a few weeks – ideally the feedback form should close right before respective school’s SSCC meeting.
    - There is no need to close the survey by week 4
      * This gives students more time to reflect on their learning experience
      * Instead, SPs and LCs will now send a snapshot of report’s Section 1 and 2 to central university committees to draft their pulse report. SPs can still continue running the survey.
  + Next steps
    - Meeting with DoTs – No objections
    - DoEd and ARC will share a short video walking SPs through some basic features of the surveying app, Qualtrics, before the end of this week. They will help SPs build the survey, ideally, before CR training (i.e. Friday next week.)
    - New process is time consuming – DoEd and ARC securded funding for 2 students to assist the process of creating the MEQs (Paid hourly, 30 hours this semester, Arts/Div FP shortlisted, spot for one more)
* Discussion
  + **Maths SP**: Do we close a part of the survey to send Uni snapshots for report?
  + **DoEd**: No
  + **French LC**: Are these MEQs replacing the Class Rep surveys?
  + **DoEd:** Yes. Encouraged DoTs to ask SPs for specifics but highlights that SPs, LCs and Class Reps have complete authority over these forms.
  + **IR SP**: Is the data consistent for use in both Mid sem and End sem survey?
  + **DoEd:** There is no sophisticated system in place this year so MEQs are separate from end of the year survey forms.
  + **Maths SP**: When do we get access to platform?
  + **DoEd:** Training videos will be sent tomorrow. DoEd and ARC to help SPs build surveys before CR Training On Friday.

**Third Agenda Item:** **Efficiency of Lecture Technology** (Sci/Med FP – 10 mins)

* Overview
  + For the purpose of this discussion lecture technology incorporates – lecture recordings, audio issues, faulty projectors, etc.
  + \*SP show of hands issue for schools with tech issues in class – all
  + Failure of technology during lectures is (clearly) a uni-wide issue that is disrupting the student learning experience – everyone including students and staff are frustrated
  + Proposal to collect data on how often technology fails during lectures to present a strong case at SRC
* Discussion
  1. What is best practice to capture this data?
  2. Sci/Med FP is currently in talks with SESMG who have requested more info
  + **Comp. Sci.** SP: Already noted a failure of technology during class twice (we are in week 1)
  + **Music SP**: Suggests incorporating lecturers in helping collect this data
  + **Sci/med FP**: highlighted that staff already feels targeted. Despite the provision to call IT, they’d rather fix the issue themselves.
  + **Music SP**: Could work with DoTs and staff to keep a record of tech failure over a specific period (3 weeks) to gather data.
  + **Chem SP**: Lecturers in the School of Chemistry share the same frustration where they are unsure of whether lecture tech would work when they walk into a class.
  + **Sci/Med FP**: Suggested incorporating Class Reps in the data collection process, agrees to including staff.
  + **Philosophy SP**: Should this question be incl. in MEQs?
  + **Sci/Med FP**: Wouldn’t recommend that, suggests a different reporting form
  + **Med SP**: Agrees. Suggests staff might participate more actively if it’s an online form
  + **Film Studies SP**: Issues in film studies are more Library related. Wants to clarify if this is a Panopto issue or library issue.
  + **Arts/Div FP**: Next week’s EduCom will have a Library rep.
  + **French LC**: Uni is aware of the technical issues with lecture capture and were initially exploring other options.
  + **Sci/Med FP**: Uni is reluctant to change setup and our case needs to be backed by data to add weight
  + **Chinese C:** Class reps aren’t present in every lecture, their record might not give us the right number. Every class could have a sheet to incentivize staff to log in technology issues
  + **Philosophy SP**: Will this include tutors?
  + **Sci/Med FP**: Will consider it
  + **DoED**: Important to understand what the data is and why it’s being collected. Technology issues don’t just issue in real time, often they occur when students are attempting to access content in their own time, which is why Class Reps would be better at collecting this data rather than staff. Finally, we are looking at how the student learning experience is affected. Staff can technically report difficulties to IT. (Amen)

**Fourth Agenda Item:** **Class Rep Elections** (Academic Representation Coordinator – 10 mins)

* Overview:
  + Current stats: 230 nominations in total (up by 31% from this time last year)
  + For SPs facing issues finding specific reps: use provided graphics and email templates, nudge button, and slide decks to be sent to lecturers – highly encourage involving staff for this final stage.
  + ARC will send Extension email template to SPs later today – announcement to be made at 3pm tomorrow, make sure to highlight vacant roles.
  + End of voting – 25th September 5pm Wednesday
    - Typically, EduCom gathers in-person/ virtually to check results, update rep contact list, and ensure there are no issues. Send out emails to successful reps.
    - Venue: Smaller meeting room – open to moving to BrewCo at DoEd’s request
  + (!) Do not click release results to students before everything is finalized
* Discussion: School specific stats:
  + **DoED**: Econ and Finance – doing extremely well
  + **Econ SP:** Posting about unfilled roles encouraged people to run (highlighted that some students want to run uncontested)
  + **DoEd:** High application numbers from Modern Languages
  + **ARC**: Tabling Monday, Tuesday, Wednesday outside of union and library for voting. SPs have tabling incentives as well and can use those out of school budget.
* Discussion: general
  + **English SP**: Can students run for more than one role in a school?
  + **ARC**: No
  + **French C**: received emails about running for multiple roles across different languages.
  + **ARC**: yes, students can run for multiple roles across departments
  + **G&SD SP:** How to encourage students to spread out and apply for other roles?
  + **ARC**: Promote unfilled roles on social media, emails, nudging, and talking to staff
  + **Maths SP**: Are nudges sent immediately or the day after?
  + **ARC**: Immediately
* Class Rep Training – 27th September
  + Arts and Divinity: 3:30 – 5pm
  + Sci/ Med: 5:30 -7pm
  + Logistics: Giant teams call. EduExec will lead the first 20 mins. SPs will lead the rest per school. SPs to be added as admin. CR will be sent into their respective breakout rooms.
  + Expectations
    - Introductions
    - Discuss your goals and CR goals
    - Discuss MEQs with Reps (bulk of the meeting)
    - Let EduExec know if SPs or LCs can’t attend.
    - You’re not expected to attend the first 20 mins.
  + **DoEd:** Last year, SPs arranged for it to be in person using their own budget but no pressure cause this is very last minute. Take attendance if anyone plans to do that this year.
* Proctor’s reception – 26th September
  + Venue: Beacon bar
  + Time: 5pm- 6pm – before EduCom
  + Free bevs and dessert
  + Attended by UAF attendees so highly recommend SPs and LCs attend.
* \*Tabling incentives handed out to SPs who requested

**Fifth Agenda Item: AOCB** (5 mins)

* **Arts/ Div FP**: Next week’s EduCom will be Library focused
  + Meeting will have a library rep in attendance. Recommends SPs and LCs put anything library related on agenda suggestions.
* **DoEd**: Student Partnership Involvement in Class Rep Training
  + The union and university have entered an agreement to establish a code of conduct for the spaces that we share, currently in discussion with Proctor.
  + This is to mitigate issues such as the French C not being invited to department meetings
  + Recommends SPs and LCs highlight similar experience (if any) in document sent out earlier. Text DoEd if drafting help is needed.
  + DoEd to send out final draft.
* **Employability Officer**: Employability Forum starting Week 3
  + Encourages SPs and LCs to tell Career reps to attend
  + All SPs and LCs are invited to attend
  + Officer to send out agendas later
  + Forum held at the same time as EduCom in a different room (venue location to be communicated)

**Observers**

**Resources Requested**

* Timings + venue for voting gathering to SPs