
Postgraduate Staff-Student Committee Meeting

Microsoft Teams

Wednesday 17 November 2021

13:30 – 14:30

Panel members:

Full name	Role
Professor Pier Luigi Dragotti	Director of Postgraduate Studies (DPS)
Dr Tania Stathaki	Course Director - MSc Communications and Signal Processing
Dr David Angeli	Course Director - MSc Control Systems & Optimisation
Dr Balarko Chaudhuri	Course Director - MSc Future Power Networks
Professor Pantelis Georgiou	Course Director -MSc Analogue and Digital Integrated Circuit Design
Professor Krystian Mikolajczyk	Course Director -MSc Applied Machine Learning
Dr Imad M Jaimoukha	PG Senior Tutor
Lina Brazinskaite	Postgraduate Manager
Zia Rahman	Facilities and Departmental Buildings Projects Manager
Al-Amin B Bugaje	PG rep (PhD & MSc)
Joseph Broomfield	PhD Rep for Circuits and Systems research group
Emilie F C D'Olne	PhD Rep for Communication and Signal Processing research group
Muhammad Sharjeel Javaid	PhD Rep for Control and Power Research group
Cédric Goubard	PhD Rep for Intelligent Systems and Networks research group
Yong Yang	PhD Rep for Optical and Semiconductor Devices research group
Bob Ren	Rep for MSc Future Power Networks
Akshaya -	Rep for MSc Future Power Networks
Kaichang Chen	Rep for MSc in Analogue and Digital Integrated Circuit Design
Sohyeon Im	Rep for MSc in Applied Machine Learning
TBA	Rep for MSc in Communication and Signal Processing
TBA	Rep for MSc in Control Systems and Optimisation

Apologies: None

Agenda

- Welcome
- Introduction of new PhD and MSc Reps. State purpose of meetings.
- Status of Actions from last meeting in May 2021.
 - Back to campus – clarify booking labs and rooms system, including maximum capacity for each floor.
 - Look into ways for GTA to get feedback/round off their work experience with something to show for it ie certificate.

4. Krystian - clarifying what common spaces/room are available for students to use, and if anything special could be arranged for refurbishment of 405.
5. AOB

1-2. PLD has asked all present to introduce themselves as this was the first meeting of the year.

3. a) He has asked PhD reps to encourage other students to book their attendance on campus via [booklect](#) app as we are still operating under 50% capacity. It is important to know who is in and what days for close contact tracing due to covid 19. He has also asked for all reps to encourage their cohorts to book covid test if they are coming in to work on campus regularly. Everyone should be doing weekly PCR test (1) or Lateral Flow test (2). LFT test should be reported via NHS and My Imperial. The testing figures are continuously dropping. This does not give staff confidence to return to in person teaching as some might not feel safe.

EO has suggested to put boxes of disposable masks at the entrance of the building, like at Bessemer. ZR said that these get 'pinched' very quickly. He has in the past left boxes of disposable mask in the teaching rooms just to find them go missing very quickly. Masks are available from the stores (1st floor). There was a suggestion to leave spare boxes with SRGAs but they do not come in every day. Zia will leave a box of masks in research areas.

ACTION 1/11/2021 – PhD reps to remind students to use booklet app for booking space in the building. ALL reps to encourage their cohorts to do regular testing, report the results and wear face covering when indoors unless exempt.

3. b) GTA certificate was briefly discussed, but any development of this will be delayed as our Software developer is leaving at the end of December.

EO – prefers feedback from the students. Contacting academic is not an issue and they spend time organising the module with them so get direct feedback. Suggested to maybe add something to SOLE. PLD confirmed that it will not be possible to add GTAs to SOLE as it is a survey run by the College. LB – formal feedback can be requested from supervisors via reference letter.

MJ is a GTA in BioEng where feedback system is very active and something that can be learned from. Students give feedback to the module leader and then the module leader passes it on to the GTA. If there is a system in place, then GTAs are likely to work harder, and it will be easier to know what they need to improve on.

ACTION 2/11/2021 – PLD and LB to familiarise themselves with the GTA feedback system at BioEng.

4. KM has reported lack of suitable common space for MSc student as an issue. Students want to sit together and be able to work together. Currently, KM is not aware of such space. ZR confirmed that 405 is available for all MSc students, but it is not currently well suited for group work. Pre-covid, this room had large desks with desktops and some soft seating. Zia suggested to re-design the room and make it more break out space and collaborative working space.

KM – students struggle to find a quiet space for meetings, tutorials. Suggested egg style seating for noise reduction/cancellation.

ZR is happy to make changes but want to know what is exactly needed. He does not think that computers are used as much now. Students have their laptops and prefer just to have a monitor. He needs someone to make a decision on numbers of egg chairs, desks/chair styles that would be suitable. We need to make sure that space open (covid & airflow issue), but this will change as pandemic improves. How quickly do you want this change? ZR suggested time is by Easter. KM wants a quicker solution. ZR suggested to strip computer desks which would take a few weeks.

Can 303 be used for collaborative work? Zia, not ideal as desk snake around the windows. He is looking into flexible desk which can be moved around. 303 already has a lot of tables so will be hard to fit that any extra ones.

PLD wants to see 405. Zia suggested all Course directors to see the common area and make suggestions. SI was attending this virtual meeting from 405 and showed the facilities of this room via her camera. There are different options, but they are not comfortable – desk either very low or too small and not suitable for group work. LB reminded that space in the 1st floor café can be also used.

KM wants some changes for this year's cohort.

ACTION 3/11/2021- ZR to arrange for PLD and course directors to see the room. PLD to look at minor quick fixes at first. Create quiet area for video conferencing and also changing chairs/desk for group working. Long term question - how do we want to use the room?

AOB

ZR - New coffee machine has been purchased for use in Faraday cage to which PhD students have access to.

LB has asked reps to provide items for discussion to Victoria Halling in advance so appropriate time can be allocated per issue.

Action Tracker

Action items	Person responsible
PhD reps to remind students to use booklet app for booking space in the building. ALL reps to encourage their cohorts to do regular testing, report the results and wear face covering when indoors unless exempt.	PhD Reps
PLD and LB to familiarise themselves with the GTA feedback system at BioEng	Pier Luigi and Lina
ZR to arrange for PLD and course directors to see the room. PLD to look at minor quick fixes at first. Create quiet area for video conferencing and also changing chairs/desk for group working.	Zia and Pier Luigi