

Minutes

Wednesday 24 February 2020, 14.00 – 15.00, MS Teams

Present:

Staff	
Christos Bouganis (Chair)	Director of Postgraduate Studies
Pantelis Georgiou	Course Director (MSc Analogue and Digital Integrated Circuit Design)
Tania Stathaki	Course Director (MSc Communications and Signal Processing)
David Angeli	Course Director (Control Systems)
Balarko Chaudhuri	Course Director (MSc Future Power Networks)
Imad Jaimoukha	Postgraduate Tutor
Krystian Mikolajczyk	Course Director (MSc Applied Machine Learning)
Lina Brazinskaite	Postgraduate Manager (Committee Secretary)
Victoria Halling	Education Support Administrator (PG)

Students	
Alicia Blatiak	Department overall Postgraduate Rep (MSc + PhD)
Al-Amin Bugaje	PhD Rep for Control and Power
Jiyu Fang	PhD Rep for Circuits and Systems Research Group
Michalis Lazarou	PhD Reps for Communications and Signal Processing
Guoxuan Cui	MSc Reps for Future Power Networks
Catherine Chaya	MSc Rep for Applied Machine Learning
Michael Urbanski	MSc Reps for Control Systems
Xinje Huang	MSc Rep Communications and Signal Processing
Xiaofeng Mao	MSc Rep Control Systems

1. Welcome

Christos welcomed the Committee members to the meeting.

2. Apologies/Absences

Kate Highnam	PhD Rep for Intelligent Systems and Networks
Josh Laney	MSc Rep for Analog and Digital Integrated Circuit Design
Ali Almutawa	MSc Reps for Future Power Networks
Saleh Komies	PhD Rep for Optical and Semiconductor Devices

3. Matters arising from the previous Committee meeting

3.a. Twitter

Lina has not yet received any information how each group Twitter account is managed.

- **ACTION** – **All Reps** inform Lina on how Twitter is managed.

3.b. COVID related feedback from students

- I. Kate Highnam was absent from the meeting, so no update was given, however Alicia said she was check with her to see if this had been done. Alicia thought it may have gone out in the newsletter.
 - **ACTION** – **Alicia** to check Kate if students have notified supervisors of any medical conditions that require office furniture.

3.c. Mental health and wellbeing emails

Lina confirmed that these types of emails are sent out centrally from Imperial which students would receive.

- II. Alicia added Kate usually includes these signposts in the newsletter.

3.d. Personal Tutor-students support (PhD)

- I. Alicia added that a meeting with department reps and management had taken place regarding the student survey feedback. They had summarised the programme of PT was not currently working or fit for purpose.
- II. Imad agreed that it is not currently working. He proposed that we revert back to the previous system of it just being Imad as central support, however he noted there are over 200+ students, so he would need support or for more flexibility from the department regarding his time.
- III. Krystian inquired into how the system of PT worked and what are the main issues students come to tutors with.
- IV. Alicia said the purpose of PT was someone objective and external from student's supervisors to chat or get some perspective from if they are having issues. Christos added tutors should have around 20 – 30 students and agreed PT are important pastorally.
- V. Michalis said it is important tutors care about this initiative and have genuine interest in helping the student.
- VI. David added PT are an important role and is almost a full time job.
- VII. Tania said she has around 41 students, not 20 and notes that her students often don't want to take any issues further or are reluctant to resolve them. Christos added it's still important for them to have some to raise this issues with, and it can be escalated if necessary.
- VIII. Christos proposed an exact time slot every week where students could get in touch.
- IX. Lina suggested increasing the number of tutors to spread the load across the team.
- X. Krystian also inquired why not all academics were PT and the work should be more fairly distributed. David said PT need to be motivated to support students and need certain personal characteristics.
- XI. Al-Amin agreed the PT need to care and be a particular type of person.
- XII. Tania raised the point that all academics should have people skills that are needed to do the job of PT well.
 - **ACTION (1- 24/02/2021)** – Christos will have a meeting with the PT to try understanding where things are going wrong and what can be done to fix this issue.
 - **ACTION (2- 24/02/2021)** – Imad will set up an office hour where students can meet to discuss any issues they currently have in the interim.
 - **ACTION (3- 24/02/2021)** – All Reps to help support Imad promote this new office hour.

Personal Tutors (MSc)

Christos confirmed Personal Tutors (PT) were discussed at the last MSc Management Meeting and new approach has been suggested which will be investigated further for possible implementation. More news will be coming on this shortly.

3.e. Include any relevant information in the monthly newsletter for students.

- I. In Kate's absence Alicia noted students hadn't been very forthcoming but the process was ongoing.
- II. Lina said that they have said up a new fortnightly drop-in session for students who want updates or information from the department.

3.f. Students can request a letter from College which contains their test results

This has been resolved.

3.g. Circulate an email from Phil Powers regarding COVID testing.

Lina said this has not been actioned.

- **ACTION (4- 24/02/2021)** - Lina to circulate an email from Phil Powers regarding COVID testing.

3.h. Letter of Attendance.

Alicia will let students know.

3.i. Materials to navigate campus.

- I. Christos mentioned the Recruitment department has made a 360 virtual campus tour - <https://360-visit.imperial.ac.uk/> which hosts virtual tours of departments and central facilities. This also includes On Demand videos.
- II. Lina said this should be included in the newsletter
 - **ACTION (5- 24/02/2021)** – Kate to include this information in the newsletter.

3.j. 3rd and 4th year labs are in a bad condition

Not been actioned.

- **ACTION (6- 24/02/2021)** – Catherine to send Lina specific room numbers for her to pass on to facilities.

3.k. SOLE survey

Lina - This issue has been actioned.

3.l. Asking Lectures to be recorded

Guoxuan – this issue has been actioned.

4. AOB

4.a College opening

- I. Michalis asked about college reopening on the 8th March.
- II. Christos confirmed there would be an email going out shortly with more information on campus opening specific to EEE.

4.b. Webcams online

- I. Catherine asked that there be a push for students to have their webcams on during class as it increases engagement.
- II. Catherine also asked if the Imperial Turnitin could be programmed so students are able to run plagiarism reports more than once, on all their assignments, not just Final Projects.
- III. Christos agreed this was important and that students do have plagiarism training to make sure they aren't plagiarising.
 - **ACTION (7- 24/02/2021)** – Lina to find out who has ultimate control over Turnitin and why students are restricted.

Action tracker

Action items	Person responsible	Status
Email Lina on how each group Twitter account is managed	All reps	
Check if Kate have notified supervisors of any medical conditions that require office furniture	Alicia	
Have a meeting with the Personal Tutors to try understand where things are going wrong and what can be done to fix this issue.	Christos	
Set up an office hour where students can meet to discuss any issues they currently have in the interim.	Imad	
To help support Imad promote this new office hour	All Reps	
To circulate an email from Phil Powers regarding COVID testing	Lina	
To include information of Imperial360 in the newsletter.	Kate	
To send Lina specific room numbers for her to pass on to facilities.	Catherine	
To find out who has ultimate control over Turnitin	Lina	