

Meeting Minutes

Wednesday 26 May 2021, 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
Josh Laney	MSc Rep for Analog and Digital Integrated Circuit Design
Michael Urbanski	MSc Reps for Control Systems

1) Welcome

Christos welcomed everyone to the meeting and confirmed it would be the last one of this term.

2) Matters arising from the previous Committee meeting

Twitter

Lina has not yet received any information how each group Twitter account is managed. This item has been closed due to its long standing nature.

ACTION CLOSED.

Mental health support during COVID.

Alicia has communicated the mental health support through the newsletter.

ACTION CLOSED.

MSc Tutors

Christos said there has been a meeting on this subject and a scheme has been discussed. The issue needs to go now to the MSc Management Meeting for logistics and to discuss numbers. He confirmed it will be up and running for the new cohort in September.

Newsletter

Alicia said she is trying to get more interest in student voices.

Christos asked if they do interviews and offered to help with content where possible.

3) New Items

- **Back to Campus**

Christos said that booking system for MSc students was in place. PhD students need to book a place in the lab by emailing their SRGA. There is also an option to book space in the wellbeing room. An agreement has not yet been reached on capacity for each floor, Christos wants the highest number possible to ensure students can come back to campus.

Al-Amin added a recent student survey has shown that 75% of students want to go back to campus and that's 15% of students don't have an assigned desk yet. Small percentage are happy to continue working from home. He also mentioned some students had asked about a general plan for the summer/autumn term and if the college is vaccinating people.

Christos asked if Al-Amin could circulate these survey outcomes to the committee. He also confirmed the college will not be giving out vaccines and advised to book vaccination appointment via NHS or their GP

ACTION 26/05/2021 – Al-Amin to send survey results to committee members.

Christos said the plan for Autumn term is to have as many students back on campus as possible within the restrictions.

Lina said she understood that the new proposal was a maximum of 10 students at a time on each floor.

Christos also mentioned PhD is currently set to 6 students per floor but he would really like to see this increase.

Alicia asked if she could circulate this amongst the students and in the newsletter as she feels many students won't be aware of this fact.

Christos agreed but said could the number could be left out as this should be confirmed as higher by Monday (31 May).

ACTION 26/05/2021 – Christos to tell Alicia the new confirmed number of students allowed on each floor.

Lina mentioned there is a wellbeing room that can also be booked for more capacity.

Michael asked that as it's been so long, he would suggest making the booking system for labs interactive, so students have a chance to see who else will be on campus at the time to allow for reconnections and group meetings. He suggested even something as simple as an excel sheet.

Christos suggested to use the same booking system that has been used by UG and MSc students.

ACTION 26/05/2021 – Christos to speak to Harshad to include PhDs on the current space booking system. Alicia asked about those newer students who have started during lockdown who haven't been assigned a desk.

Christos confirmed that all students should be assigned a desk when they start, if not the student will need to contact their SRGA.

David mentioned the need to also get tested before coming to campus should be reminded to students

Christos stressed that yes everyone must book a test through the COVID college webpage.

- **Cohort building/Social for MSc students**

Lina said a survey has been sent out asking students what their preferred activity would be, the choices were a quiz, escape room or bubble football session which would be in person. So far the results show the bubble football in person event is the most popular.

Josh agreed that any in person event would be best as the MSc students haven't really met each other yet.

Christos raised that the PhD students are doing a pizza in the park event and maybe something this simple would work for the MScs.

Josh agreed it doesn't have to be a big planned out event, even something simple like pizza would be enough.

Lina mentioned this would have to be after the June restrictions have been lifted as there are still rules on how many people can meet outside.

4) AOB

- **Survey feedback**

Al-Amin mentioned there was also some feedback from the survey that some students would like the PhD milestones to be increased by another 3 months. Also for there to be some channel for GTA's to discuss best practice or for feedback to build their teaching portfolios'

Alicia agreed there isn't any framework or rounding off way to get feedback for GTA work.

ACTION -26/05/2021 - Christos will look into ways for GTA to get feedback/round off their work experience with something to show for it.

Christos on the milestones deferral stated this is something that would need to be looked at the college level, but students can apply for an extension.

Lina wanted to clarify that due to lab closures, students already have received 5.5 month extension, if their studies were effected. Majority of the students chose to add this extension to their student record.

- **PhD Budget**

Alicia raised that they were running an online conference where they wanted to give prizes. As of the way the budget works, she asked could they buy them now and award them in September.

Christos confirmed this is fine as the budget is there to help with planning and doesn't have to be exact with dates, he added it's fine to buy the prizes now and allocate them next term.

- **End of MSc course.**

Josh said he has received a question about when the official end of the MSc programme is, would it be after the end of the poster presentation.

Christos confirmed that the poster presentation is the last formal commitment to the Master course.

Josh also asked when graduation would be for this cohort.

Lina confirmed it would be in May 2021.

5) Session end.

Christos drew the meeting to a close and thanked everyone for their support and feedback over the year.

Action tracker

Action items	Person responsible	Date raised	Status
Al-Amin to send survey results to committee members.	Al-Amin	26/05/2021	Closed.
Christos to tell Alicia the new confirmed number of students allowed on each floor.	Christos	26/05/2021	
Christos to put forward an interactive booking system for students to book themselves into the labs.	Christos	26/05/2021	
Christos will look into ways for GTA to get feedback/round off their work experience with something to show for it.	Christos	26/05/2021	

