
Postgraduate Staff-Student Committee Meeting

Microsoft Teams and In person in 509
Wednesday

Present panel members:

Full name	Role
Professor Pier Luigi Dragotti	Director of Postgraduate Studies (DPS)
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
Victoria Halling	Postgraduate Administrator
Joseph Broomfield	PhD Rep for Circuits and Systems research group
Muhammad Sharjeel Javaid	PhD Rep for Control and Power Research group
Cédric Goubard	PhD Rep for Intelligent Systems and Networks research group
Sohyeon Im	Rep for MSc in Applied Machine Learning
Michael Alummoottil	Rep for MSc in Communication and Signal Processing
Qing He	Rep for MSc in Control Systems and Optimisation
Dr Tania Stathaki	Course Director - MSc Communications and Signal Processing (absent)
Al-Amin B Bugaje	PG rep (PhD & MSc)
Emilie F C D'Olne	PhD Rep for Communication and Signal Processing research group
Yong Yang	PhD Rep for Optical and Semiconductor Devices research group
Bob Ren	Rep for MSc Future Power Networks
Kaichang Chen	Rep for MSc in Analogue and Digital Integrated Circuit Design

Agenda

1. Welcomes
2. Actions from last meeting
 - Michael to speak to his CSP group to ask if they prefer PCs or Laptops for lab work.
 - Zia to speak to Alice to confirm changing building opening hours and then to get the message out to students.
 - Muhammad to get in touch with the contact in BioEng to ask what they do for GTA feedback.
3. CV Workshop – (Victoria/PLD) – survey feedback from MSc reps
4. Ventilation in building - Emilie.
5. AOB

1) Welcomes

Pier Luigi welcomes everyone to the meeting and asks the Reps to reintroduce themselves.

2) Actions from last meeting

- Michael to speak to his CSP group to ask if they prefer PCs or Laptops for lab work.

PLD clarifies this was a topic surrounding the renovation of MSc Labs and that plans have now been agreed on. MSc students will have most of level 3, which will be reorganised. The current computer room will be changed into a lunch/social room. The middle room will remain a computer room, for 45-50 PCs. The last room will be a smaller isolated area for meeting or conferences and desks for quiet study.

PLD asks Michael if he asked his students what their preference would be.

Michael said he surveyed his course, only about 5 replied, but they agreed they would still like to have PCs.

- Zia to speak to Alice to confirm changing building opening hours and then to get the message out to students.

PLD said that Zia is not in attendance, but he believes this has been resolved and the opening hours have been extended.

Victoria adds this was after covid restrictions had been lifted and that yes this has been resolved.

- Muhammad to get in touch with the contact in BioEng to ask what they do for GTA feedback.

PLD asks Muhammad if he got in touch with anyone to find out about their system.

Muhammad said his contact had told him the BioEng department email the Undergraduate and Postgraduate taught students a Qualtrics survey in the summer term to nominate both a UTA and GTA, including the full name and written feedback for the nomination. The student office then uses this to generate a winner and present them with the award.

PLD asks Muhammad when the awards ceremony takes place

Muhammad confirms it's in the summer term that it takes place in the department.

PLD mentioned SACA run a similar scheme called Student Choice Award.

Al-amin said the point raised was more about getting feedback for their teaching.

PLD agreed that the BioEng example is very similar to the existing GTA of year award, whereas our GTA were looking for feedback in general. The student choice award is run by students at a college level.

PLD said we can introduce a department level award system, but it doesn't fix the issue of feedback. A possibility is that when students complete the new version of SAUL, we include something for GTAs.

Al-Amin asks would it be possible to send a survey out to the students and module leader at the end of the module asking them to provide feedback for the GTA.

PLD says this is like SAUL, some departments have now started their own SAUL, but the problems with this is the response rate is low and it includes two different forms. The concern is it's difficult enough to get the students to reply to one form, let alone two.

Michael asks why we can't press people more to answer the survey.

Lina joins the meeting.

Lina says we do remind students a lot to complete the surveys, for example in the past they could not submit their final project without having completed the survey.

Michael adds that students may be more motivated to answer the GTA feedback form if they've had a good experience or feel like they want to praise the GTA, perhaps there is less interest in SAUL.

Emile adds that visibility of the SACA award is low, and she is aware not many people know about it. A new survey or award may not be the best idea, instead pushing the ones that already exist. She adds that perhaps there will be too many ways to say the same thing.

Al-Amin asks if PLD is against running a departmental survey/SAUL.

PLD says this is not something he can decide now, but this has been discussed as a department as there are issues of participation and that setting up the system is not cost-free. He says he will discuss it with the management committee, and it will be in collaboration with the undergraduates. The best options are a tailored SAUL or a departmental award.

ACTION – PLD to speak to management committee about best way forward to give GTA feedback.

ACTION – PhD Reps to consider which questions would be best to ask GTA

3. CV Workshop

PLD says the idea of doing CV workshop to support MSc students who are applying for jobs has been raised by the reps as something that would be useful. PLD asks the reps which time of year would this most useful.

Michael says now, this time of year, after exams.

Sohyeon agreed that May/June is a good time for MSc students.

Lina and Pier Luigi agreed this time works and we would consider putting on an event shortly.

4. Ventilation in the Building – Emile

Emile raises that the summer is coming and that the building gets very hot, especially without air conditioning in some floors. CSP is particularly hot as of the machines.

PLD will raise this with Zia as it is a Facilities/College issue, as he understands AC is very hard to install.

Al-Amin said Level 11 is also very hot.

PLD said he will try get some advice from other departments, but it will not be an easy fix.

Cedric asked if every floor is going to be renovated and he's noticed some floors have and some haven't.

PLD said says sometimes the groups pays for this or sometimes is the college, there is usually a queuing system, however he says he will look into it.

3) AOB

Sohyeon asks if the AC that already exists is centrally controlled, or we can control it as a department, as 408 recently rooms can be so cold or so hot.

PLD said he will investigate this too.

PLD asked for AOB, there was none so concluded the meeting.

