



**GOSICH/IGH  
STAFF STUDENT CONSULTATIVE COMMITTEE**

Meeting to be held on  
**Monday, 12<sup>th</sup> June 2017 at 1.00pm in ICH Lower Ground Floor Seminar Room**

**Final Minutes of Meeting**

**Present:**

Y Majani	3 <sup>rd</sup> Year Part-time Research Student (Chair)
Dr C Thorne	Postgraduate Tutor (Deputy Chair)
Dr A Stoker	Postgraduate Tutor
Mrs L Soar	Research Degrees Administrator (Secretary)
Mrs Stella Fusco	Senior Research Degrees Administrator
Mr F Tommasini	3 <sup>rd</sup> Year Full-time Research Student
A Mahmood	3 <sup>rd</sup> Year Part-time Research Student
Ms Y Lu	2 <sup>nd</sup> Year Full-time Research Student
Ms D Lee	2 <sup>nd</sup> Year Part-time Research Student
Ms B Pimpel	Postgraduate Society
A Petris	Postgraduate Society
Dr H Mitchison	Postgraduate Tutor
Dr K Gustafsson	Postgraduate Tutor
Prof M Fewtrell	Postgraduate Tutor
Ms J Yargawa	IGH 3 <sup>rd</sup> Year Full-time Research Student

**Apologies:**

Jonathan Lambert, Alexandra Bonthron, Wendy Knowles, Laura Kischkel, Heng Fan & Torsten Baldeweg

**PRELIMINARY BUSINESS**

	Item
1	<b>Welcome</b>  All welcomed
2	<b>Minutes of the previous meeting 20<sup>th</sup> February 2017</b>  Minutes of the above meeting approved.
3	<b>Matters Arising from the minutes</b>  Low turnout for the careers event across the whole faculty – 12 <sup>th</sup> May. Suggestion was made that 1 <sup>st</sup> year students don't always attend this event.  Alumni talk was well attended.

	<p>Final PRES coverage result was well received, with ICH having a 62% response rate, which should also be interpreted in the light of our large number of students. In future we'll be able to target the students who don't respond to the request to participate in the survey to avoid emailing all students repeatedly.</p> <p>Faculty as a whole came top in the response feedback.</p> <p>Good news, this will only be carried out alternate years.</p>

## STANDING ITEMS FOR DISCUSSION AT ALL MEETINGS

	Item
4	<p><b>Student Survey/feedback</b> – no need for surveys this time round as we'll be discussing the proposal for change of structure for SSCC.</p>
5	<p><b>Proposal to change structure of SSCC from 2017</b></p> <p>Recruitment of StARs as per the documents attached – background document. StARs to be appointed every year. Everyone who continues will be encouraged to re-apply to keep the continuity going.</p> <p>SF will send out an email to all first years to recruit StARs; all are accepted unless there is more than one suggested for the programme/cohort, in which case a ballot arrangement will be implemented.</p> <p>DGT will chair the first meeting, when we'll be proposing a new Chair from amongst the StARs, who will subsequently Chair the remaining 2 meetings. It was also agreed that the Postgraduate Society will continue having 2 members from the Society on the SSCC.</p> <p>Structure for RDC is currently also under review, with the goal of creating more channels of communication upwards as well as downwards, which fits with the concurrent changes to the SSCC.</p> <p>The background document (see attached) was discussed and CT asked the Committee for their feedback. Suggestion from student, AM, first year students need the relevant information. SF confirmed that we always send the new students all the relevant details of what is available online, Moodle, who their Mentor/PG Tutor is – then within the first four months they are sent an initial questionnaire, which we follow up on if there are any queries. AS suggested that one of the roles for the StARs is, to inform students where the information is. The FAQs on the intranet answer most of the queries. <a href="https://www.ucl.ac.uk/ich/intranet/education/research-degrees">https://www.ucl.ac.uk/ich/intranet/education/research-degrees</a></p> <p>The potential of having more frequent meetings of StARs across ICH was discussed. JY – IGH Students have meetings once a month/6 weeks and have a forum with students and a similar (or possibly less frequent) system could be set up here. This would need to be organised by the StARs and would be in addition to the 3 main SSCC meetings which will remain and provide the opportunity to feed back any problems.</p> <p>CT – perhaps when we get the PRES survey results, the SSCC meetings could target the areas identified as needing improvement within the PRES survey. Key topics to be addressed when we receive the PRES results later in the year.</p> <p>CT – suggested that the Reps look at the document to feedback on ideas we need to look at. REDcap survey could be used for future, targeted surveys as it is more user friendly than survey monkey.</p>

	<p><b>Actions:</b>  StARs to let LS/SF know if they are interested in joining a small working group to discuss various topics for future SSCC meetings and the way forward regarding restructuring.  LS/CT will arrange the meetings of this working group.  StARs to talk to other students who may wish to become a StAR for the next academic year  SF will send out an email to all first years to recruit StARs; all are accepted unless there is more than one suggested for the programme/cohort, in which case a ballot arrangement will be implemented.</p>
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## ITEMS TO BE DISCUSSED AT LEAST ONCE DURING THE ACADEMIC YEAR

6	<p><b>Cohort Building</b></p> <ul style="list-style-type: none"> <li>• ICH Postgraduate Society: <ul style="list-style-type: none"> <li>a) Academic Events – September/October Pub talk to be arranged</li> <li>b) Social Events – Summer Bar-B-Q and Planetarium for this term. Looking into a future film screening event. In the autumn, a quiz night is planned for the first year students</li> </ul> </li> </ul>
7	<b>StARs appointment process for PGR students</b> – covered above
8	<b>The effectiveness of the SSCC and support for StARs</b> – covered above.
9	<p><b>Student Support</b></p> <p>There was a discussion about the different roles of StARs and Mentors. AS highlighted the importance of keeping the two roles separate, but to ask Mentors to feedback any problems they come across to their programme StARs if not confidential. SF – UCL are pushing for Mentors to be StARs. AP - suggested that the mentors should be from the same programme as mentees. There are 2 mentors per programme. AS warned that there may be a conflict of interest if there are any problems raised by the mentee if the mentor is in the same programme. Further details re mentoring will be included in the new Faculty Student handbook to be circulated later this year.</p> <p>It was suggested that there should be more communication between mentors and StARs (possibly using the more regular student forum as outlined in 5).</p> <p>StARs training is held at Faculty level – and the need for additional PGR specific training for our StARs was flagged. DL - suggested the StARs Introduction training should be held at ICH. AS will contact Faculty to initiate the training – SF will also contact relevant person to enquire about training.</p> <p>CT – Student support – DGT for Taught Programmes (Helen Bedford) put a special induction for overseas students who are new to London, suggested that the Research Students could be involved in that too.</p> <p><b>Action:</b> SF/AS will contact relevant person to arrange Faculty StARs Induction training at ICH.</p>

**CONCLUDING BUSINESS**

	<b>Item</b>
10	<p><b>Any Other Business</b></p> <p>JY – SLMS Conference funding – amount of money, up to £500 or £1000 per year, query about International/European Conferences.</p> <p>JY - Thanked ICH for the support given to IGH Students and will miss our meetings.</p> <p>CT thanked YM for her support and Chair of SSCC.</p>
11	<p><b>Dates of Next Meetings: TBC</b></p>

## Summary of Action Points for 2016/17

Date of Meeting	Item	Action	By Whom	Status
20/2/17	1	<b>New Agenda/Minutes format</b> Format submitted by UCLU on behalf of Academic Services Secretariat	AS/LS	C
20/2/17	4	<b>Careers events</b> <b>Action:</b> LS to send details through to everyone	LS	C
20/2/17	5	<b>Cohort Building: - 3MT event</b> <b>Action:</b> Encourage Supervisors to attend the event <b>Action:</b> All users email to go out from the Director's office encouraging to all to attend. <b>Action:</b> LS sending out reminders out on a weekly basis	CT SF LS	C C C
20/2/17	6	<b>Student Surveys</b> <b>Action:</b> AS to check with the Doctoral School for a response to this. <b>Action:</b> CT message to relay is to encourage all students to complete the PRES survey.	AS CT	C C
20/2/17	9	<b>2<sup>nd</sup> Year Oral Report</b> <b>Action:</b> SF – update proposal form & text on plagiarism rules online	AS/SF	C
12/6/17	5	<b>Proposal to change structure of SSCC from 2017</b>  <b>Actions:</b> StARs to let LS/SF know if they are interested in joining a small working group to discuss various topics for future SSCC meetings and the way forward regarding restructuring.  LS/CT will arrange the meetings of this working group. StARs to talk to other students who may wish to become a StAR for the next academic year  SF will send out an email to all first years to recruit StARs; all are accepted unless there is more than one suggested for the programme/cohort, in which case a ballot arrangement will be implemented.	LS/SF  LS/CT  SF	O  O  O
12/6/17	9	<b>Student Support</b> <b>Action:</b> SF/AS will contact relevant person to arrange Faculty StARs Induction training at ICH.	SF/AS	O

### Action:

O = On-going

C = completed