

# Imperial College London

## Student Support & Wellbeing Committee

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**Date:** Tuesday 05 June 2018

**Time:** 14:00 – 16:00

**Venue:** CHEM 259

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### PRESENT

Christian Adams (Secretary)

David Ashton

Hannah Bannister (Chair)

Mary Bown

Benita Cox

Sarah Freedman

Anita Hall

Lizzie Huckle

Fran Hyatt

Matina Giannarou

Sue Mannion

Fintan O'Connor

Claire O'Brien

Rosie Summerhayes

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### Agenda

1. **Apologies for absence:** Daniel Balint, Lorraine Craig, Julie King, Louise Menard, Paul Noke, Angela Urusala and Andrew Willson
2. **Welcome and introductions**
3. **Minutes from previous meeting – 06 February 2018** Paper A  
Approved
4. **Matters Arising and Action Tracker** Paper B  
Updates to Action Tracker  
Point 2: Hannah Bannister to pick-up developing formal process for supporting students going through interruption of studies.  
Point 8 and 10 repeated, this will be amended.  
AOB from previous minutes  
8 (ii) discussion on vaccinations for staff to be continued by Occupational Health but not relevant to this committee.

8 (iii) HB to action talking points for induction on information recorded on College transcripts

5. **Student Support Strategy**

Paper R

Previously no College-wide strategy, developing the strategy in collaboration with the SU. Approved by the Provost Board, next step is a College-wide consultation, students will be able to provide feedback via focus groups, pop-up stalls.

After consultation the information will be presented to the Provost Board in October.

Built into the strategy is the flexibility to address staffing support required as the strategy is implemented and assessed over the next 5 years.

**ACTION: HB to circulate questions to committee for information**

**ACTION: Feedback from committee members helpful if received by end of June.**

**ACTION: Fintan O'Connor and Anita Hall to liaise regarding ways of using UROP to increase the number of student responses/participation in the consultation.**

6. **UUK Accommodation Code Audit**

KPMG carried out an audit

Several areas identified for improvement:

- Pastoral care: review Warden training, be clear what is compulsory.
- Ensure Halls inductions are consistent, for the most part they are but just need to ensure information is consistent
- Speed of DBS applications, now implemented a rule that a contract will not be offered to Warden staff until DBS is completed

7. **Accommodation subsidy for disabled students**

Aim of the subsidy: to identify students who have a genuine need to live in South Kensington but may have been deterred due to the expense.

Application: students will need to apply and provide clear evidence of their need.

Currently there is no limit on the number of students that could be accommodated by this subsidy.

Too late to be incorporated into the accommodation application process for 18/19.

Plan for 18/19 is to identify students after they have moved into their accommodation and send out the information about the subsidy.

Plan for 19/20 is to incorporate the process into the accommodation application process.

Noted that there will need to be an appeals process, no spare beds in SK for 18/19 academic year.

**ACTION: set up a small group to work with Mary Bown to assess applications, Sarah Freedman, Sue Mannion, HB and Claire O' Brien have offered to be involved.**

**ACTION: Mary Bown and Sue Mannion to meet and discuss how to allocate the funds for 18/19**

## **8. Assistive Technology project**

Project with ICT to assess and upgrade the assistive technology software available across campus for students and staff.

External agency is assisting in assessing the available software and costs involved. Plans to roll this out across the College from October.

## **9. Service updates**

### Counselling

Difficult year for the service due to waiting times. At the moment the waiting time for an initial appointment is 7 days.

Unclear if additional resource will be allocated but request has been made in current planning round. If this is granted then considering offering brief consultations during the lunch period but this requires 2 counsellors to be available. This will also require a waiting room – currently no space, may need to use corridor – not ideal.

Currently reviewing two different models for service delivery: Warwick and Cardiff. Looking at a hybrid model based upon these two approaches: offer a therapeutic consultation that lasts 1 hour and 15 minutes as a standalone session. After assessment offer a follow up appointment 1 month later. Based upon assessment student may be offered 7 sessions at the College, referred to self-help methods or referred to an appropriate external.

### **SU**

Advice Centre: plans to change approach to providing advice to students and provide more emotional support / staff would need to have relevant training / current SU advisers are trained as SVLO's.

### **Wardens**

No update as Resident Life Committee meeting next week.

### **Senior Faculty Tutors**

SF Tutors will attend a sexual violence training session and meet SVLO's soon / GDPR training for SF Tutors / discussed new College regulations and refreshing guidance for Senior Tutors.

### **Disabilities**

Reviewing documents and processes to meet GDPR requirements.

Agreed funding support for students with temporary disabilities.

Dyslexia tutors: offering drop-in sessions advising on study skills and referring to DAS for assessment.

David Moony working on inclusive teaching with EDU and on the ICT project  
May need an inclusion position with this specific knowledge.

Autism Support Group running, 2 meetings held to-date.

Induction for students transitioning to the College – received positive feedback, ID Cards being issued in time was a problem last year – will follow up for this year.

## **Student Hub**

Changes introduced this year to the March housing event: exhibitors and only part of the usual talk presented, 1500 students attended

May Housing Mayhem – every Tuesday visited a different Halls and provided the second part of the talk – very good attendance

Rent Guarantor Scheme has been very successful / currently no defaults / offered to all UG students, not for PG.

Accommodation has been affected by many IOS made late in the academic year.

## **International Student Support**

Student trips: using International Friends to organise these trips / planning to sell trips as a package in 18/19 / membership of Historic Royal Palaces has been a success and plan to continue for 18/19.

Planning for International Welcome Sunday.

Summer visa applications: concern about how the team will handle students affected by the immigration rules changes / may not been enough time between receiving resit exam results and being required to return home to make a new visa application.

## **Occupational Health**

Mental Health Awareness Week was a success / currently promoting the sleep score evaluation for students and staff [www.imperial.ac.uk/health-and-wellbeing/sleepio](http://www.imperial.ac.uk/health-and-wellbeing/sleepio)

## **Registry**

Quality Assurance team looking into College-wide unified regulations.

Process of applying for exam adjustments - looking at making this process smoother.

**ACTION: Ongoing work to create a central place for students to access information HB and David Ashton**

## **Health Centre**

Noted there is a need for uniformity in regards to mitigating circumstances as currently departments applying different policies.

No further news about NHS counselling funding however it is expected that this will be lost / currently the funding covers a 0.6 Psychodynamic therapist role / a request has been made in the planning round for the College to fund this role should the funding be lost.

Resilience pilot: first of two workshops has been delivered, 25 attendees, positive feedback, there will be a follow-up questionnaire 6 months after to assess if the skills have been retained.

Departments have been sending students to the HC and following this up with an email to warn the HC that this student is coming over / the email inbox is only checked a few times a day so the student is seen before the email is read / request that departments rather phone and speak to the duty Dr so staff are aware before the student arrives.

**ACTION: SF Tutors requested to feed this back to their departments.**

**10. AOB**

No matters arising.

**Date of next meeting:** Tuesday 9 October 2018, 14:00 – 16:00

**Venue:** TBC

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Please send apologies to [christian.adams@imperial.ac.uk](mailto:christian.adams@imperial.ac.uk)