

Minutes of the 1st Caledonian Student Voice of session 2016/17

Meeting held on Monday, 17 October 2016, in NH208, at 5pm.

**1. Sign In:**

**Present:**

Philip Coupe (PC, Chair); Lauren Ramage (SP); Chris Daisley (VP SEBE); Jodie Waite (VP GSBS); Kevin Campbell (VP SHLS); Neil Alexander (NA); Romina Arefin (RA); Jeff Barclay (JB); Niall Christie (NC); Linda Cupples (LC); Emma Duncan (ED); Tamar Everson (TE); Caroline Fleeting (CF); David Hendry (DH); Maja Jorgensen (MJ); Bolutife Oyemomi (BO); Amir Shafiq (AS); Rachel Simpson (RS); Adam Stewart (AS); Kayleigh van Dongen (KVD); Aushna Ikhlaiq (AI); Cols Ward (CW); Tanya Ziyenge (TZ); Tom Jarvis (TJ) – in place of Nicola Kennedy.

**Absent:** Jonnie England (JE); Lisa Graham (LG); Ezra Maguire (EM); Calum McCormack (CMcC).

**Apologies:** Jen Broadhurst (JB); Scott Buchanan (SB); Nicola Kennedy (NK); Abhishek Mandal (AM); Robyn Moffat-Wall (RMW); Gil McComb (GMcC).

**In attendance:** Kevin Ward (Student Voice Team Leader); Kathryn Collins (Clerk); Emer O'Toole (EO'T).

Members who were absent without apologies have received an automatic caution from Student Voice. Any member who receives two cautions will automatically face a vote of no confidence at which members of Student Voice may decide to remove them from their position.

**1. Welcome**

- 1.1 The meeting started at 5.05pm. The Chair (Philip Coupe) welcomed all members to the 1<sup>st</sup> meeting of Student Voice for 2016 – 2017. Members were asked to ensure they had signed in and taken a voting card to use when speaking. Members were reminded of what conduct is acceptable during the meeting.

**2. Previous Minutes**

- 2.1 The Chair invited members to consider the minutes of the previous Student Voice session, held on 21 March 2016. The Chair asked all members to take a vote to decide whether to approve the previous minutes. **(F:18 A:0 Ab:4)**

**3. Matters Arising**

**3.1 Have the parking validation moved back to Saltire Centre**

Currently the parking validation machine is based in the Security office and there is one in the Govan Mbeki building. The VP GSBS has liaised with the University on getting the parking validation machine moved back to the Saltire Centre and the outcome is that it will not be getting moved back to the Saltire Centre. Posters will be going up around campus with details of where the parking validation machines are. Members of Student Voice added that there is no disabled access to the Security Office and whether there could be another parking validation machine installed at the Welcome Desk at the Students' Association or the entrance of the new Hamish Wood foyer area. The VP GSBS said she would see what she could do about getting

another parking validation machine on campus and report back at the next meeting. **Action: VP GSBS.**

### 3.2 **Better temperature regulation in the university**

The VP GSBS said that all the rooms within the university are set at 22 degrees celsius and that there is no way to change the temperature per room. Sensors are located on each floor and when the temperature changes on that floor the sensors react. So, if someone opens a window in some area on that floor, and the sensors note this, the temperature will go up as the sensors think the temperature has dropped. Members asked if the set temperature could be lowered. The VP GSBS said she would liaise with Facilities and report back at the next meeting. **Action: VP GSBS.**

### 3.3 **Microwave in the Students' Association**

The VP GSBS said she had spoken with Facilities about getting another microwave. The Students' Association rent the building from the university and due to having a few incidents with different microwaves in the past for Health and Safety reasons another microwave will not be provided as it was seen as a fire hazard. Members agreed that when working late it was not safe to go off campus to get food and the microwave would help. Members asked if another microwave could be put somewhere else on campus so it does not have to be in the Students' Association building. The VP GSBS said she would liaise with Facilities and report back at the next meeting. **Action: VP GSBS.**

### 3.4 **Graduation Fees**

The VP GSBS gave an update on the graduation fees in absentia and that the reason all students pay the same, whether they wish to attend graduation or not, is due to the cost of hiring the venue for graduations. At the time of hiring the hall the University does not know who will be able to attend and who will not. The University does not make any profit from graduations.

### 3.5 **Catering**

The VP GSBS said that she was not able to talk about any catering issues on campus at the moment.

### 3.6 **Research Fund**

The VP SEBE discussed the Research Fund which was picked up from the previous Student Voice. The Research Fund should be more accessible to PhD Students and communication should be transparent. The VP SEBE said that a research report by Caroline Parker, within People Services, was published but that there was not much reported on research funds. The VP SEBE said a meeting was scheduled to discuss the Caroline Parker report. The VP SEBE asked members how they wished him to pursue this or did they wish to wait until the outcome of the meeting. Members agreed to wait to see the outcome of the meeting scheduled to discuss the report and the research funding.

### 3.7 **More bookable rooms within the Students' Association for societies and sports clubs**

The VP SEBE said that this will be discussed under the Ideas section as he has submitted an idea around more bookable space.

### 3.8 **Ban 90 day password change**

The VP SEBE that the current security policy for the Wi-Fi and gaming within the university can't be changed. However, University IT sympathise with the 90 day password change in place and

are looking at using a 'two password identification process' instead which is similar to what is used in internet banking. The move toward the 'two password identification process' is more secure and will be a matter of time over the next year to move towards this new process.

### 3.9 **Request to allow PC Xbox PS Online Gaming through GCU Network**

The VP GSBS and the VP SEBE met with University IT who agreed that the restrictions for access in student accommodation should not apply. Members were informed that at the recent Principal's Student Listening Event, students spoke to the Principal directly about the issues of restriction access to allow PC Xbox PS Online Gaming through GCU Network. Over the next year, there will be major investment put into Caley Court for Wi-Fi and online gaming on campus. The VP SEBE said that he will submit a full report on the IT issues including guest Wi-Fi login. **Action: VP SEBE**

### 3.10 **Employment on Campus**

The VP SEBE informed members about The Work Experience Hub which provides students with a 'one stop shop' gateway to a range of on-campus and part time work experience opportunities within the University. Each department within the university has a number of places available which will be relevant to course studies.

### 3.11 **Minimum time between exams**

The VP SHLS said that he had enquired with the Examinations Officer about the minimum time between exams and that there are no regulations or policy for the time period between exams. The VP SHLS added that the Deputy Vice-Chancellor Academic is dealing with assessment procedures and things will change and he asked members if they wished to wait for this change or for the VP SHLS to include this issue in his campaign around assessment methods. Members agreed for the VP SHLS to include the minimum time between exams in his campaign.

**Action: VP SHLS**

## 4. **Minutes of Student Voice Committees**

The Chair invited members to consider the minutes of the previous Student Voice Committees. The Chair asked all members to take a vote to decide whether to approve the previous minutes. **(F: 8 A:0 Ab:15)**

## 5. **Affiliations**

The following societies and sports clubs were ratified by Student Voice. All affiliations listed below had already been approved by the Societies Council and the Sports Council as appropriate.

- Media and Comms Society
- Italian Culinary
- GCU Sign
- Language Café
- Comedy Society
- Zumba
- Anthony Nolan
- CSSA
- Poker

The VP SEBE was asked about the Media and Communications Society and the Anthony Nolan Society. The Media and Communications Society is purely an academic society for media and

communications and the Anthony Nolan society is a bone marrow charity. The Chair asked all members to take a vote to approve all ratifications. **(F:22 A:0 Ab:2)**

At this point in the meeting two videos were shown in relation the Executive Team Full Time Officers Remits and Objectives.

Full Time Officer Objectives 2016-17 Video

<http://www.gcustudents.co.uk/ob/articles/full-time-officer-objectives-2016-17>

Full Time Officer Remits 2016-17

<http://www.gcustudents.co.uk/articles/full-time-officers-what-we-work-on>

## **6. Reports**

6.1 The Chair asked the Full Time Officers to provide a brief verbal summary of their reports including any updates on items in which there has been developments since the report was written.

### **6.2 Student President**

- 2020 Student Experience Action Plan has been approved by University Senate. Implementation will take place as soon as possible with the Full Time Officers involved.
- Along with the VP GSBS, the SP has been part of the university's strategic group regarding Gender Based Violence. Recruitment was carried out and then training of students has been undertaken by Rape Crisis Scotland. The students will develop sensitive and informative workshops to fellow students.
- Creating a new Sports Strategy and Scottish Student Sport (SSS) have given advice on how to start a new funding model.
- Wellbeing Campaign on Homesickness is taking place on 25 and 27 November 2016. Training will take place on 18 October 2016.
- Attended GCU London School Board and will help create the first ever GCU London Student Survey.

### **6.3 VP GSBS**

- Disabled Students Officer has been recruited. Looking into running campaigns and events one of which is looking at seen and unseen disabilities.
- Recently won the Green Impact Excellence project last year and working towards the Gold award.
- Hosting an event for college students on 2<sup>nd</sup> November 2016. This will involve GCU students speaking to college students about their experiences volunteering at GCU Students' Association as well as meeting students who they may be studying alongside and can ask them any questions.
- Working on publicity for Nightline with 'Where's the Nightline Bear?' campaign.
- Student Carers policy has been completed and awaiting approval from University Executive Board.
- Hoping to increase the Equality and Diversity Committee to ensure that more students are involved in equality, diversity and inclusiveness.
- Recently visited Portugal as part of the new Innovation Project linked to the Student Leaders Programme.

- Working with the University to improve the catering on campus and the Students' Association bar.
- Working with the VP SEBE on unblocking the Wi-Fi on campus.

#### 6.4 **VP SEBE**

- Student-led Programme Review ongoing.
- Successfully appointed three School Officers for SEBE.
- Helping to implement new communication methods between staff and students.
- Working with Students' Association and SEBE to organise the Shield Sports Events.
- Held three events for Postgraduate Welcome Week. The afternoon tea was very well attended.
- Working on organising the INTO School Social event.

#### 6.5 **VP SHLS**

- Organised the Volunteering Fayre with over 20 organisations attending.
- Assessment methods – starting movement across Scotland
- Student Partnership Agreement will be presented at the Student Experience Summit on 4<sup>th</sup> November. Students are welcome to come along and feed into the SAGE project.
- Secured funding for SHLS PGT School Officer

The Chair invited members to take a vote to decide whether to approve all the reports. **(F: 12 A:0 Ab:6)**

### 7. **Student Voice Elections**

Elections took place for the following position and the results are as follows:

- Senate Disciplinary Committee (3 places) – Kayleigh van Dongen; Rachel Simpson; and Cols Ward.
- Taught Postgraduate Student Representative on Learning & Teaching Subcommittee

### 8. **Volunteer Policy**

The VP GSBS discussed the newly created Volunteer Policy outlining the rights and responsibilities of students who volunteer with the Students' Association and what the Students' Association can expect from them. The Volunteer Policy is designed to ensure that the time and enthusiasm given by volunteers is recognised, supported and valued. The Chair asked all members to take a vote to decide whether to approve the new Volunteer Policy. **(F: 20 A:0 Ab:2)**

### 9. **Elections Timetable and Voter Rewards**

The Elections Timetable was noted and members were informed that the NUS Scotland and NUS UK Conference nominations were missing from the timetable and so an email will be sent out to all members with further information. **Action: Student Voice Team Leader.** Members asked their thoughts on having rewards for students taking part in Full Time Officers elections on campus. Rewards can include free cake at polling stations; a tea/coffee voucher; a prize draw or free print credit. The Chair asked all members to take a vote to decide whether to approve rewards at elections **(F: 19 A:0 Ab:4)**

**10. Update to The Edit and Radio Caley Policies**

- 10.1 The VP SEBE discussed the updated version of the Edit Policy. However, a member raised concern that when a document has been updated the track changes are usually left to show the changes made and that this had not happened in the newly submitted Edit Policy document. Also, an entirely new section had been added to the Edit Policy and the Committee had not been consulted on the new section of the policy. After discussions, the Chair called for a vote to only approve the changes for Point 9 – Defamation/Contempt of Court, and for the document to go to the Edit Committee for scrutiny before coming back to a future meeting of Student Voice. **(F: 16 A:0 Ab:6)**
- 10.2 The VP SEBE discussed the updated version of the Radio Caley Policy and it was noted that there were the same issues with the Radio Caley Policy and so the Chair called for a vote to only approve the changes for Point 9 – Defamation/Contempt of Court and for the document to go back to the Radio Caley Committee for scrutiny before coming back to a future meeting of Student Voice. **(F: 17 A:0 Ab:6)**

*At this point in the meeting the Chair called for a motion to extend the guillotine. A clear majority voted to extend the meeting until 7pm. The Chair asked the Deputy Chair (Jeff Barclay) to take over as he would be presenting the next agenda item in relation to the Societies Policy.*

**11. Update to the Societies Policy**

Emma Duncan and Philip Coupe discussed the updated Societies Policy and the track changes which include the removal of the reactivation process; that it is optional for elections to be facilitated by an online process; for the removal of the text about Societies Council mentors being offered to all societies; the submission of a new simplified funding table; a new policy for the Societies Ball; and for the text to be changed for four statutory Council meetings to take place now instead of six. The Chair asked all members to take a vote to decide whether to approve the updates to the Societies Policy. **(F: 12 A:0 Ab:1)**

**12. Officers Remuneration and affiliations update**

- 12.1 The Student President gave an update on the affiliations that the Students' Association are affiliated to, which are the following organisations:
- National Union of Students (NUS)
  - British Universities and College Sports (BUCS)
  - Scottish Student Sport (SSS)
  - National Nightline Association (NNA)

The Chair asked all members to take a vote to decide whether to approve the affiliated organisations. **(F: 17 A:0 Ab:2)**

- 12.2 The Student President gave an update on the Full Time Officer remuneration for 2016-17, which the Trustee Board agreed and is set at £16,846, which has risen from £16,680 in 2015-16.

**13. Ideas**

- 13.1 **Have outdoor speakers around campus for events such as Open Days and Freshers.**

Tamar Everson discussed his submitted Idea to have an outdoor sound system around the main areas at the University (the concourse) and outside the Santander bank/Arc for music to be played at events such as Open Days and Freshers. Concern was raised Radio Caley having limited resources within the technical team to set up the equipment and about the noise levels which could affect autistic students who are audio sensitive. The Chair called for a vote for the VP SEBE to look into whether more speakers can be set up around campus during events. **(F: 12 A:2 Ab:5)** This Idea required to have a 2/3 majority to pass and was passed.

- 13.2 The VP GSBS discussed her submitted Idea to have four extra 'Equality and Diversity Champions' Two Student Voice spaces would become Equality and Diversity Champions, and these will be nominated and elected at Student Voice. These positions are open to any members of Student Voice who have an interest in equality and diversity and it would involve reporting any issues or ideas from the student body concerning equality, diversity and inclusiveness to the Equality and Diversity Committees. The other two spaces will be elected by the Sports Council and by Societies Council. The Chair called for a vote to approve the additional four new places within the Students' Association Equality and Diversity Committee. **(F: 16 A:0 Ab:1)**. This Idea required to have a 2/3 majority to pass and was passed.
- 13.3 The VP SEBE discussed his proposal that the Social Learning Space (NH008) can be booked between 1pm - 8pm, during Trimester 1 and 2, and 9am -5pm, during Trimester 3, to Student Groups. If passed it would take two weeks to implement. The Chair called for a vote to approve Social Learning Space being part of the rooms available to book. **(F: 15 A:0 Ab:3)**. This Idea required to have a 2/3 majority to pass and was passed.
- 13.4 The VP SEBE discussed funding that has been secured from each of the academic schools for a new model of Postgraduate Taught (PGT) Representation. The model consists of three PGT School Officers (per academic school). This new model would replace the current model which consists of one PGT Student Officer for the university. The Chair called for a vote to approve the membership of the PGT School Officers to Student Voice meetings. **(F: 17 A:0 Ab:2)**. This Idea required to have a 2/3 majority to pass and was passed.
14. **Any Other Business**  
Romina Arefin (RA) raised concern about bookable labs with the software she requires and the amount of space available given to students on the SEBE Engineering course on the H: drive, which is 500 megabytes. RA said that one piece of project work is 400 megabytes taking up all the room so more space is needed. The VP SEBE said he would look into the issues raised and report back at a future meeting. **Action: VP SEBE.**

The Chair thanked all members of Student Voice for their attendance.

**The meeting was concluded at 7.03pm.**



Minutes of the 2<sup>nd</sup> Caledonian Student Voice of session 2016/17

Meeting held on Monday, 14 November 2016, in NH208, at 5pm.

**1. Sign In:**

**Present:**

Philip Coupe (PC, Chair); Lauren Ramage (SP); Chris Daisley (VP SEBE); Jodie Waite (VP GSBS); Kevin Campbell (VP SHLS); Neil Alexander (NA); Romina Arefin (RA); Jeff Barclay (JB); Jen Broadhurst (JB); Linda Cupples (LC); Tamar Everson (TE); David Hendry (DH); Maja Jorgensen (MJ); Nicola Kennedy (NK); Gil McComb (GMCC); Calum McCormack (CMCC); Robyn Moffat-Wall (RMW); Alistair Moulds (AM); Rachel Simpson (RS); Adam Stewart (AS); Kayleigh van Dongen (KVD);

**Absent:** Jonnie England (JE); Lisa Graham (LG); Cols Ward (CW); Caroline Fleeting (CF);

**Apologies:** Scott Buchanan (SB); Niall Christie (NC); Emma Duncan (ED); Aushna Ikhlaiq (AI); Abhishek Mandal (AM); Bolutife Oyemomi (BO); Amir Shafiq (AS); Tanya Ziyenge (TZ);

**In attendance:** Kevin Ward (Student Voice Team Leader); Kathryn Collins (Clerk).

Members who were absent without apologies have received an automatic caution from Student Voice. Any member who receives two cautions will automatically face a vote of no confidence at which members of Student Voice may decide to remove them from their position.

**1. Welcome**

1.1 The meeting started at 5.00pm. The Chair (Philip Coupe) welcomed all members to the 2nd meeting of Student Voice for 2016 – 2017. Members were asked to ensure they had signed in and taken a voting card to use when speaking. Members were reminded of what conduct is acceptable during the meeting.

**2. Previous Minutes**

2.1 The Chair invited members to consider the minutes of the previous Student Voice session, held on 17 October 2016. The Clerk was asked to amend the spelling of Aushna Ikhlaiq which had been spelled incorrectly. **Action: Clerk.**

**3. Matters Arising**

**3.1 Parking validation on campus (VP GSBS)**

The VP GSBS updated members and said that she had contacted Facilities by email and had not received any feedback as yet from them. The VP GSBS will update members when she receives a response and so this matter is ongoing.

**3.2 Temperature regulation in the university (VP GSBS)**

The VP GSBS updated members and said that she had contacted Facilities by email and had not received any feedback as yet from them in relation to the temperature settings. The VP GSBS will update members when she receives a response and so this matter is ongoing. Kayleigh van Dongen (KVD) asked the VP GSBS about whether there had been an email sent out to the



lecturers in relation to temperature, as per the previous meeting, and the VP GSBS replied that she had not been actioned to do this but would deal with the email and report back at the next meeting. **Action: VP GSBS.**

**3.3 Microwave in the Students' Association (VP GSBS)**

The VP GSBS said that the Students' Association building would not be getting another microwave as students have already been given quite a few microwaves. Romina Arefin (RA) asked the VP GSBS about having a hot water dispenser and the VP GSBS replied that she had not been actioned to look into this but would now enquire about if there was any way of getting a hot water dispenser made available or if there was already something in place and will report back for the next meeting. **Action: VP GSBS.**

**3.4 Online gaming on the GCU Network (VP SEBE)**

The VP SEBE said that ongoing discussions with Caley Court and IT are taking place and hopefully this issue can be resolved by the next Student Voice meeting. The VP SEBE added that the GCU Guest Wi-Fi is now available within the Students' Association.

**3.5 The Edit Policy Document**

The VP SEBE said that he had liaised with the Editor and both had agreed to ask Student Voice members if The Edit Policy could be approved by email and ratified at the next Student Voice. The Chair called for a vote to confirm if members of Student Voice agreed being sent out an email to approve The Edit Policy update. **(F:18 A:0 Ab:1)**

**3.6 Bookable Space in the Student Association Building (VP SEBE)**

NH008, Social Learning Space, is now available to book on level zero and the booking form is online. The Social Learning Space can be booked between 1pm and 8pm during Trimester 1 and 2 and 9am and 5pm during Trimester 3.

**3.7 Student personal drive storage space (VP SEBE)**

The VP SEBE said that this matter is ongoing and will report back at the next Student Voice meeting regarding having more space being made available. **Action: VP SEBE.**

**3.8 Minimum time between exams (VP SHLS)**

The VP SHLS said that he had met with the university and there was no reason to have a certain minimum time between exams and that changes had been made but the changes won't be seen until January when exams take place.

**3.9 Have outdoor speakers around campus (VP SEBE)**

The Student President said she had spoken with the Estates Section of Facilities Management within the University who said that they will raise it with the university. Estates had said that there is a business case for outdoor speakers but there is a big financial issue with the cost of the speakers. The Student President will update as and when there is any update on this matter.

**3.10** The Chair invited members to consider the minutes of the previous Student Voice session, held on 17 October 2016. The Chair asked all members to take a vote to decide whether to approve the previous minutes. **(F:20 A:0 Ab:0).** The previous Student Voice minutes from 17 October 2016 were approved.

4. **Minutes of Student Voice Committees**

The Chair invited members to consider the minutes of the previous Student Voice Committees. The Chair asked all members to take a vote to decide whether to approve the previous minutes. **(F: 19 A:0 Ab:1)**. The previous minutes of Student Voice Committees were approved.

5. **Affiliations**

The following societies were ratified by Student Voice. All affiliations listed below had already been approved by the Societies Council.

- Fives
- Journalism

The Chair called a vote to approve the above societies. **(F: 21 A:0 Ab:0)**. The two societies were approved.

6. **Reports**

6.1 The Chair asked the Full Time Officers to provide a brief verbal summary of their reports including any updates on items in which there has been developments since the report was written.

6.2 **Student President**

- 2020 Student Experience Action Plan – The Action Plan is up and running and the key themes and measures have been established. University staff from across the campus has been involved.
- Assessment and Feedback – In the process of establishing a campus wide assessment campaign across the whole university in order to increase engagement and achieve a higher impact. The aim of this campaign is to make the university aware of the specific problems students are facing from assessment feedback.
- The Sports Strategy is still ongoing.
- £496.52 was recently raised and this is being put towards the annual Sports Ball.
- Wellbeing Campaign on Sexual Health will take place on the 15<sup>th</sup> and 17<sup>th</sup> November 2016.
- Attending Townhead Community Council Clean-up Event on 27<sup>th</sup> October where primary school children, local residents, community councillors, and students were involved.
- In conversation with GCU London with regards to a GCU London Student Survey. An action plan has been established and questions for the survey have been created
- The Allister Boyd Ball is taking place on 17<sup>th</sup> November 2016. At some point a plaque will be put up on campus in memory of Allister Boyd.

6.3 **VP GSBS**

- Attended the Environmental and Sustainability committee meeting. Discussions took place around promoting the use of recycled paper across campus and it has been checked with all schools that students can submit assessments on recycled paper.
- Held an event for college students thinking for applying to GCU on 2<sup>nd</sup> November however unfortunately it didn't go ahead due to students not turning up.
- Working with the Campus Trade Unions to organise a bus for students to attend the National Demo in London on 19<sup>th</sup> November. This Demo will address UK issues that are

affecting students, including TEF and Brexit. In addition, we are also collecting feedback on student timetables to present a report at Senate.

- Nightline Awareness Week will be running from Monday 14<sup>th</sup> November until 20<sup>th</sup> November 2016.
- Holding our Social Innovation Project training on 23<sup>rd</sup> November and working with external stakeholders to allow students to come up with solutions to real life social issues.
- Meeting with SNP councillors to discuss starting a Community Council for all residents within the Dundasvale area.

#### 6.4 **VP SHLS**

- Over the last few weeks spoke with every final year cohort within the School to gather feedback about their experiences over the last few years. This information will be collated and sent to School Board as a paper and fed into the NSS Action Plan for 2017/18.
- Held the Student Summit with over 100+ attendees discussing the development of the new Partnership Agreement.
- Secured commitment from SPARQS to help write up finalised report to go to Senate & Court for approval.
- Attended a SPARQS consultation on Transnational Education within Scotland. This was also attended by Heriot-Watt, Strathclyde, Edinburgh Napier and UWS.
- SHLS School Conference will be held on 23 November 2016, in A526F.

#### 6.5 **VP SEBE**

- The Student-led Programme Review almost complete and the report is currently being formulated.
- Working on introducing a new communication method within the school.
- Met with the Into College Centre Director to gather more information about the collage's new model of representation and how the Students' Association can support the new model.
- Work is ongoing in appointing an International Student Officer.
- On 28<sup>th</sup> of October met with university IT to discuss the Wi-Fi restrictions in Caley Court. University IT are fully on board with the vision of unrestricting online gaming in Caley Court.
- Raised the ongoing issue of Digital Security lab access. It was proposed as a short-term fix, Net Lab access would be available to students allowing them to have access from home.

The Chair invited any other officers to give a brief summary of their report.

#### 6.6 **Romina Arifin (SEBE Engineering School Officer)**

- Organizing a meeting of all Engineering Class Representatives to develop better communications.
- Working on getting volunteers for a 'Women in Engineering' society which will link into the Athena Swan Award.
- Trying to create a system of increasing lab time within the engineering building and create an availability rule for laboratories during tutorials.
- Working on developing a fairer and clearer feedback system in assessment in collaboration with staff and students.

**6.7 Robyn Moffat-Wall , Women's Officer**

Due to being on placement no written report was submitted by the Women's Officer.

- Elections were held for the position of Women's Officer but hardly anyone showed up so the position will be held by Robyn Moffat-Wall for the time being.
- Liaising with NUS on direction for a survey that will be carried out across campus on gender based discrimination on campus.
- Communication is needed that it is ok for students to use recycled paper for assessments as not everyone is aware of this.

The Chair invited members to take a vote to decide whether to approve all the reports. **(F: 18 A:0 Ab:3)**. The reports were approved.

**7. Student Voice Elections**

Elections took place for the following position and the results are as follows:

- Equality and Diversity Committee (2 places) – Kathryn McGuinness and Maja Jorgensen.
- NUS Scotland Conference (remaining place reserved for a woman under NUS rules) – Maja Jorgensen.
- Elections Committee – Kayleigh van Dongen; Tamar Everson; Adam Stewart. Two places remain vacant.

**8. Update to Radio Caley Policy**

The VP SEBE commented on the Radio Caley Policy updates and talked through the changes made. Nicola Kennedy, Radio Caley Manager, gave some background on the reasoning behind the changes made. The Chair asked all members to take a vote to decide whether to approve the Radio Caley Update. **(F:19 A:0 Ab:2)**. The updated Policy was approved.

**9. SAGE (Student Action Group on Engagement) Terms of Reference**

The VP SHLS explained that SAGE has existed for a few years now and Terms of Reference will help explain what the purpose of SAGE is; what the remit is; the frequency of meetings; and membership. The Chair asked all members to take a vote to decide whether to approve the SAGE Terms of Reference. **(F:18 A:0 Ab:3)**. The Terms of Reference were approved.

**10. Ethnic Minority Students' Group – change of name.**

The Ethnic Minority Students' Group has voted to change its name and the name of the associated officer role from referring to 'Ethnic Minority Students' to 'Black or Minority Ethnic' as this was more in keeping with the language used in NUS and other students' associations. For this change to take effect it has to be approved by Student Voice with a two thirds majority vote. The Chair asked all members to take a vote to decide whether to approve the change of name from Ethnic Minority Students' to 'Black or Minority Ethnic'. **(F:16 A:0 Ab:4)**. The change of names was approved.

**11. Ideas**

- 11.1** The Ideas 'Students Association should stock more GCU branded clothing especially ties' and 'An agreement of areas in the university where posters and flyers are allowed or not allowed' were not presented as the proposer was not present and no one had been nominated to take these forward.

### 11.2 **Class rep printing resources (Laura Welsh)**

The VP SHLS spoke on behalf of the proposer as they were not present at the meeting. As a Class Representative and to get the most structured and appropriate feedback, Laura Welsh has been printing off and handing out sheets of A5 paper with the headings used in the SSCG (the learning experience headings) have been handed out. A suggestion is for an A5 template to be created in the learning experience model and that printing costs of this to be covered by the students association. Class Representatives would be able to request an appropriate number of forms on the GCU Students' Association website, via class reps/volunteer resources, to be picked up within an appropriate printing time scale. The new Students' Association policy on using recycled paper ensures a more sustainable resource than the paper many students may use at home, therefore reducing the carbon footprint of the individual.

Members raised concern about the number of Class Representatives and the printing cost that this would entail and the abuse of the system. The VP SHLS responded that it could be an electronic submission instead of printing and there are different avenues to explore. The Chair called for a vote to mandate the VP SHLS to explore options. (F:19 A:1 Ab:1).

### 11.3 **Encourage students to write to local MPs about Brexit (Kayleigh van Dongen)**

Kayleigh van Dongen discussed her Idea of having the Full Time Officers and volunteers to help students to write to their MPs with their concerns and to start lobbying local MPs in fighting the case for European students to remain in the UK after their studies. GCU has a community of EU students and possible future students who may undertake the Erasmus+ programme. Kayleigh van Dongen proposed having a draft template letter that students could use to lobby their MPs. The Full Time Officer team raised concern as they had not taken a stance as a team on the Brexit situation and had stayed impartial. The Chair called for a vote for those in favour to pass the Idea with the specific caveat that it was made clear that the Idea is not about taking a position on the UK leaving the European Union; rather it is about mitigating the consequences for European students. (F:10 A:1 Ab:8). This Idea required to have a 2/3 majority to pass and was passed.

## 12. **Any Other Business**

12.1 Tamar Everson (TE) commented on the how the university is handling the catering changeover. The VP GSBS replied that the Idea had been voted down so should not be discussed. The Student President added that discussions have taken place and there will be an announcement made at the end of the week by the university.

12.2 Members raised concern about a change to the university assessment regulation which members felt make university exams harder. The change in question is that previously when students were asked to choose to answer only some questions in an exam paper e.g. 'choose five from seven', then all questions they attempted would be marked and their best attempts up to the required number would be counted. In the update to the regulations, if the student has not indicated which questions make up their submission of the required number of questions then markers are to mark the required number of questions in the order they are attempted and no more beyond this point e.g. if the student had attempted all seven questions and has not indicated which five are to count as their answers for the exam then the marker will mark their first five answers as they appear on the exam script. The Chair called for a vote for the Full Time Officers to oppose the change to the university assessment regulations. (F:13 A:0 Ab:7).  
**Action: Full Time Officers.**

*At this point in the meeting the Chair called for a motion to extend the guillotine. (F:9 A:8 Ab:3). The meeting was extended until 7pm.*

*At 6.40pm the Chair asked the Deputy Chair (Jeff Barclay) to take over as Chair while he took a comfort break.*

- 12.3 Adam Stewart (AS) concern about the rooms that the Gaming Society are being provided with when booking rooms which are not suitable for their needs. The VP GSBS responded saying that she too had concerns about the availability of space on campus for meeting rooms and thought that once the 'Heart of Campus' work was complete the room space situation would be better. The Student President noted the situation and said she would raise it with the university to take the room booking space on board. **Action: Student President.**
- 12.4 Gil McComb raised concern about the 'Coby' computer package not being available on computers within the labs and then students are being penalised for not using the correct software for their course work and getting marked down for it. The lecturers then advised students to speak to IT and in turn IT then say it is the lecturers that students need to speak with about getting the programme on computers. The VP SEBE recommended speaking with the SEBE lab technicians and programme leaders and said he would support Gil McComb with this. **Action: VP SEBE.**

*At 6.45pm the Chair returned and took over from the Deputy Chair (Jeff Barclay).*

The Chair thanked all members of Student Voice for their attendance.

**The meeting was concluded at 6.45pm.**

## Minutes of the 3rd Caledonian Student Voice of session 2016/17

Meeting held on Monday, 13 February 2017, in A005 (Deeprise Lecture Theatre), Govan Mbeki Building, at 5.00pm.

### 1. **Sign In:**

#### **Present:**

Philip Coupe (PC, Chair); Lauren Ramage (SP); Chris Daisley (VP SEBE); Jodie Waite (VP GSBS); Kevin Campbell (VP SHLS); Charlie Beaumont (CB); Emma Duncan (ED); Jonnie England (JE); Tamar Everson (TE); Lisa Graham (LG); David Hendry (DH); Kanayo Ikeh (KI); Aushna Ikhlaiq; Tom Jarvis (TJ); Maja Jorgensen (MJ); Calum McCormack (CMcC); Sophie Nicholls (SN); Brendan Owen (BO); Amir Shafiq (AS); Adam Stewart (AS); Kayleigh van Dongen (KVD); Tanya Ziyenge (TZ).

**Absent:** Romina Arefin (RA); Chikezirim Azubuike (CA); Jeff Barclay (JB); Niall Christie (NC); Caroline Fleeting (CF); Nicola Kennedy (NK); Abhishek Mandal (AM); Gil McComb (GMcC); Katherine McGinness (KMCG); Robyn Moffat-Wall (RMW); Bolutife Oyemomi (BO).

**Apologies:** Jen Broadhurst (JB); Rachel Simpson (RS); Neil Alexander (NA); Scott Buchanan (SB); Alistair Moulds (AM); Linda Cupples (LC)

**In attendance:** Kevin Ward (Student Voice Team Leader); Kathryn Collins (Clerk).

Members who were absent without apologies have received an automatic caution from Student Voice. Any member who receives two cautions will automatically face a vote of no confidence at which members of Student Voice may decide to remove them from their position.

### 1. **Welcome**

- 1.1 The meeting started at 5.08pm. The Chair (Philip Coupe) welcomed all members to the 3<sup>rd</sup> meeting of Student Voice for 2016 – 2017. Members were asked to ensure they had signed in and taken a voting card to use when speaking. Members were reminded of what conduct is acceptable during the meeting.

### 2. **Previous Minutes**

- 2.1 The Chair invited members to consider the minutes of the previous Student Voice session, held on 14 November 2016. The Clerk was asked to amend the spelling of Tamar Everson which had been spelled incorrectly at point 12.1. **Action: Clerk.**

### 3. **Matters Arising**

It was noted that the VP GSBS had responded to her action points and an email had been sent out to members prior to the meeting in relation to this. However, the VP GSBS verbally reiterated her action points at the meeting.

#### 3.1 **Parking validation on campus (VP GSBS)**

Car parking validation is available for 24 hours access at the security office and day time access in the Govan Mbeki Building. A request has been placed for signage to be put up directing students to these locations.



**3.2 Temperature regulation in the university (VP GSBS)**

A request has been put in to include information on adjusting the temperature in rooms into the staff induction and the issue will be raised with Facilities Management.

**3.3 Hot water in the Students' Association (VP GSBS)**

Hot water has now been made available through the coffee machine on level zero of the Students' Association Building. There is a 10p charge for hot water as this is part of how the machine works – a cup must be present for hot water to be dispensed and the cup is charged at this price as part of the overall pricing scheme for drinks from the machine. A separate hot water facility cannot be readily installed additional plumbing would need to be undertaken.

**3.4 Exam assessment changes (VP GSBS)**

With regards to the question around exam assessment changes, the university has responded that they are unwilling to change back to the previous approach of marking all questions for the following reasons:

- It takes less time to mark, which in turn should improve student feedback time.
- It puts everyone on an equal playing field, so students who are quicker at answering questions or writing don't have a better opportunity than those who can only answer the allocated amount given.
- If the question states 'Answer three questions', but students answer four in the hope that they get a higher mark, then this is giving higher marks to students who haven't followed the instructions.

**3.5 The Edit Policy document (VP SEBE)**

The VP SEBE explained that the student media groups were no longer part of his remit and therefore could not give an update on The Edit Policy. This matter is outstanding.

**3.6 Student personal drive storage space (VP SEBE)**

IT informed the VP SEBE that students have access to personal storage space on Office 365. Students are not always aware of this as it is not communicated well to them. The online storage space is 1 terabyte.

**3.7 Availability of computer software in labs (VP SEBE)**

- Working with the Head of Department for CCIS, the VP SEBE ensured that students studying Digital Security have increased lab availability.
- Through the upgrade to the PCs in the 24hr Lab, engineering students now have increased lab availability.

**3.8 Have outdoor speakers around campus (Student President)**

Spoke with the Head of Estates and they are going to look into the possibility of outdoor speakers on campus. This matter will now be dealt with by the Head of Estates. The Student President had no further update other than to say that the Executive Board know about this matter and will take it forward.

**3.9 Room bookings on campus (Student President)**

Spoke with the Head of Estates about the lack of rooms available to book on campus especially after the Heart of Campus work to create more space. This matter will now be dealt with by the Head of Estates. The Student President had no further update other than to say that the Executive Board know about this matter and will take it forward.

3.10 The Chair invited members to consider the minutes of the previous Student Voice session, held on 14 November 2016. The Chair asked all members to take a vote to decide whether to approve the previous minutes. **(F:18 A:0 Ab:3)**. The previous Student Voice minutes from 14 November 2016 were approved.

4. **Minutes of Student Voice Committees**

The Chair invited members to consider the minutes of the previous Student Voice Committees. The Chair asked all members to take a vote to decide whether to approve the previous minutes. **(F: 12 A:0 Ab:9)**. The previous minutes of Student Voice Committees were approved.

5. **Minutes of Trustee Board**

The Chair invited members to consider the minutes of the previous meetings of the Trustee Board and no questions were raised by members.

6. **Reports**

6.1 The Chair asked the Full Time Officers to provide a brief verbal summary of their reports including any updates on items in which there has been developments since the report was written.

6.2 **VP SHLS**

- Working round 3<sup>rd</sup>, 2<sup>nd</sup> and 1<sup>st</sup> year cohorts to assess their student experiences.
- Worked with the Head of Careers to plan private sector career development for Health students.
- Attended the second Glasgow Student Forum meeting to set out a Glasgow Student Manifesto for the Local Council elections in May 2017.
- Completed work on the Student Partnership Agreement and lobbied executive board members to approve final draft. Sent final draft to print.

6.2.1 The VP SHLS was asked to share any minutes from the recent Glasgow Student Forum with members. The VP SHLS responded to say that the minutes had not been written up but as soon as they are he would forward them on to members for their perusal. **Action: VP SHLS.**

6.2.2 The VP SHLS was asked about point 11.2 in the previous minutes relating to exploring printing resources. The VP SHLS responded saying that he had looked into the app Aiwip (All I want is print) which lets UK university students print for free by including ads at the bottom of the page. Aiwip can be put on a mobile. The VP SHLS is exploring this option.

6.3 **VP GSBS**

- Part of the tendering process for the new catering companies that are looking to replace Encore, and I am communicating with the Activities Manager and the Chief Financial Officer regularly throughout this process.
- Continuing to work on providing more access for gaming students through unblocking the Wi-Fi and VP SEBE, as Policy Lead for IT, has been working on this and feeding back to me our progress.
- The 'Where's the Nightline Bear' campaign is still continuing, where students can take a photo with the Nightline bear, upload it with the hashtag #GCUNightline and are put in a prize draw to win a Samsung Tablet.

- Attended a two day conference with the Magna Charta Observatory, where we discussed the importance of values in Higher Education. Student representation at this conference was important, as we gave the insight of how Students' Associations values and University values can complement one another.
- Spoke to the Alumni Engagement team about how we can engage alumni in our Big Ball, and how we can work together to ensure that previous GCU students can mentor current GCU students.
- Robert Gordon University attended GCU Students' Association to find out more about our Student Leaders Programme, as they are looking to set up something similar at their institution. This meeting allowed us to work collaboratively with another university.
- Taken part in 'Day in the Life of a Full Time Officer' video which shows what a day in the life of a Full Time Officer is like. It is hoped that this will encourage more people to run for a Full Time Officer position, and that it will inform students of what the role includes.
- Attended School Board, where I reported back on GSBS students' issues, such as timetables and assessment and feedback. Securing a permanent place for the PGT rep and me through governance was also discussed.

#### 6.4 **VP SEBE**

- Working with the Dean, we spoke to 4<sup>th</sup> year students within the school about the NSS survey and how to get involved.
- Attended the SEBE School board meeting on 25 January 2017. The meeting focused on the level of student satisfaction within the School.
- Secured funding from the PVC (Research) to hold a Burns Night as a welcome back for PG Students. The event was held on the Thursday, 9 February 2017. 51 students attended and the PVC (Research).
- Piloted new flexible learning environments within the Hamish Wood building. Secured £6,000.00 funding to continue to develop three more rooms within the Hamish Wood Building as part of the Flexible Learning Environment Project.
- Work is ongoing within the school to introduce a new student notification system. The proposal is to pilot "What's App" as a method to communicate with 4<sup>th</sup> year students across the school. The next stage is for the proposal to be presented to the schools Head of Administration.

#### 6.5 **Student President**

- Ran the Assessment Feedback campaign across campus in order to gather feedback from students regarding their experience with the feedback they receive on their assessments. It is the biggest campaign that has ever taken place with over 950 responses. The SP thanked the Full Time Officers and students.
- On Wednesday, 15 February 2017, a Class Representative Gathering Focus Group will take place then the surveys will go to the teaching staff.
- Presented my Sports Strategy to Sports Council and I am in the process of finalising the content.
- Met with the GCU London staff lead that is carrying out a university student survey. We have agreed to conduct this together and combine our results and analysis.
- Study trip to the African Leadership College (ALC), Mauritius - accompanied 8 GCU students to one of the university's partner college in Mauritius. As a result, a partnership

has been established between the GCU and the ALC students to set up future long-term study abroad opportunities in order to improve student mobility.

- Sports Ball - the sports ball date and location has been confirmed and this year it is taking place on 8 April 2017, in the Grand Central Hotel, Glasgow.
- Sports Council - have distributed trimester 2 funding to all sports clubs who applied through the correct process. They have also carried out their second stage of membership checks and we are now on track in reaching our membership target.
- GCU London Graduation - due to recent dissatisfaction and concerns expressed from GCU London students following the university's decision to remove their summer graduation in London, I have successfully lobbied the university into permitting the 2017 summer graduation to remain in London.

The Chair invited members to take a vote to decide whether to approve all the reports. **(F: 12 A:0 Ab:4)**. The reports were approved.

## 7. **Affiliations**

The following newly affiliated societies are required to be ratified by Student Voice. All affiliations listed below had already been approved by the Societies Council.

- Engineering Society
- Audio Society
- GCU Catholic Community

The Chair called a vote to approve the above societies. **(F: 19 A:0 Ab:1)**. The three societies were approved.

## 8. **Full Time Officer Elections**

- 8.1 The Deputy Returning Officer presented upcoming dates relating to this year's Full Time Officer Elections. Nominations close on Friday, 17 February at 12noon. There is a drop-in session on Thursday, 16 February for candidates to come along at 10am. The Deputy Returning Officer added that candidates can only nominate themselves; someone else can't do it for you.
- 8.2 The Deputy Returning Officer discussed the Elections Committee and that there were currently three spaces remaining to be filled on the Committee. The Elections Committee will meet twice over the elections period. The Deputy Returning Officer asked if any member would like to join the committee. L Lisa Graham and Kayleigh van Dongen will join the Elections Committee.

## 9. **Liberation Groups Consultation and Recommendation (paper)**

- 9.1 The VP GSBS discussed her paper on the Liberation Group Consultation and said that a consultation has been undertaken with the Liberation Groups (LGBT, BME, Disabled Groups, and Women's Group) in order to simplify and improve the way these groups are supported by the Students' Association. The suggestions from the three different consultations and recommendations on how liberation groups operate were included in paper produced from the VP GSBS.
- 9.2 Discussions focussed on liberation groups accepting allies and what this means for allies attending NUS conferences. The VP GSBS responded that due to NUS affiliation, only self-defining students are able to attend NUS UK and NUS Scotland liberation conferences and so

allies can't attend. In relation to liberation groups accepting allies, the VP GSBS stated that the liberation groups are autonomous and can decide on a year by year basis if they accept allies as members or remain for self-defining students. It is up to the group how they run events and if they wish to have events for self-defining students only. The events will be looked at on a case by case basis.

The Chair invited members to take a vote to decide whether to approve the recommendations for how liberation groups operate. **(F: 13 A:1 Ab:6)**. The recommendations for how liberation groups operate were approved.

*At this point in the meeting, 5.57pm, the Chair called for a short comfort break.*

*The meeting resumed at 6pm.*

10. **Freshers Committee – Proposed Terms of Reference**

The Freshers Committee has been part of the Students' Association's annual planning for many years. Via the proposed Terms of Reference paper, the VP SEBE said he was looking to formalise the purpose of the committee and its function as Student Voice has to approve the paper so it can be added to the Students' Association Constitution and By-Laws. The VP SEBE added that since the paper had been put online it had been updated. The newly updated paper was shown to the members. Members raised concern around the membership of the group and felt that media representation and liberation representation should be added as well as having the chair of the Sports Council and the Societies Council. Members felt that in relation to membership of the group there was more staff than students and it was not representative. The VP SEBE responded that the two student representative's places are open to anyone. After lengthy discussions, the Chair decided to postpone the vote for the Proposed Terms of Reference and for Student Voice Team Leader to send an email out to members asking them for their thoughts and options for the Terms of Reference. **Action: Student Voice Team Leader**. This discussion will be resumed at the next Student Voice meeting in March.

11. **GCU Community Partnership Agreement**

The VP SHLS said that the Students' Association has worked with the university to produce a Community Partnership Agreement which outlines how the community of GCU staff and students will work together. A pdf copy of the newly created document was shown to all members for their information only. The consultation for the Community Partnership Agreement was 50% staff and 50% students, and included focus groups. The Community Partnership Agreement is structure around a set of four Principles which inform and underpin our partnership working in practice. The Principles are based on GCU Values (Responsibility; Creativity; Integrity; Confidence) and Student's Association strategic priority areas (Partnership; Belonging; Empowering; Innovation). The VP SHLS added that there will be changes to the document but only relating to the design with adding in more pictures and moving some text around. The VP SHLS added that the document will be primarily used as a digital document and not so much as the paper tri-fold document. The GCU Community Partnership Agreement has been to the Executive Committee for approval and the next step is that it will go to the University Executive Board for approval then to Senate.

*At this point in the meeting, 6.26pm, the Chair called for a motion to extend the guillotine. **(F:17 A:3 Ab:0)**. The meeting was extended until 7pm.*

## 12. Ideas

### 12.1 **Students' Association should stock more GCU branded clothing especially ties (Callum Smith)**

As the proposer, Callum Smith, was not present at the meeting, the VP SHLS spoke on his behalf to have more branded stock especially ties. The VP SHLS added that currently the Students' Association has a lot of stock which it is trying to clear out. Members added that the book shop on campus sells GCU ties. Members suggested contacting Raging Bull to speak about clothing options for sale and to increase advertising for clothing the Students' Association has in stock for sale. The Chair invited members to take a vote mandate the Student President to liaise with Raging Bull and for the VP GSBS to look at the marketing and communication of branded clothing. **(F: 16 A:2 Ab:3). Action: The Student President and VP GSBS were given a mandate to contact Raging Bull and look into the marketing and communications for branded clothing.**

### 12.2 **An agreement of areas in the university where posters and flyers are allowed or not allowed (Sarah Zycinski)**

As the proposer, Sarah Zycinski, was not present and no member of student voice was contacted to speak on her behalf this idea was not discussed at the meeting.

### 12.3 **Look into the repurposing of advertisement boards in the SA to benefit sports, societies and media (Adam Stewart)**

Adam Stewart (AS) discussed the current advertising boards located in the toilets within the Students' Association building and how the posters within the boards were either out of date or not relevant. AS said that the boards could be put to good use by letting the sports clubs, societies, and media groups use them to advertise events etc. Members were asked to note that the Students' Association made income from the advertisements in the boards and if the boards were used for societies and sports clubs then this would be less space for externals to advertise and affect the income coming in. Discussions focussed on having the boards on a rotation basis for groups and societies to use but that first it is important to check whether the Students' Association were still getting paid for external companies advertising. The Chair invited members to take a vote mandate the VP GSBS to explore the current situation of the advertising boards in the toilets located in the Students' Association building and report back at the next Student Voice meeting. **(F: 12 A:0 Ab:5). Action: The VP GSBS was given a mandate to explore the current situation of the advertising boards.**

## 13. Campaigns

The Students' Association is a campaigning organisation and is currently running some campaigns. The following campaigns below are currently taking place.

### 13.1 **On Your Marks, Get Set, Feedback (Student President)**

The Student President encouraged members if they had not filled out a postcard or online survey then to please do so as the feedback from students is important. The survey is 7 questions and only takes about 2 minutes to complete. For further information <http://www.gcustudents.co.uk/articles/last-chance-to-tell-us-about-your-assessment-feedback>

### 13.2 **Students' Association Teaching Awards (VP SHLS)**

The VP SHLS encouraged members to put forward their nominations of staff. So far 140 submissions have been received. The awards are given out based entirely on what students say in the nominations so it is important that you say why the person you are nominating deserves the award and to give as much detail as you can. The VP SHLS said that the

awards are not given out simply based on the number of nominations received. The awards ceremony will take place on Friday, 12 May 2017, at 3.30pm. For further information <http://www.gcustudents.co.uk/teachingawards>

13.3 **Click It To Submit It (Ethical and Environmental Officer)**

Kayleigh van Dongen, Ethical and Environmental Officer, said that the Ethical and Environmental Group is working in partnership with the university on the campaign. The idea behind the campaign is for the university to move to completely online submissions not only to save on all the hassle but also for its significant environmental benefits. Training will be provided to lecturers to help assist with online marking. Currently there is an online petition for students to sign and the Ethical and Environmental Officer encouraged members to sign the petition. For information <http://www.gcustudents.co.uk/articles/help-us-click-it-to-submit-it>

14. **Any Other Business**

The VP SHLS asked for all members to please read over the reports from the Executive Team and critique the work carried out by the Full Time Officers. The VP SHLS added that he had put in his Full Time Officer report, under point 8, School for Work Based Education, "Danced on ceiling" and that no one had picked up on this point from his report.

The Chair thanked all members of Student Voice for their attendance.

**The meeting was concluded at 6.59.pm.**



## **Minutes of the 4<sup>th</sup> Caledonian Student Voice of session 2016/17**

Meeting held on Monday, 20 March 2017, in NH208, at 5.00pm.

### **1. Sign In:**

#### **Present:**

Philip Coupe (PC, Chair); Lauren Ramage (SP); Chris Daisley (VP SEBE); Jodie Waite (VP GSBS); Kevin Campbell (VP SHLS); Neil Alexander (NA); Romina Arefin (RA); Chikezirim Azubuike (CA); Jeff Barclay (JB); Charlie Beaumont (CB); Linda Cupples (LC); Emma Duncan (ED); Jonnie England (JE); Tamar Everson (TE); David Hendry (DH); Kanayo Ikeh (KI); Tom Jarvis (TJ); Maja Jorgensen (MJ); Calum McCormack (CMcC); Brendan Owen (BO); Amir Shafiq (AS); Callum Smith (CS); Rachel Simpson (RS); Adam Stewart (AS); Kayleigh van Dongen (KVD);

**Absent:** Jen Broadhurst (JB); Alistair Moulds (AM); Niall Christie (NC); Caroline Fleeting (CF); Aushna Ikhlal (AI); Nicola Kennedy (NK); Gil McComb (GMcC); Katherine McGinness (KMCG); Robyn Moffat-Wall (RMW); Alistair Moulds (AM); Sophie Nicholls (SN); Bolutife Oyemomi (BO); Tanya Ziyenge (TZ).

**Apologies:** Scott Buchanan (SB); Lisa Graham (LG); Abhishek Mandal (AM).

**In attendance:** Kevin Ward (Student Voice Team Leader); Kathryn Collins (Clerk), Vonnie Sandlan (NUS Scotland President).

Members who were absent without apologies have received an automatic caution from Student Voice. Any member who receives two cautions will automatically face a vote of no confidence at which members of Student Voice may decide to remove them from their position.

### **1. Welcome**

- 1.1 The meeting started at 5.00pm. The Chair (Philip Coupe) welcomed all members to the 4th and last meeting of Student Voice for 2016 – 2017. Members were asked to ensure they had signed in and taken a voting card to use when speaking. Members were reminded of what conduct is acceptable during the meeting.

### **2. Previous Minutes**

- 2.1 The Chair invited members to consider the minutes of the previous Student Voice session, held on 13 February 2017.
- 2.2 The Clerk was asked to confirm the result of the vote for the approval of the minutes of the previous Student Voice Committees, point 4 (page 3). The result was noted as (F:12 A:9 Ab:0) but a member commented that they had abstained from the vote. The Clerk said she would check her notes and the voting results from the previous meeting. **Action: Clerk.**

### **3. Matters Arising**

#### **3.1 Full Time Officer Elections**

The Student Voice Team Leader congratulated the new Full Time Officer team and let members know that information on the results and the new Full Time Officer team was on the website.

**3.2 The EDIT Policy**

The Editor said that the EDIT policy will be deferred until the next meeting of Student Voice. This matter is ongoing. **Action: Magazine Editor.**

**3.3 Glasgow Student Forum Minutes**

The VP School for Health and Life Sciences responded that the Glasgow Student Forum does not take minutes. This matter is resolved.

**3.4 Freshers Terms of Reference**

The VP SEBE said that the Freshers Terms of Reference will come back to Student Voice at a later date. This matter is ongoing. In the meantime, an email will be sent out to all Student Voice members to get their feedback on the Terms of Reference. **Action: VP SEBE.**

**3.5 GCU Branded Clothing**

The above item will be brought back to the next Student Voice for discussion. This matter is ongoing. A Full Time Officer has yet to be confirmed as the lead on merchandise. The VP SEBE was given the mandate for next year to contact Raging Bull and to look into the marketing and communications for branded clothing. **Action: VP SEBE.**

**3.6 Students' Association Advertisement Boards**

The VP GSBS said that she had looked into the advertisement boards and that they had not been used by any external companies in years. An Allen key is required to open the advertisement board and this is being looked into. The advertisement board can be used by societies and sports clubs. The VP GSBS will get clarification if this applies to individual staff and students. **Action: VP GSBS.**

**3.7** The Chair invited members to consider the minutes of the previous Student Voice session, held on 13 February 2017. The Chair asked all members to take a vote to decide whether to approve the previous minutes. **(F: 17 A: 0 Ab: 4).** The previous Student Voice minutes from 13 February 2017 were approved.

**4. Minutes of Student Voice Committees**

**4.1** The Full Time Officers were asked the reasoning behind having Neil Alexander involved in the Full Time Officer Review. The VP SHLS answered that the reasoning was that Neil Alexander was one of the first Full Time Officers under the new Full Time Officer model. Members agreed that it was good to have a previous Full Time Officer involved.

**4.2** The Chair invited members to consider the minutes of the previous Student Voice Committees. The Chair asked all members to take a vote to decide whether to approve the previous minutes. **(F: 17 A:0 Ab:4).** The previous minutes of Student Voice Committees were approved.

**5. Minutes of Trustee Board**

The Chair invited members to consider the minutes of the previous meetings of the Trustee Board. No questions were raised by members in relation to the minutes. Some members were not sure who the Trustee Board consisted of and what their remit fully was. The Chair gave an

explanation on who sits on the Trustee Board and what they do. Members were shown a link to where further details are on the website in relation to the Trustee Board.

## 6. Reports

6.1 The Chair asked the Full Time Officers to provide a brief verbal summary of their reports including any updates on items in which there has been developments since the report was written.

### 6.2 VP SHLS

- Involved in Elections Week from 6 – 10 March 2017.
- Finalising work on Peer Support System which will be around the end of the trimester in time for September.
- The Partnership Agreement has been completed and waiting approval from University Executive Board.
- Attending Sparqs event on Thursday in Edinburgh.
- Supported Council to introduce new Societies funding model.
- Carrying out two pilots of paid student reviewers.
- Working with the Trade Unions on the Post-Brexit Charter and having students represented across Scotland.
- Met with the DVC Academic to discuss Strategic Investment Bids.
- Sat on the panel for Volunteering Awards at Strathclyde University.

### 6.3 VP GSBS

- Involved in the tendering process for the new catering company on campus. Cordia finish in April 2017. No further update at this time.
- Nightline statistics are up with an increase from this time last year.
- Attending NUS Scotland conference on Friday, 24 March, in Dundee, as running for NUS VP Education.
- Attended the Class Rep Gathering.
- Attended the Ashoka U Conference in Miami.
- Attended the Corporate Parenting Steering Group.
- The 'Click it to submit it' campaign is still ongoing. The campaign is to show support of moving over to online submissions and to raise awareness of reducing the use of paper on campus.
- On Thursday, from 12.30 – 2.00pm, at the Scottish Parliament, the Campus Trade Unions are having a protest in relation to GCU New York. The Campus Trade Unions will pay for any travel if any students wish to attend.
- The VP GSBS thanked all those that took part in the Full Time Office Elections 2017-18 and congratulated the incoming Full Time Officer team.

### 6.4 VP SEBE

- Completed conducting four student-led programme reviews within the school.
- The Buddy Scheme is still ongoing.
- Launched the "Smooth Sailing Stormy Seas" campaign with £50.00 Amazon vouchers as a prize for taking part in the survey.

- New text notification system is to be piloted to 4<sup>th</sup> years across the school in September.
- Have been working with staff within the school to help promote the National Student Survey.
- Exploring having an 'End of Year Ball'.
- Ensuring the recommendations following the Research Student Employment Review is implemented.
- The new PGR Wellbeing Flyers have been distributed.
- In relation to Wi-Fi in Caley Court, IT is going to arrange via a student to get access to Caley Court to look into this issue. With the WI-FI, it is just a matter of finding the time and a student who is available at Caley Court before June.

#### 6.5 **Student President**

- A Sports Strategy for GCU Sports Clubs has been created and approved by Sports Council.
- The GCU London Student Experience survey was launched.
- Attended the annual Class Rep Gathering.
- Health and Wellbeing Campaign took place on the awareness of stress and anxiety.
- Attended the 'One Day without Us' campaign with the other Full Time Officers to show solidarity with EU-nationals and migrants from around the world who are living, working and studying in the UK.
- Attended the Sports Council AGM and they have elected next year's Sports Council.
- Sports Council have changed their funding model for 2017-18.
- So far 320 tickets have been sold for the Sports Ball.
- Glasgow Taxis Cup was on 15<sup>th</sup> March. Lots of positive feedback was received. Well done to all involved.
- Confirmation has been received that an Allister Boyd Plaque should be put up on campus before the end of Trimester 2.
- The Wellbeing Fayre takes place on Thursday, 23 March 2017.

The Chair invited members to take a vote to decide whether to approve all the reports. **(F: 19 A:0 Ab:3)**. The reports were approved.

#### 7. **Student Voice Elections**

Elections took place for the following positions and the names are listed below in bold.

- Chair of Student Voice - **Jonnie England**
- Deputy Chair of Student Voice - **Vacant**
- Senate Disciplinary Committee Student Representatives (3 places) – **Brendan Owen, Maja Jorgensen and Callum Smith.**
- Representatives on University Senate x 3 (**International – Maja Jorgensen**), **Research – Vacant**), (**Open place – Jonnie England**).
- Representative on Learning & Teaching Subcommittee – **Brendan Owen.**
- Representative on Honorary Degrees Committee – **Jonnie England.**
- Freshers Committee (2 places) – **Tom Jarvis and Callum Smith.**
- Communications Steering Group (2 places) – **Neil Alexander and Callum Smith.**

#### 8. **Affiliations**

Student Voice is required to ratify all newly affiliated societies and sports clubs. Unless otherwise specified, all such affiliations have already been approved by the Societies Council or Sports Council as appropriate.

At this meeting Ice Hockey was submitted for ratification.

The Chair called a vote to approve Ice Hockey. **(F: 22 A:0 Ab:2)**. Ice Hockey was approved.

## 9. **Governance Review**

9.1 Following an independent external review of the governance of the Students' Association, there are two recommendations that the Trustee Board has approved which are in turn being presented to Student Voice:

- When Student Trustees are appointed their term will be for up to two years (providing that they remain a student for this period of time).
- When an External Trustee is appointed as Vice Chair of the Trustee Board then their current term limit will be restarted i.e. they will serve a further full three years in that term.

9.2 The Student President gave an overview of the Governance Review Recommendations paper and clarified in detail the above two recommendations and the length of term in office.

9.3 After lengthy discussions the Chair called for a vote to approve the above two recommendations. Requires a 2/3 majority vote to pass. **(F: 10 A:5 Ab:9)**. The two recommendations were not approved.

9.4 A member then asked if the two recommendations could be voted on individually instead. No other members objected to the second vote. The Chair called for a second vote to approve the above two recommendations individually. Requires a 2/3 majority vote to pass.

- When Student Trustees are appointed their term will be for up to two years (providing that they remain a student for this period of time). **(F: 17 A:3 Ab:5)**. The recommendation passed and was approved.
- When an External Trustee is appointed as Vice Chair of the Trustee Board then their current term limit will be restarted i.e. they will serve a further full three years in that term. **(F: 9 A:6 Ab:10)**. The recommendation did not receive a two thirds majority and so was not approved.

## 10. **Updated Life Membership Policy**

The VP GSBS discussed the Honorary Membership and Life Membership Review paper and explained that one of the Full Time Officers team objectives 2016-17 was to review the Honorary Life Membership and Life Membership schemes. The VP GSBS highlighted the proposed changes for both Honorary and Life Memberships which include limiting the Honorary Life Memberships to six annually (4 students and 2 externals); in addition to the six Honorary Memberships outlined it was also proposed that the winners of the Student of the Year, Lyndsay Leadership

and Allister Boyd, Ross Bailey and Alex Goodman award; and Trustees on the Students' Association Trustee Board will automatically become Honorary Members for their services to GCU Students' Association. For the Life Memberships, the current list of activities available will be increased to include being offered relevant opportunities to get involved, particularly as guest speakers within the Student Leaders Programme, and attend a Big Ball or Sports Ball. Pricing for Life Members will increase from £10.00 to £15.00, within three years of graduation. After three years the price will be £30.00. The model of the fee increase is to encourage students to become students to become Life Members soon after graduating. The fee will still be temporarily waived of proof of unemployment. The money received from the membership payments will go towards the frames for the certificates and what money is left will go back into the Students' Association commercial money.

*At this point in the meeting (6.30pm), the Chair called a motion to extend the guillotine and for the meeting to go on until 7pm. A clear majority voted to approve the extension of the meeting.*

The Chair called a vote to approve the Updated Life Membership Policy (**F: 20 A:2 Ab:2**). The updated Life Membership Policy was approved.

*At this point in the meeting (6.35pm), the Chair stepped down and the Deputy Chair took over.*

**11. Updated Societies Policy**

Philip Coupe (PC) discussed the updated version of the Societies Policy which the Societies Council submitted for approval. PC talked through the updated document highlighting some key changes and amendments which included the league table and every society having a one-to-one meeting with a Students' Association staff member. The societies funding and the Societies Funding League is the main source of funding for societies each year. The Chair called a vote to approve the updated Societies Policy (**F: 19 A:0 Ab:6**). The updated Societies Policy was approved.

*At this point in the meeting (6.45pm), the Deputy Chair stepped down and the Chair took over.*

**12. Updated Sports Clubs Policy**

The Student President discussed an updated version of the Sports Clubs Policy document which was submitted by the Sports Council. The Student President talked through the changes and removal of some text from the Policy. A typing mistake was noticed in point 5.2 (page 3), in relation to the balance of money that a club has. The Student President will amend this. The Chair called a vote to approve the Updated Sports Clubs Policy (**F: 19 A:0 Ab:5**). The updated Sports Clubs Policy was approved.

**13. Sports Strategy 2017-2020**

The Student President presented the Sports Club Strategy 2017-2020. The Strategy has already been approved by the Sports Council and Student Voice is not required to vote on this. The Student President talked through the Strategy pointing out the vision and the five aims along with the actions and measures. The Student President highlighted that the key output was to have more participation and to make the sports clubs inclusive for all. The VP GSBS congratulated the Student President on the Sports Strategy and said it was a very well done. The Student President received a round of applause from all the members.

*At this point in the meeting (6.59pm), the Chair called a motion to extend the guillotine. A clear majority voted to approve the extension of the meeting past 7pm.*

#### 14. Ideas

##### 14.1 Catering Changeover (Tamar Everson)

This Idea had already been discussed previously (see point 6.3) so no further discussion took place.

##### 14.2 Create a liberation group around mental health (Jonnie England)

This idea is to create a new Liberation Group centred around people with mental health disorders/conditions and creating an environment where they can come together to discuss how this affects their student experience and come up with actionable ideas to help them get the most out of their student experience. Discussions then focussed on what NUS currently do in relation to liberation groups and their national model which all unions follow and what is the best way forward for the group. **(F: 11 A:1 Ab:11)**. Student Voice voted to mandate the FTOs to look into creating a support group for students with mental health issues similar to Liberation Groups.

*At this point in the meeting (7.05pm), the Chair had to leave the meeting and the Deputy Chair took over for the remainder of the meeting.*

##### 14.3 Mandate the Students' Association to hold a survey to explore the nursing subjects (Brendan Owen)

Many concerns have been continuously raised about certain aspects of the different nursing sources, and it is proposed that the Student Voice mandate the Officer Teams and Students' Association (as well as others which would form an action group) over the next four years as a minimum to follow the nurses as they start first year to leaving at the end of their course. This survey would be used as an exploratory tool so as to identify when concerns occur and be able determine if they are ever resolved and if not then give insight into when they start and the nature of the concerns raised so as to better understand how these concerns can be rectified.

Members asked why the survey would only be for nursing and it was clarified that it was all forms of nursing that would be covered. Members felt that it was a massive amount of work for the Students' Association to deal with and why could the staff within the school not do this. Members were informed that the same issues within nursing are raised year after year and that issues can fall by the wayside within the school and things get affected by budget cuts whereas with a mandate the Full Time Officers can carry this through. The Deputy Chair called a vote to mandate for the Students' Association to hold a survey to explore the nursing subjects. **(F: 15 A:1 Ab:4)**. A mandate was approved for the Students' Association to hold a survey to explore the nursing subjects. **Action: Full Time Officers.**

#### 15. Honorary Life Memberships

The following Honorary Life Memberships Nominations have been received:-

- Adam Stewart
- Calum McCormack
- Charlie Beaumont



- Chris Daisley
- David Hendry
- Godswill Azubike
- Kayleigh Van Dongen
- Lisa Graham
- Bailie Dr Nina Baker (external)
- Philip Coupe
- Rachel Ann Simpson
- Rachel Kerr
- Tamar Everson
- Linda Cupples

There were no objections from members on the list of nominations for Honorary Life Membership. The Deputy Chair called for a vote to approve all the nominations listed. **F: 18 A:0 Ab:1).** All the nominations listed were approved.

#### 16. **Campaigns**

The Students' Association is a campaigning organisation and is currently running several campaigns. The following campaigns are currently taking place:

- Smooth Sailing or Stormy Seas? (VP SEBE)
- Students' Association Teaching Awards (VP SHLS)

The member leading each campaign was invited to promote their campaign to the members.

#### 17. **Any Other Business**

##### 17.1 **NUS In/Out Referendum - Forcing the SA to Justify the Cost (Tom Jarvis)**

[Within The EDIT's latest article, regarding the cost of NUS, people are questioning the large annual sum of money sent to an organisation that most students aren't aware of. Considering the threat of further cuts to societies, sports, and media, as well as the threat of GCU Students' Association staff employment, the tens of thousands of pounds sent off to NUS each year looks like a very significant cost to justify.

By holding a referendum, the Student's Association will have to actually explain what NUS does, something which even heavily involved Students' Association volunteers don't know. It will hopefully also inspire NUS itself to be more visible as an entity across GCU, certainly since we are paying so much.

Regardless of the outcome, students will finally know what NUS is.

Whether it's worth it? Let's hope the SA does some good explaining, not just to the student voice voters, but to the general population of students.]

Tom Jarvis discussed his Idea above on the NUS In/Out Referendum that he had submitted giving some background to it.

The NUS President for Scotland, Vonnie Sandlan, was invited by the VP GSBS to Student Voice and responded to the Idea submission by informing members what NUS is, which is the National Union of Students; what value for money NUS gives to GCU Students' Association; along with some statistics and what work NUS has been involved in with the GCU Students' Association. The NUS President for Scotland said that NUS can come on to the campus anytime if the Students' Association wished. The NUS President for Scotland encouraged all members to follow NUS on social media.

The NUS President for Scotland was asked by Neil Alexander (NA) to provide some statistics on the purchase of NUS cards and the NUS President for Scotland responded that she had the details and would email the information to the Student President, Lauren Ramage. The Deputy Chair called for a vote for GCU Students' Association to hold a NUS In/Out Referendum. **F: 2 A:16 Ab:3**). The NUS In/Out Referendum was not approved.

The Deputy Chair thanked all members of Student Voice for their attendance.

**The meeting was concluded at 7.34 pm.**