

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on **Tuesday 07th June 2022 at 09:00am** in NH208 and on MS Teams for Hybrid links.

Members:

Laiba Tareen, Student President (Chair)

Jennifer Abali, Vice President School of Health and Life Sciences (VP SHLS)

Chukwuma Egbujor, Vice President Glasgow School for Business and Society (VP GSBS)

John Mavileth, Vice President School of Computer, Engineering and Built Environment (VP SCEBE)

In Attendance:

David Carse, Chief Executive

Kirsty McGregor (Senior Student Advisor) for Agenda item 5

Sara MacLean (Student Voice Team Leader) for Agenda items 4, 5 and 6

Philip Morton, Executive Assistant (Clerk)

Apologies:

1. Chair Announcements and Apologies

The Chair welcomed members to the Executive Committee meeting and informed those in attendance that the meeting would be recorded for the purposes of minute taking and cross referencing only.

Agenda items 5, 4 and 6 were brought forward first in this order due to the Senior Student Advisor and Student Voice Team Leader being in attendance to discuss these items.

2. Full Time Officers Remit Areas 2022/23

The Student President explained that the Full Time Officers have now selected their policy remit areas which is to be confirmed by a vote from the Executive Committee.

The Chief Executive asked if there were any matters of accuracy within the remit areas. VP GSBS commented that catering was written twice under the VP GSBS policy area. There were no other inaccuracies to report.

The Chair called for a vote to approve the Full Time Officers Remit Areas 2022/23. **Vote: For 4; Against: 0; Abstentions: 0.** The Full Time Officers Remit Areas 2022/23 were approved.

3. University Meetings

3.1 Student Learning Leadership Group (SLLG)

The Student President attended the SLLG meeting which generated updates to share with the Executive Committee. The Online Learning Transformation Project was highlighted as an external consultant was appointed by GCU for a university wide investigation on the readiness of the university in relation to the proposed introduction of the new portfolio of online district learning programmes. This contract ends at the end of June/Beginning of July.

It was noted that questions arose from stakeholders including; will what GCU offer have a greater impact on the online learning market? How do we ensure that online learning programmes and student experience maintains the GCU identity? What services or skills will need to be outsourced? What capacity will need to be developed in both the short and long terms once the online portfolio has developed and extended?

From this, the Student President said that there were discussions had on next steps to be implemented from early July. These included business plans in relation to analysis of costs, scales of investment, outsourcing services and estimates of student numbers required to match the investment to lead to greater revenue. As well as this, there will be onsite workshops, follow-up meetings and discussions, a business progress review defining the GCU teaching and learning approach for new online programmes and agreeing principles for online specific delivery.

The next update was that there have been discussions to update the student record attendance system as this has not been touched in 11 years. A student representative will need to be appointed to head this (to be raised in Agenda Item 13). It was commented that there were no specific reasons for why the university would like to update this software now. The Chief Executive asked why this needs to be updated, and if it could possibly be to do with in-person and online attendance not always connecting, in which case this would be a good reason to change the system. It was further said that this could be a conversation to have directly with Stephen Lopez as opposed to at the next SLLG meeting. **Action: Student President.**

VP SCEBE acknowledged that although new technology can be introduced, it doesn't necessarily mean that you need to neglect the old.

4. Learning and Teaching Delivery Principles 2022/23

The Student President highlighted the background to the creation of the Learning and Teaching Delivery Principals that were published in May for the coming year.

The Executive Board had passed the principles including the 75% in-person learning as an operational decision. The Chief Executive questioned whether this may be something to raise at Senate or is it better to hold our stance on the policy until meeting with Alastair Robertson or for the next SLLG meeting. The Student Voice Team Leader agreed with this, that this is something to raise separately along with our concerns for how we were consulted. Better use of time at Senate would be to distinguish how we can better influence the implementation. It was further commented that this may not be worth bringing up at Senate at all as we would like to continue having a strong relationship with the university, that our concerns would be better suited for individual meetings.

The Chief Executive confirmed that the previous FTO team's stance was that in-person teaching should be back at 100% with online learning serving as an enhancement and to give the ability of flexibility with learning. It was further commented that there needs to be clarification on if this 75% is at module or programme level. It was further asked what would happen if a student does not receive 75% in-person teaching? Can they make a complaint; can they get a refund? How are the university communicating this to students in an accessible way for students? It has been said that students' feedback will be sought on the split between on-campus and online, but how will this be done? If the university are genuinely co-creators in education then if they're deciding module or programme split, they should be talking to academic reps now. In terms of evaluation, if it's been said that students want this, can the

module evaluation questionnaire have this question and can it be asked if the student received their 75% to evaluate the success of this approach. The Student President is to raise these concerns with Alastair Robertson in a separate meeting. **Action: Student President.**

The Student President agreed with the above points from the Chief Executive. VP GSBS further agreed and commented that preparation is key when it comes to this document and a better understanding of the document will be needed to be prepared for all discussions going forward. VP SCEBE commented that the option should be in the hands of the student whether they want to participate on-campus or online as opposed to certain modules not giving the option for this. The Chief Executive agreed with this in terms of the personalisation of education although did point out that home office requirements mean that international students must attend in-person classes if this is an option, the taught student attendance monitoring policy would need to be changed which the university is reluctant to entertain as this is their standardised approach and no Scottish university is currently technologically setup for hyflex learning.

It was raised that before any further meetings on this matter that the Full Time Officers must meet together to discuss and confirm their stance on the Learning and Teaching Delivery Principles as a team. **Action: Full Time Officers.**

The Student Voice Team Leader commented on the term 'social learning', the theory that a lot of times that you learn, you learn from each other. There are many different ways in which you absorb information but often it is absorbed through discussions with other people. The Chief Executive raised the fear that many students that choose to watch pre-recorded lectures are unable to ask questions or be able to converse with those sitting around them for a better understanding of the subject.

VP GSBS commented that some people prefer to study from home but may not understand the physical impact that this has on them. The Chief Executive added that this could simply be their learning style, particularly if the student is an introvert who may not wish to leave their home and come onto campus but it was said that new experiences and in-person structure is something that as humans, we do need to provide us skills for further employment etc.

5. Fit to Sit Policy

The Student President gave an overall explanation of the Fit to Sit Policy for the new Full Time Officers that may not be up to date on this as well as the positive comments received by the university on this policy.

The Senior Student Advisor commented that the policy has basically been approved. It was further noted our previous concerns in relation of only being able to use Fit to Sit in one exam diet, so for each assessment, a student may only use Fit to Sit once. For this one attempt, this is a better process for students as they don't need to supply substantial evidence and can be used for a multitude of reasons. There is still the concern however regarding extreme extenuating circumstances and what constitutes this. It is hoped that departments may however consider a second Fit to Sit application based on this. The overarching concern that should fall under the extreme extenuating circumstances is that a student may miss the five-day window of applying for Fit to Sit as they have been unable to engage with the university due to illness or circumstance although under these circumstances, this leaves for an open ended application to allow for extreme circumstance. There does need to be further clarification if this covers the instance in which a student may have already used Fit to Sit at an earlier diet for some assessments but due to their circumstances continuing, worsening or

new circumstances occurring, may not be able to re-apply. Currently under this policy, it seems that a student would not be able to retain their attempt if they are unable to sit in the diet at all, as they were previously able to in MITS. It was commented that if the policy stays this way, it is believed that there will be a big increase in complaints from both students and staff. If the extreme extenuating circumstances is left open and is highlighted, this could cover these issues but it must be clarified going forward. It was commented that for some students, this policy is a very positive thing and as this is triggered per assessment, it is much more targeted in approach.

The Chief Executed commented that we may still see a large number of extreme extenuating circumstances applications as this could be a short term health or other related incident that does not meet the five-day timeframe. Following this, it was confirmed that for every assessment, you have up to five days afterwards for this not to be marked, anything over five days would become an extreme extenuating circumstance.

The Student President confirmed that the feedback from the university in general has been positive although there are objections to some of the wording used in the policy, particularly around the use of 'extreme extenuating circumstances'. There were further concerns over the Students' Association wording based around us being an independent body as opposed to the advice that may be seen as biased from the university.

The Chief Executive asked if this will be brought up at senate and if so, what will be communicated. It was further stated that fundamentally, the Fit to Sit policy does not allow students to disclose to the university that something is going on in their lives that may hinder their opportunities and that this may not allow sufficient support for that student. Under this policy, there are no boundaries for what you can apply for and there is a big difference to using the policy for a holiday compared to having an extremely strong mental health episode. Furthermore, it was added that if there is a form to be filled in and an email is already being sent to a module leader, there should be a tick box option for this information to be disclosed to wellbeing services. The Senior Student Advisor commented that it is thought that information being sent to wellbeing services is something that will be added although this is something that is not part of the initial Fit to Sit Policy. The Chief Executive added that this policy is positive in that it does give students more choice, however it is believed that there is a missed opportunity which could be addressed in the standard Fit to Sit Policy for where students have the opportunity to disclose their reasoning and to seek further help and support. It was praised that the policy will be reviewed after a year to give the opportunity reflect on the learning and impact of this.

The Student Voice Team Leader commented that before Senate are shown this paper, they are going to be supplied with a paper stating our fantastic statistics in regards to drop-out rates. It was commented that this is why we are continuously bringing up Fit to Sit, we are attempting to shape this policy so that it is trauma informed and takes mental health seriously to not have an impact on any future possible increases to the rate of drop-outs. Further to this, it was commented that re-occurring students using this policy are often having serious life circumstances, this doesn't mean that they are bad students and are often from widening participating backgrounds. We need to ensure that we keep up the great work that we have been doing to give everyone the best opportunity for their education.

The Chief Executive thanked the Senior Student Advisor for their contributions before they left the meeting.

6. Representation Officer Appointment

The Student President confirmed that there is a position available for a Student Carers Officer in which Stacey-Marie Cornish (first year student child nurse and first year student child nurse representative) has come forward for. Their objectives reflect that they wish to raise further awareness as well as challenge the stigma and discriminations of the role.

The Student Voice Team Leader confirmed that this is the first time that this is coming to the Executive Committee due to our new election schedule. It was clarified that the new election schedule states that below Full Time Officer level, after an election/bi-election, the Executive Committee can co-opt someone for a position which will then need approval from Student Voice. Stacey handed in her application after the bi-election, they have engaged themselves in training and the Student Voice Team Leader is recommending the Executive Committee to consider them for co-opt as an officer for Student Carers.

The Chief Executive confirmed that the new election rules will be taken to university court on Thursday 16th June with the anticipation that these will pass which is why proactivity is happening with this appointment. It was further confirmed that under our new rules that we have an election, a bi-election, then if nobody has come forward at this point, we can co-opt, meaning that if we have an interesting person, the Executive Committee can put forward for them to become the elected officer.

VP GSBS asked whether there were any changes to the rules for Full Time Officer elections. The Chief Executive confirmed that there were no wider changes for this. The Student Voice Team Leader added that this change in the bi-elections is more targeted at smaller groups such as Student Carers or Care Experienced which tend to have a smaller group of students that are more reluctant to be involved in an election. The Student Carers position was not filed last year. We are trying to find the balance in understanding the need for elections whilst acknowledging that there are certain groups within our representation networks that have smaller constituencies or have people that wish to stand for an election.

As the Executive Committee is responsible for co-optation, this will require a vote for approval.

The Chair called for a vote to approve the Representation Officer Appointment. **Vote: For 4; Against: 0; Abstentions: 0.** The Representation Officer Appointment was approved.

The Chief Executive thanked the Student Voice Team Leader for their contributions before they left the meeting.

7. Scottish Government Spending Review

The Student President commented that there was a NUS campaign call on June 1st although they were unable to take part in this due to connectivity issues.

In summary of the spending review, there has been no increase in budget for higher education resulting in real term cuts over the next five years. There have been no further higher education priorities in the education portfolio. There have been no plans to increase student support in the next three years which was previously promised by the SNP party manifesto. There has also only been one mention of mental health in the whole document which was in relation to existing commitments to mental health and social care services.

It was highlighted that the NUS four priorities in education and skills portfolio are; teacher numbers, Scottish attainment challenge, childcare and reducing the cost of the school day.

The Chief Executive further explained the spending review with the comment that with the ongoing rate of inflation, the cost of everything is rising yet budgets are not getting increased alongside this. It was previously part of the SNP election manifesto that there would be funding for student support and mental health which is now being backtracked, a lot of this may be a cause of covid-19 and the results of spending being targeted to other areas in need. Although they are trying to balance the books, five years of no increases to budget will be very tight.

The Student President commented that they are let down that mental health is only mentioned once in this review when it is such a huge issue at the moment. The Chief Executive further commented that this will become a community issue as these cuts will have an impact on the NHS, GP's, counsellors etc. causing a ripple effect on the economy.

8. Full Time Officer Reports

The Student President commented that as the Full Time Officer team have not long completed their handover period, that their report for this meeting will be verbal and presented as a team.

The Student President confirmed that they FTO team have been having introductory meetings with key university staff members as well as negotiating and confirming the VP's for each academic school and each FTO remit policy areas. VP GSBS has been appointed the second student governor of university court. It was further acknowledged that there are various training sessions and conferences over the summer period, a chance to gain a better understanding of each policy area and to work on creating the FTO team and individual objectives by the end of August.

The Chief Executive commented that this is normally the area in which officers talk about individual meetings and points of interest which are then pulled together to be highlighted at student voice. As this is the second week as official Full Time Officers, there was not expected to be points of interest to present. It was asked that now the VP roles have been defined that meetings are arranged between Vice Presidents and the Deans of their academic schools.
Action: Executive Assistant.

9. Regulated Lobbying

The Chief Executive explained what constitutes as Regulated Lobbying and the legal requirement to document this.

There was no Regulated Lobbying to report.

10. Minutes of the Executive Committee 03rd May 2022 and 20th May 2022.

The Chief Executive explained that due to the new Full Time Officer team not being members of the Executive Committee (and not in attendance) on 03/05/22 and only observing the Executive Committee meeting of 20/05/22, they are unable to approve the minutes for both of these meetings. It was asked if there were any inaccuracies in the minutes provided that they observed. There were no inaccuracies noted.

11. Matters Arising

The Executive Committee discussed the matters arising outlined within the paper.

It was commented that there are some matters from the previous Full Time Officer team that we have had to draw a line under and resolve although there are some matters to be carried over to the new team.

12. Life Membership

There were no Life Memberships to consider.

13. A.O.C.B (Emergency Business)

The Student President mentioned the discussion had at SLLG in relation to the student record attendance system, that the university would like a representative from the Students' Association to be part of the new working group currently being assembled for this. It was acknowledged that VP SCEBE could be the best representative for this as it would fall under the policy remit of IT.

VP GSBS asked why there has been a change/update to the website and the need to update these software packages. VP SCEBE commented that as technology changes, that we need to make sure that we keep up with the pace and remain relevant with the rest of the sector. The Chief Executive further commented that accessibility legislation has also changed in regards to our website which meant we needed to update this to keep in line with new legislation.

The Chair called for a vote to approve that VP SCEBE would join this new working group for the student record attendance system. **Vote: For 4; Against: 0; Abstentions: 0.** This was approved.

The meeting ended at 10:53am

Date of next meeting: Tuesday 14th June 2022, from 09:30am-11:30am, in NH209.

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on **Tuesday 14th June 2022 at 09:30am** in NH209.

Members:

Laiba Tareen, Student President (Chair)

Jennifer Abali, Vice President School of Health and Life Sciences (VP SHLS)

Chukwuma Egbujor, Vice President Glasgow School for Business and Society (VP GSBS)

John Mavileth, Vice President School of Computing, Engineering and Built Environment (VP SCEBE)

Apologies:

None

In Attendance:

David Carse, Chief Executive

Philip Morton, Executive Assistant (Clerk)

1. Chair Announcements and Apologies

The Chair welcomed members to the Executive Committee meeting.

2. University Meetings

2.1 Student Learning Leadership Group (SLLG)

Due to the SLLG meeting being held after the Executive Committee, there was no further update to give at this time.

3. Learning and Teaching Delivery Principles 2022/23

The Chair explained that it was important for the Full Time Officers to establish a political stance on the Learning and Teaching Principles 2022/23 (from the Planning for Learning and Teaching Delivery, Academic Support and Assessment paper). The Full Time Officers believe that all learning and teaching should be in-person on campus and this would provide the full campus experience and a high quality social learning experience. Online learning only used to enhance but not replace learning and teaching. The Full Time Officers recognise that the University has already announced that there will be a minimum of 75% of timetabled classes in person for 2022/23 and will therefore seek to request that there is a full evaluation on the success of the approach in 2022/23 to inform future academic years, such as through the Module Evaluation Questionnaire. It was agreed that it was important to establish if the 75% minimum was per module or by programme by speaking to the Pro-Vice Chancellor Learning and Teaching. **Action: Student President.** The Full Time Officers believe that the University should be bold in implementing greater personalisation of education for students, such as attendance at lecturers.

There is a need to clarify the evidence that online learning is a graduate skill. It was also important to monitor the levels of in-person learning and teaching across institutions in Scotland. The University advised that students' feedback would be sought on the split

between on campus and online delivery and the Full Time Officers would seek clarity on how this would be achieved. **Action: Student President.**

The Full Time Officers would produce a statement on their view on the approach to learning, teaching and assessment after their meeting with the Pro-Vice Chancellor Learning and Teaching. **Action: Full Time Officers.**

4. Enhancement Themes Conference

The Full Time Officers attended the Enhancement Themes Conference on the June 8th and 9th 2022 and discussed some of their reflections. Sessions were attended on mental health and wellbeing and equality, diversity and inclusion and provided examples from other institutions, such as the Student Success Officer at Abertay University, SDG Interns at the University of Edinburgh and the Sanctuary Programme at St. Andrews University.

5. Advancing Gender Equality Group Representative

The Student President highlighted an email on behalf of the Pro Vice Chancellor of Research asking for a representative to be appointed for the Advancing Gender Equality Group (AGEG) and this was discussed by the Committee. It was agreed that VP GSBS as Equality, Diversity and Inclusion (EDI) policy lead would be put forward as the representative. The Chair called for a vote to approve the Advancing Gender Equality Group (AGEG) Representative. **Vote: For 4; Against: 0; Abstentions: 0.** The Advancing Gender Equality Group (AGEG) Representative was approved.

It was also proposed that the Women's Officer could attend. **Action: Vice President GSBS.**

6. Full Time Officer Reports

The Student President commented that as the Full Time Officers are still in their induction period, that their report for this meeting will be verbal.

Both the Vice President GSBS and Vice President SCEBE have met with the Deans of their academic schools. A meeting has been arranged for the VP SHLS to meet their Dean. The Vice President GSBS highlighted an interesting discussion on student recruitment for undergraduate students and competition against other institutions, that many students are seeking employment instead of furthering their education at this time and the recognition that student engagement has been lower during 2021/22 due to the higher percentage of online learning and teaching.

The Student President said more introductory meetings are planned with key people within the University.

7. Regulated Lobbying

There was no Regulated Lobbying to report.

8. Minutes of the Executive Committee 07th June 2022.

The Chair called for a vote to approve the Minutes of the Executive Committee 07th June 2022. **Vote: For 4; Against: 0; Abstentions: 0.** The Minutes of the Executive Committee 07th June 2022 were approved.

9. Matters Arising

The Executive Committee discussed the matters arising outlined within the paper.

10. Life Membership

There were no Life Memberships to consider.

11. A.O.C.B (Emergency Business)

The Student President explained that she had received an email from the Pro-Vice Chancellor Learning and Teaching and the Academic Registrar on proposed amendments to the Fit to Sit Policy following the recent Senate meeting. The proposals include moving from 5 to 2 days (48 hours) post sit/submission period for students to declare themselves unfit and will also be required to provide a reason for the declaration. Students will have an opportunity to provide an impact statement (outlining any issues that have resulted in them not considering themselves to be fit to sit) for forwarding to Student Wellbeing. Not all students will be eligible for Fit to Sit depending on their Professional, statutory and regulatory bodies (PSRB). A section is proposed to be added to the policy regarding the ability for students, who suspend their studies (time out) after 50% of a trimester has passed, to make an extenuating circumstances submission to their Department for them not to be considered having attempted any modules, with these requests considered by the Head of Department and School Associate Academic Registrar.

The Committee were concerned in the proposal to reduce the number of days to make a submission post assessment and would likely increase the number of students applying under Extreme & Exceptional Extenuating Circumstances route. The Committee welcomed the optional disclosure in the Fit to Sit form to seek support from Wellbeing Services.

It was agreed that Vice President SHLS would work with the Advice Centre to create a video for students explaining the Fit to Sit Policy. **Action: Vice President SHLS.** It was also discussed that an explanation section on the Fit to Sit Policy should be added to each Module and Programme Handbook.

The Student President will provide a written response to the Pro-Vice Chancellor Learning and Teaching and the Academic Registrar. **Action: Student President.**

The meeting ended at 11:16am

Date of next meeting: Tuesday 08th July 2022, from 09:30am-11:30am, in NH209.

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on **Friday 08th July 2022 at 09:30am** on Microsoft Teams.

Members:

Laiba Tareen, Student President (Chair)

Jennifer Abali, Vice President School of Health and Life Sciences (VP SHLS)

Chukwuma Egbujor, Vice President Glasgow School for Business and Society (VP GSBS)

John Mavileth, Vice President School of Computing, Engineering and Built Environment (VP SCEBE)

Apologies:

Philip Morton, Executive Assistant (Clerk)

In Attendance:

David Carse, Chief Executive

Sara MacLean (Student Voice Team Leader) for Agenda item 3

1. Chair Announcements and Apologies

The Chair welcomed members to the Executive Committee meeting and explained that the meeting was being recorded for minute taking accuracy only.

2. University Meetings

2.1 Student Learning Leadership Group (SLLG)

The Chair brought forward the items discussed during the previous Student Learning Leadership Group meeting which included Student Engagement communication due to low engagement in the Trimester C modular evaluation. A conversation was had on how to increase student engagement and create further awareness of the evaluation. Furthermore, the Chair met with the Head of Communications within the University to discuss further how the Full Time Officers could be more involved in filming and communications to increase awareness.

Operation London Bridge was discussed in reference to how the University would react, in reference to their operational plan, to the passing off the Queen.

3. 'Belonging in HE' E-Conference Notes

The Student Voice Team Leader discussed the 'Belonging in HE' E-Conference ran by Wonk HE and the topics raised.

The main concept of the conference was the staff perception of belonging in Higher Education and to examine the question of who is responsible for crafting a sense of belonging within the University. The two main issues raised in terms of belonging were the additional workload on staff and the will to change, particularly in relation to University exclusivity. It was further noted the difference in belonging in terms of thinking about feelings as opposed to connectivity, a more scientific viewpoint.

A Students' Association in England brought forward the ideas of micro-connections and micro-friendships in relation to engagement and scale and the idea that quality engagement and interactions should be a focus over quantity.

Other concepts included the effectiveness of access, designing an experience as opposed to a programme, creating inclusive activity sessions such as 'designing a society', collaborative working Universities as opposed to competitive and the focus on learning communities through hashtags and badges.

4. Fit to Sit Policy Update

The Chair updated the Executive Committee on the Fit to Sit Policy.

The Chair confirmed that they had met with the Pro-Vice Chancellor Learning and Teaching to make the Full Time Officer stance on the policy clear, particularly in regards to the change in five days to two for post Fit to Sit submission. It was communicated that although there were accomplishments made by the Full Time Officer Team within the policy, such as the need for duty of care, that it is important that our members are made aware of our stance as a whole. The Student President is to write a blog detailing our campaigning and stance on the Fit to Sit Policy that can be distributed at the end of Trimester C. **Action: Student President.**

Further to this, it was commented that a video should be created that can be distributed to students outlining what the Fit to Sit Policy is and how to use it. The Student President will speak to the Head of Communications within the University to work on this. **Action: Student President.**

5. Full Time Officer Reports

Student President

- Full Time officer Meetings with School Deans
- Introductions with Key Staff on Campus
- Meeting with the incoming Principal
- Various Training Sessions
- QAA Conference
- Working on Individual Manifesto Objectives
- Court Meetings including report presenting and discussions on engagement
- Attended Graduation Ceremonies as well as Graduation Meals

Vice President GSBS

- Attended Graduation Ceremony for one day on behalf of the Student President as well as attending graduation meals
- Court meetings
- Working on EDI – making sure networks have representation filled. Further discussions surrounding equality and diversity on a departmental basis.
- Meeting with wellbeing to discuss ensuring that diversity students are represented within the wellbeing department

Vice President SCEBE

- Met with the Head of SCEBE who is interested in a buddy system and more accessible 24/7 computer labs designated for their use
- Met with the Head of Mechanical Department who is interested in promoting his design of racing cars and their society. It was further asked what is happening with the funding they were awarded.
- Head of Advanced Gaming discussing the running of a global games jam as well as being interested in re:union bar booking etc. and are willing to make department meetings within the re:union. They further discussed catering and themed days in re:union as well as kids/prospective student days to see what their students have been working on.
- Meeting with the Head of Construction who forwarded their interested in building a student broadcast regarding build environment, bringing in alumni and guest talks regarding constructions
- Met with the Head of Applied Science to discuss their side of creating a departmental newsletter and if the Edit could help.
- Met with the Head of EDI who are interested in cultural events particularly highlighting the four main international groups on campus: India, Pakistan, Nigeria and china. It was further discussed the desire to look into University and SA bonding events
- Met with the Director of Recruitment and Admissions for GCU London to discuss the reconfiguration of GCU London. There is currently a challenge for London students due to large increase in student admissions. The University are proposing the extension of teaching times, moving the library on campus and transferring the student office to the ground floor by GCU London graduation. VP SCEBE raised the point around commuting students as those in London may be travelling two hours a day (or more) and the increase in hours could have an impact on this. GCU London would like to know if we are supportive of what they propose. It was confirmed that 75% in-person teaching on-campus will be available on a modular level. The Full Time Officer were supportive of these changes although it was agreed that there should be an admissions cap. The struggle for both student and staff space was highlighted as a concern as well as the proposed move of the Students' Association which would not allow for student access to the London member of staff.

Vice President SHLS

- Met with communications in SHLS to discuss ideas for freshers week. There have also been placement issues in SHLS in which once students are appointed that the placement may be too far to travel to or that the student do not enjoy the placement they have been given.
- There was a meeting to discuss mental health and wellbeing. Following on from the previous Full Time Officer team, weekly posts on mental health and wellbeing on social media would like to be scheduled.
- Resources on the Students' Association shared drive have been looked at, raising the question of extra-curricular activities (such as class reps) being accredited on their final University document.
- Following on from the above, the proposal of adding EDI to the University curriculum was raised. There is currently a pilot programme beginning for an EDI representative to evaluate programmes from a student perspective.
- Met with the Societies Co-ordinator to discuss the procedures and processes for setting up, running and joining societies.

6. Regulated Lobbying

There was no Regulated Lobbying to report.

7. Minutes of the Executive Committee 14th June 2022.

The Chair called for a vote to approve the Minutes of the Executive Committee 14th June 2022. **Vote: For 4; Against: 0; Abstentions: 0.** The Minutes of the Executive Committee 14th June 2022 were approved.

8. Matters Arising

The Executive Committee discussed the matters arising outlined within the paper.

9. Life Membership

There were no Life Memberships to consider.

10. A.O.C.B (Emergency Business)

Vice President SCEBE asked for the Full Time Officers feedback and stance on the GCU London reconfiguration that was discussed during their Full Time Officer Report (item 5).

It was confirmed that although increasing student engagement on-campus is great, that there is a current lack of resources and space for students and staff leading to overall concerns on how this will be dealt with. It was further noted that if moving the Students' Association office in London, that this would need to remain approachable for members.

The Chair called for a vote to approve the Full Time Officers stance on the reconfiguration of GCU London. **Vote: For 4; Against: 0; Abstentions: 0.** The Full Time Officers stance on the reconfiguration of GCU London was approved.

Vice President SCEBE it to draft an email to circulate with the Chief Executive and Student President on the Full Time Officers stance on London reconfiguration. Action: **Vice President SCEBE.**

The Chief Executive communicated their meeting with the Chief Operating Officer in relation to Caledonian Court. Student fees for staying in Caledonian Court will remain the same for the year 2022/23 as they were in 2021/22 before rising the following year. It was noted that there are building and capital works being done over summer to improve the facilities within the accommodation. This will be further discussed during the next meeting between the Full Time Officer team and the Chief Operation Officer.

The meeting ended at 11:30am

Date of next meeting: Tuesday 13th September 2022, from 09:30am-11:30am, in NH209.

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on **Tuesday 02nd August 2022 at 09:30am** in NH208.

Members:

Laiba Tareen, Student President (Chair)

Jennifer Abali, Vice President School of Health and Life Sciences (VP SHLS)

Chukwuma Egbujor, Vice President Glasgow School for Business and Society (VP GSBS)

John Mavileth, Vice President School of Computing, Engineering and Built Environment (VP SCEBE)

Apologies:

In Attendance:

David Carse, Chief Executive

Karl Henry (Communication Co-ordinator) for agenda item 3.

Philip Morton, Executive Assistant (Clerk)

1. Chair Announcements and Apologies

The Chair welcomed members to the Executive Committee meeting and explained that the meeting was being recorded for minute taking accuracy only.

2. University Meetings

2.1 Student Learning Leadership Group (SLLG)

The Chair highlighted that they were unable to attend the previous Student Learning Leadership Group meeting due to attending the NUS Lead and Change conference in Leeds, they did however highlight the agenda items containing figures relating to the National Student Survey and areas that increased and decreased in percentage over various categories including the overall satisfaction of GCU increasing to 75% whilst some areas showed signs of improvement such as Student Voice decreasing by 1%. Improvements and methods of communicating the university message will be discussed in future meetings.

3. GCU Induction

The Communication Co-ordinator shared their plan for recording induction video content with the Full Time Officer team. In previous years, one longer video was made with each Full Time Officer discussing their history and roles within the Students' Association. The Communication Co-ordinator suggested making five shorter videos (one group video and four individual videos for each officer) to fall more in-line with how social media and web platform content is being viewed currently by the wider public and student members. These videos will introduce each Full Time Officer, explain their role, why they ran for election, their involvement with the Students' Association prior to election and their manifesto plans/objectives. These videos may be shared one per day throughout freshers week as well as added to individual Full Time Officer web pages and social media accounts.

It was further clarified that as well as the induction videos, that there will be induction workshops scheduled by the Academic Rep Co-ordinator highlighting the services provided by

the Students' Association during freshers week, University fresher inductions for undergraduate and postgraduate students held online that the Full Time Officers will present to explain who they are and their journey to become a Full Time Officer as well as internal webinars held in weeks one and four for the Full Time Officers to explain the functions of the Students' Association as well as the services provided and how members may get involved.

The Communication Co-ordinator will organise generic questions for the Full Time Officers to prepare for and organise filming for the five short videos alongside the Executive Assistant. **Action: Communication Co-ordinator & Executive Assistant.**

The Executive Assistant will lead on organising the webinar sessions for weeks one and four, divide the Full Time Officers into groups, update the presentation and add the events to the website and Facebook. **Action: Executive Assistant.**

The Full Time Officers will prepare a script for the University undergraduate and postgraduate induction presentation as well as answers for the videos to be made with the Communication Co-ordinator. **Action: Full Time Officers.**

4. Sports Club and Society Constitutions

The Chief Executive brought forward the Sports Club and Society constitutions provided by the Activities Manager.

Although the direction of the constitutions was said to not be an issue, there were a number of technical wordings within the documents that needed to be amended. It was felt that this document was not ready for approval and that the Executive Committee would make notes for improvements before organising an Extraordinary Executive Committee meeting on August 5th 2022 to approve the amendments and revised documents as a whole.

5. Enhancement Themes Lead and/or Deputy Lead Appointment

The Chair brought forward the appointment of an Enhancement Themes Lead. As Vice President SCEBE already has 'Academic Development and Enhancement Themes' under their remit area, they will automatically be the Enhancement Themes Lead.

6. Rep Officer Appointment: Chidozie Nwaigwe for Disabled Students Officer

The Rep Officer Appointment of Chidozie Nwaigwe for Disabled Officer was brought forward to the Executive Committee for approval.

The Chair called for a vote to approve the Rep Officer Appointment: Chidozie Nwaigwe for Disabled Officer. **Vote: For 4; Against: 0; Abstentions: 0.** The Rep Officer Appointment: Chidozie Nwaigwe for Disabled Officer was approved.

7. Ideas and Student Voice Improvements

The Chair communicated the Ideas and Student Voice Improvements that were previously discussed with the Student Voice Team Leader. These included Raise Your Voice, changes to idea motions needing ten votes to pass, online anonymous feedback forms, petition functions to empower student campaigning and the more frequent use of quick polls.

These improvements have been highlighted to increase student engagement as well as to provide the Students' Association and the Full Time Officers with direct feedback on what our members want and how they feel.

The Chief Executive commented that the Executive Committee should reflect on these changes and that the Student Voice Team Leader could be invited to the next Executive Committee meeting to further discuss.

8. Full Time Officer Reports

Student President

- Discussion about GCU London Sanitary products
- London Officer Meet and Greet
- Visited Escape room reality
- Introductory meeting with incoming VC Steve Decent
- Introductory meeting with Stephen Lopez
- Training session with Phil on Time Management
- Catch up with Rob Woodward
- Monthly meeting with Susan Mitchell
- Emotional Intelligence training with Scarlett
- Filming for Module Evaluations with communications team
- Attended Sparqs online training
- Attended meeting about student partnership agreement
- Attended charring meeting training
- Attended NUS Leeds and change conference

Vice President GSBS

- Attended the executive committee meeting.
- Joined the GSBS student rep/Dean online meeting.
- I went for the escape room adventure with other FTOs.
- Attended the introduction of FTO s and Stephen Lopez.
- Attended the accommodation meeting.
- Attended the executive assistant/time management training.
- Attended the monthly FTOs meeting with Susan Mitchel
- Attended the catch-up meeting with the executive assistant.
- Attended emotional intelligence training.
- Joined the filming for the module evaluations scheduled by Stuart Martin.
- Attended the employee teams meeting.
- Attended the charring training meeting.
- I had the first meeting introducing the disability student officer to the head of disabled students at the wellbeing department.
- Joined the GSBS student rep/Dean meeting.
- Off to Leeds for the NUS lead and change conference.
- Joined the follow up disability student officer meeting with Sara.
- Attended the executive assistant/VP GSBS catch up meeting.

- Attended the working with student's and volunteers training with Gordon.
- Joined Gordon for the Freshers' week catch up meeting.
- Met fellow FTOs to write a report on the students' partnership agreement.

Vice President SCEBE

- Escape Reality Glasgow
- Introduction with Full Time Officers & Stephen Lopez
- Professor Decent: Introductory meeting with members of the Student Association
- Executive Assistant/Time Management Training
- Meeting with Comp HOD/SCEBE VP
- Monthly Meeting with Susan Mitchell/Full Time Officers
- Introductory Meeting with Jaikie Dep Rep Civil Engineering and VP SCEBE
- Introductory Meeting with Peter Dep Rep EEE and VP SCEBE
- Introductory meeting - Aspen Departmental Reps
- Meeting with CEEM HOD Tony Kilpatrick HOD Civil
- Filming for Module Evaluations with FTO's
- Freshers Committee meeting
- SPARQS – That's Quality! Universities 2022 [online]
- Employee Team Meeting: Belonging [Led by Sara MacLean]
- Chairing Meetings Training by Lora
- NUS Lead and Change 2022 (Leeds)
- Working with Student's and Volunteers Training

Vice President SHLS

- Catch up with Julie Smith about the Relax and Renew Space and how officers can make use of it for engagement with students.
- Escape reality games for bonding.
- Time Management training with Philip.
- Monthly catch up meeting with Susan.
- Emotional Intelligence training with Scarlett.
- Module evaluation filming with the communications department.
- SPARQS Online training.
- Student Partnership Agreement discussion with Brash Gemma.
- Chairing meetings training with Lora.
- NUS Conference in Leeds.

9. Regulated Lobbying

There was no Regulated Lobbying to report.

10. Minutes of the Executive Committee 08th July 2022.

The Chair called for a vote to approve the Minutes of the Executive Committee 08th July 2022.
Vote: For 4; Against: 0; Abstentions: 0. The Minutes of the Executive Committee 08th July 2022 were approved.

11. Matters Arising

The Executive Committee discussed the matters arising outlined within the paper.

12. Life Membership

There were no Life Memberships to consider.

10. A.O.C.B (Emergency Business)

Vice President GSBS had some general questions regarding Full Time Officers paying council tax in Glasgow whereas other sabbatical officers around Scotland do not need to do this. It was commented that Glasgow City Council do not see Full Time Officers as students whereas other city councils do.

The Chief Executive went on to explain the Students' Association budget, block grant, bar sponsorship and advice centre grant as well as confirming that Full Time Officer salaries are calculated by benchmarking competitor salaries.

The meeting ended at 12:05pm

Date of next meeting: Tuesday 13th August 2022, from 09:30am-11:00am, in NH208.

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on **Tuesday 13th September 2022 at 09:30am** in NH208.

Members:

Laiba Tareen, Student President (Chair)

Jennifer Abali, Vice President School of Health and Life Sciences (VP SHLS)

Chukwuma Egbujor, Vice President Glasgow School for Business and Society (VP GSBS)

Apologies:

John Mavileth, Vice President School of Computing, Engineering and Built Environment (VP SCEBE)

In Attendance:

David Carse (Chief Executive)

Sara MacLean (Student Voice Team Leader) for agenda items 3 and 4.

Philip Morton, Executive Assistant (Clerk)

1. Chair Announcements and Apologies

The Chair welcomed members to the Executive Committee meeting and explained that the meeting was being recorded for minute taking accuracy only.

2. University Meetings

2.1 Student Learning Leadership Group (SLLG)

Vice President GSBS updated the Executive Committee on their attendance at the Student Learning Leadership Group.

The lack of accommodation for new students and the problems faced from this was the primary issue raised. The current solution is for the University to provide hotel accommodation for students at the cost of the university until the end of Trimester A. The university will keep the Students' Association up to date on this moving forward and how they implement this. Vice President GSBS (as lead for accommodation) will ensure updates are received. **Action: Vice President GSBS.**

3. Student Voice 'Raise Your Voice'

The Student Voice Team Leader provided an overview for the 'ideas in Student Voice improvements'. The main motive behind these changes are to improve our members' ability to be heard and provide direct feedback to the Students' Association.

The improvement named: 'Raise Your Voice' will allow members four ways to provide feedback and submit ideas to the Students' Association, these included; The Ideas Function (as used currently), Feedback Forms, Petition Function and Quick Polls. The positives and negatives of both our current 'ideas' structure as well as the proposed improvements were discussed.

Various comments were made in regards to allowing students more anonymity upon providing feedback, the petition function used as a tool for other mechanisms as opposed to changes to governance, allowing students to direct their feedback and ideas, the delegation of feedback forms to Full Time Officers who may have a policy remit area relating to the query/idea, and allowing for members greater options for generating ideas, feedback and data.

The Student Voice Team Leader aims to launch 'Raise Your Voice' between October and November 2022 with promotion both online and in-person with stands either inside the university or on the concourse.

The Chair called for a vote to approve Student Voice 'Raise Your Voice'. **Vote: For 3; Against: 0; Abstentions: 0** Student Voice 'Raise Your Voice' was approved.

The Student Voice Team Leader will keep the Student President up to date with any further information regarding 'Raise Your Voice'.

4. Quick Poll Topics

The Student Voice Team Leader raised the use of quick polls and asked the Full Time Officer Team for any topics that they wish to gather data/feedback on over the coming months for example, the Fit to Sit Policy.

The Student President asked for an updated list of challenging ideas that were brought to Student Voice that could be used for Quick Polls to decide if these are still issues are members would like resolved.

It was asked whether the addition of Student ID numbers could be added to quick polls to ensure that only registered students are using these and to ensure that quick poll results are more robust. It was added that although Student ID numbers could be seen as decreasing anonymity, that the Students' Association would only use these to gather demographic data as opposed to publicising personal information.

The Student Voice Team Leader has asked the Full Time Officer team to update her on any quick poll ideas that they may wish to use. **Action: Full Time Officers.**

5. Twinning with Ukrainian University

The provision of support to students from State Tax University in Kyiv by means of Full Time Officer fundraising was raised to the Executive Committee.

The Full Time Officer team decided against working with the university to support State Tax University due to the beliefs including that the team would be unable to help/fundraise for every disaster or plea that is proposed to them.

Vice President GSBS will contact the International Director to update them on the Full Time Officers decision. **Action: Vice President GSBS.**

6. Full Time Officer Stance on University Strikes

It was commented that the university strikes held by Unison will likely continue with impact on students and the university on the 19th, 20th and 21st September 2022 and 3rd and 4th

October 2022. The areas effected from the strike as well as the various campus trade unions were highlighted and explained in the event that further industrial action takes place.

The Full Time Officers agreed their stance in support of the strikes across all campus trade unions in regards to the rise in cost of living and energy without an adequate wage reflection to staff. It is that belief that this will have an impact on student experience in the short term, but that resolution will encourage a healthier work environment and better service provided going forward.

The Chair called for a vote to approve the Full Time Officer Stance on University Strikes. **Vote: For 3; Against: 0; Abstentions: 0.** The Full Time Officer Stance on University Strikes was approved.

The Full Time Officers will write and release a statement on their stance on university strikes for the Students' Association website. **Action: Full Time Officers.**

7. Timetable Policy Review Appointment (SLWG)

A Short Life Working Group was constructed for reviewing the timetable and booking policy within the university and they are looking for a representative from the Students' Association.

It was highlighted that changes within this policy could affect our societies, sports clubs and network groups as well as staff members.

Vice President SHLS was nominated to lead on this review appointment.

The Chair called for a vote to approve the Vice President SHLS leading the Timetable Policy Review (SLWG). **Vote: For 3; Against: 0; Abstentions: 0.** The Vice President SHLS leading the Timetable Policy Review (SLWG) was approved.

8. Consultation on Changes to the National Student Survey

The university asked for the Students' Association to provide feedback on their submission in regards to the National Student Survey review.

There were changes proposed by the Students' Association including; the changing of Q26 to 'My Students' Union (Association or Guild) has enhanced my student experience' with a likert scale added. Further to this, it was agreed that the changes between rating scales will lead to confusion, adding a question on student 'belonging', a summative question across the four nations, that the freedom of expression question should not be asked and that there should be a question based around mental health and wellbeing (although this will need to be asked in a delicate manner). Furthermore, it was suggested that the university include a question on the effectiveness of online/blended/hybrid learning.

The Executive Committee discussed the online/blended/hybrid learning structure that the university has adopted and how this is currently being communicated to students.

9. NHS Placements and Travel Scholarships

Vice President SHLS presented the topic of travel discounts for students on placement that was discussed during their previous meeting with the Dean of SHLS. It was confirmed that currently placement students are able to claim 25p towards travel costs although with the

current ongoing cost of living crisis, it has been proposed that placement students should be entitled to larger travel discounts or travel 'scholarships'.

Vice President SHLS will discuss possible options for this with the Dean of SHLS during their next meeting as well as potentially discussing with NUS to investigate what more may be provided at a national level.

10. Engagement Plan Setting

The Executive Assistant brought the Engagement Plan structure to the Executive Board for approval.

The Chair called for a vote to approve the Engagement Plan Setting. **Vote: For 3; Against: 0; Abstentions: 0.** The Engagement Plan Setting was approved.

With the Engagement Plan Structure approved, the Executive Assistant is to book in times for all engagement activities and ensure there is time in the Full Time Officer diaries for additional engagement needs.

11. Full Time Officer Reports

The Full Time Officers highlighted their reports submitted prior to the Executive Committee meeting.

12. Regulated Lobbying

There was no Regulated Lobbying to report.

13. Minutes of the Executive Committee 02nd August 2022.

The Chair called for a vote to approve the Minutes of the Executive Committee 02nd August 2022. **Vote: For 3; Against: 0; Abstentions: 0.** The Minutes of the Executive Committee 02nd August 2022 were approved.

14. Matters Arising

The Executive Committee discussed the matters arising outlined within the paper.

An additional action was created in reference to the Student President's discussion regarding religious holidays during exam periods. The Religious Observance Policy already exists in which a student may contact the university directly if there is an issue with completing an assignment, exam or course attendance due to religious holidays. The Student President will write a blog post for our website and social media channels highlighting this policy to members. **Action: Student President.**

Furthermore, in relation to the Fit to Sit Policy, it was decided that the policy should be raised at the next meeting of Student Voice to highlight what the policy means for our members. **Action: Full Time Officers.**

15. Life Membership

There were no Life Memberships to consider.

10. A.O.C.B (Emergency Business)

Vice President GSBS raised the desire to provide additional resources for representation officers. This includes purchasing hoodies for each officer using the Full Time Officers budget to subsidise, with the representation officers paying £10 per hoodie (if they consent to this) and the Full Time Officers paying the additional fees. Further resources for the representation officers will be raised with the university for additional funding.

The meeting ended at 11:00am
(The meeting continued from 4pm to 5pm)

Date of next meeting: Friday 30th September 2022, from 13:00am-15:30am, on Microsoft Teams.

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on **Friday 30th September 2022 at 13:10am** on Microsoft Teams.

Members:

Laiba Tareen, Student President (Chair)

Jennifer Abali, Vice President School of Health and Life Sciences (VP SHLS)

Chukwuma Egbujor, Vice President Glasgow School for Business and Society (VP GSBS)

John Mavileth, Vice President School of Computing, Engineering and Built Environment (VP SCEBE)

Apologies:

In Attendance:

David Carse (Chief Executive)

Philip Morton, Executive Assistant (Clerk)

1. Chair Announcements and Apologies

The Chair welcomed members to the meeting of the Executive Committee and explained that the meeting was recorded for minute taking accuracy only.

2. University Meetings

2.1 Student Learning Leadership Group (SLLG)

The Student President was unable to attend the previous Student Learning Leadership Group meeting however they highlighted important points from the agenda provided including issues with student accommodation and the challenges international students are facing due to this.

The Digital Experience Insight Survey (DEIS) which provides data on the Universities digital environment and how staff and students are using the technology that GCU offers was also raised due to the survey not meeting the 5% completion threshold needed due to low engagement.

3. Honorary Degrees

The Chief Executive highlighted the Honorary Degrees Committee Nominations as the University have asked the Executive Committee for suggested nominations.

The Full Time Officers are to submit nominations to the Honorary Degrees Committee before the deadline of Monday 10th October. **Action: Full Time Officers.**

4. Governors Meeting

It was proposed that during the Governors meetings occurring on 14th November 2022, 17th January 2023 and 02nd March 2023, that ordinary students are invited on a thematic basis to

provide their personal and unbiased opinion on their university experiences. Meetings will be scheduled with each student group to discuss potential topics before each Governor meeting.

It was confirmed that each student group would attend for the first 30 minutes of the Governors meetings to discuss their particular thematic area, the remaining 15 minutes will allow the Full Time Officers to have an open dialogue on any issues that they wish to discuss.

The thematic groups to attend each meeting were confirmed as follows:

14 th November 2022	–	Mature Students
17 th January 2023	–	International Students
02 nd March 2023	–	Student Media Groups

The Full Time Officers are to send the Executive Assistant contact details for those they wish to attend each Governor meeting. **Action: Full Time Officers.**

5. Mature and Part Time Students Officer

The Student President raised the appointment of a Mature and Part Time Students Officer and discussed the two nominations received. The Full Time Officers agreed that the application received from Hammad Amer best fit the criteria for this position.

The Chair called for a vote to approve the appointment of Hammad Amer as the Mature and Part Time Students Officer. **Vote: For 4; Against: 0; Abstentions: 0.** The appointment of Hammad Amer as the Mature and Part Time Students Officer was approved.

6. Full Time Officer Reports

The Full Time Officers highlighted their reports submitted prior to the Executive Committee meeting.

The Student President highlighted a meeting attended with the Student Communications Manager to discuss filming that is to be scheduled. One of these videos is to be an explanation of the Fit to Sit Policy. The University has suggested that this would need to highlight the issue of policy misuse. It was suggested that the University creates a video highlighting what the Fit to Sit Policy is, how to use it, when to use it and how it should not be used (policy misuse). It was further raised that the Full Time Officers could create a video after this that shows practical student scenarios from their point of view for when they can use the Fit to Sit Policy and how.

Vice President GSBS commented on their meeting with the Baxterstorey General Manager for the Re:Union Bar and Grill. It was highlighted that with the increased anxiety surrounding the cost of living crisis and rising inflation rates, that the Re:Union Bar and Grill are not going to raise their food pricing but will be increasing drink prices to compensate for this. It was discussed if the Full Time Officer team could continue their 'Free Lunch with the Officers' on a monthly basis after the success of the Freshers Lunch. It was highlighted that this could drive students into Re:Union that would not normally venture in to the bar, it increases engagement between students and the Full Time Officers as well as providing a free hot meal to those that may not be able to afford one.

7. Regulated Lobbying

There was no Regulated Lobbying to report.

8. Minutes of the Executive Committee 13th September 2022.

The Chair called for a vote to approve the Minutes of the Executive Committee 13th September 2022. **Vote: For 4; Against: 0; Abstentions: 0.** The Minutes of the Executive Committee 13th September 2022 were approved.

9. Matters Arising

The Executive Committee discussed the matters arising outlined within the paper.

An action point was added to the Matters Arising for the Student President to obtain the web link that explains the Learning and Teaching Principles for 2022/23 to students (including the 75% minimum in-person teaching per module). It is also to be confirmed if this information is available in student module handbooks. **Action: Student President.**

10. Life Membership

There were two Life Memberships to consider for approval:

Carl Bengtsson
Ammarah Azam

The Chair called for a vote to approve the two Life Memberships. **Vote: For 4; Against: 0; Abstentions: 0.** The Life Memberships were approved.

10. A.O.C.B (Emergency Business)

Vice President GSBS shared a Proposal to Support the Representation Network Officers with Hoodies. Each representation network will be given £20 towards a hoodie if they contribute £10 from their own network budget towards the remaining sum (per hoodie). Vice President GSBS will contact PSL to ask for a price quote for the hoodies needed. **Action: Vice President GSBS.**

Vice President GSBS called for a vote of approval for the proposal as it stands and if the hoodies are quoted above £30 each, an amended proposal for approval will be submitted.

The Chair called for a vote to approve the Proposal to Support the Representation Network Officers with Hoodies. **Vote: For 4; Against: 0; Abstentions: 0.** The Proposal to Support the Representation Network Officers with Hoodies was approved.

The Chief Executive raised that the Full Time Officers individual and team objectives must be completed and ready for approval for the next Executive Committee meeting on Tuesday 11th October. **Action: Full Time Officers.**

The Chief Executive further asked for the Full Time Officer report on the Student Partnership Agreement to be added to the next Executive Committee agenda meeting for discussion.

The meeting ended at 14:40am

Date of next meeting: Tuesday 11th October 2022, from 09:30am-11:00am, in NH209.

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on **Tuesday 11th October 2022 at 09:30am** in NH208.

Members:

Laiba Tareen, Student President (Chair)

Jennifer Abali, Vice President School of Health and Life Sciences (VP SHLS)

Chukwuma Egbujor, Vice President Glasgow School for Business and Society (VP GSBS)

John Mavileth, Vice President School of Computing, Engineering and Built Environment (VP SCEBE)

Apologies:

David Carse (Chief Executive)

In Attendance:

Sara MacLean (Student Voice Team Leader)

Philip Morton, Executive Assistant (Clerk)

1. Chair Announcements and Apologies

The Chair welcomed members to the meeting of the Executive Committee and acknowledged apologies from the Chief Executive.

2. University Meetings

2.1 Student Learning Leadership Group (SLLG)

The Student President was unable to attend the previous Student Learning Leadership Group meeting however Vice President SCEBE attending on their behalf. Vice President SCEBE highlighted the agenda of SLLG including the promotion of wellbeing and assistance between Students' Associations and Universities.

3. Green Impact

The Student Voice Team Leader discussed the Green Impact workbook in which the Students' Association uses to accumulate a score in hopes to achieve the award of excellence (achieved for the past three years running). The Full Time Officer led objectives were highlighted along with the flexibility to shape existing campaigns into Green Impact achievements. Examples of Green Impact campaigns included the reduction of fossil fuel reliance, the adoption of an ethical thinking policy, decarbonisation strategies and sustainable development goals in terms of sustainability within the University.

The Student Voice Team Leader highlighted that any discussions, campaigns or objectives that relate to the Students' Association sustainability ethos may be submitted for inclusion in Green Impact. The Full Time Officers are to update the Student Voice Team Leader throughout their term with any ongoing work/campaigns/objectives/discussions that may be viewed as a sustainability issue for Green Impact inclusion. **Action: Full Time Officers.**

4. Student Partnership Agreement Report

The Full Time Officer team researched various Student Partnership Agreements by Universities around Scotland such as; University of the West of Scotland, Edinburgh University and Stirling University, to evaluate how they compared to that of GCU.

The four principles included in the GCU Student Partnership Agreement were highlighted as;

- Take shared responsibility for working in partnership to ensure an excellent student experience.
- Foster a sense of belonging in all students and staff.
- Have the confidence to become engaged lifelong learners at university and throughout their careers.
- Have the skills and knowledge to find creative, innovative solutions to 21st century challenges.

It was noted that Stirling University highlighted the positive aspects in which the University succeeds and how. It was conveyed that observing areas that staff and students worked well together as well as the University and Students' Association, their actions and how these were measured effectively, highlights how each principal of the Student Partnership Agreement operates, as well as the results.

It was further noted that Sustainable Development Goals, Students' Association and University Values and our Common Good Attributes should all be included but must be rationalised so that the Student Partnership Agreement does not become overloaded and jargon heavy.

5. Full Time Officer Objectives

The Full Time Officers presented and discussed their team and individual objectives for the year 2022/23.

The Chair called for a vote to approve the Full Time Officer Objectives. **Vote: For 4; Against: 0; Abstentions: 0.** The Full Time Officer Objectives were approved.

6. Representation Officer Appointment – Women's Officer

There were four applications for the role of Women's Officer received. After careful consideration and discussion, The Executive Committee agreed that Louisa Richardson was their proposed candidate due to their previous experience, campaigning, passion and strong objectives.

The Chair called for a vote to approve the appointment of Louisa Richardson as Women's Officer. **Vote: For 3; Against: 0; Abstentions: 1.** The appointment of Louisa Richardson as Women's Officer was approved.

7. Full Time Officer Reports

The Full Time Officers highlighted their reports submitted prior to the Executive Committee meeting.

The accommodation crisis was highlighted as an ongoing matter of discussion. Currently GCU are offering youth hostel bookings for September and October that can be re-booked for November and December through the University Campus Life desk. An initiative used elsewhere was discussed whereby a university worked with their local community to match students to people that have spare rooms that they may wish to rent out on a temporary basis.

Vice President SCEBE raised the proposed SCEBE increase in department academic representative voting numbers from three to eight allowing for each department representative to have a seat on their school board in line with heads of departments. Vice Presidents of GSBS and SHLS are to follow up with their school boards to seek their support before this is proposed at senate. **Action: Vice President GSBS and Vice President SHLS.**

Vice President GSBS raised concerns over Post Study Work Visas. The imperative issue faced is that current students completing their course in January will have their Visa expire before the assessment board has provided their decision on grading and graduation. Many International students are now in the process of seeking legal advice at vast personal expense. It was highlighted that the solution to this issue is for the Assessment Board to move forward their timeline although this lobbying will need significant support. It was proposed that the Full Time Officers contact other Universities, Glasgow Forum and NUS to work together in lobbying for change. It was further noted that the Full Time Officers could setup a listening event with the new head of Internationalisation, Recruitment and Admissions as well as raising with the Executive Board. **Action: Full Time Officers.** Further to this, the Student President would like to setup a meeting with the Principal to discuss the matter in relation to their own visa experience. **Action: Executive Assistant.** It was advised that the Full Time Officers keep the Advice Centre up to date with any progress on this issue for students seeking support. **Action: Full Time Officers.**

8. Regulated Lobbying

There was no Regulated Lobbying to report.

9. Minutes of the Executive Committee 30th September 2022.

The Chair called for a vote to approve the Minutes of the Executive Committee 30th September 2022. **Vote: For 4; Against: 0; Abstentions: 0.** The Minutes of the Executive Committee 30th September 2022 were approved.

10. Matters Arising

The Executive Committee discussed the matters arising outlined within the paper.

11. Life Membership

There were no Life Memberships for approval.

10. A.O.C.B (Emergency Business)

Vice President SHLS proposed for the Executive Committee to approve a £250 withdrawal from the Full Time Officers campaigns budget to help fund a Black History Month multicultural event that includes outside catering, dj's and more. Give it a Go funding of £500 has been awarded but there is still more funding needed for the event to succeed as planned. It was

also suggested that Vice President SHLS could contact the Ethnic Diversity Network, Alumni and enquire about the Common Good Fund for additional support.

The Chair called for a vote to approve the £250 Campaigns Budget Spend for the Black History Month Event. **Vote: For 4; Against: 0; Abstentions: 0.** The £250 Campaigns Budget Spend for the Black History Month Event was approved.

The above proposal was approved pending remaining budget confirmation from the Chief Executive.

Vice President GSBS highlighted that the International Director has been back in contact regarding support for Ukrainian students from State Tax University in Kyiv. Previously the Full Time Officer team decided on the stance not to support this as they felt that they cannot support every issue that is brought to them and did not want to show favouritism to one issue when others have also been brought to their attention. Vice President GSBS will contact the International Director to communicate their decision not to support this issue. **Action: Vice President GSBS.**

The meeting ended at 11:30am
The meeting was continued from 13:00pm to 14:00pm.

Date of next meeting: Tuesday 25th October 2022, from 11:00am-12:30am, in NH210.

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on **Tuesday 25th October 2022 at 11:00am** in NH209.

Members:

Laiba Tareen, Student President (Chair)

Jennifer Abali, Vice President School of Health and Life Sciences (VP SHLS)

Chukwuma Egbujor, Vice President Glasgow School for Business and Society (VP GSBS)

John Mavileth, Vice President School of Computing, Engineering and Built Environment (VP SCEBE)

Apologies:

In Attendance:

David Carse (Chief Executive)

Philip Morton, Executive Assistant (Clerk)

1. Chair Announcements and Apologies

The Chair welcomed members to the meeting of the Executive Committee.

2. University Meetings

2.1 Student Learning Leadership Group (SLLG)

The Student President highlighted the discussion on improvements to the module evaluation questionnaire and the need to have more student engagement with providing feedback. It was noted that collaboration has previously been established with the university communications team on the promotion of the module evaluation questionnaire. Further to this, the Full Time Officers intend to promote the evaluation through their engagement plan, using time in their lecture shouts to raise awareness for more student feedback. The Student President further stated that they are keen for more staff and student involvement and proposed the idea that lecturers could perhaps give students time to fill out the questionnaire in seminars.

Further discussions were had on NUS results, updates from the Executive Board meeting and issues facing International students.

2.2 Students' Association – GCU Executive Board Meeting

Due to the Student President being unable to attend the GCU Executive Board Meeting, Vice President SHLS provided feedback.

In terms of the cost of living crisis, a free breakfast initiative was discussed similar to that at UWS. The Executive Board asked for the Full Time Officers to provide information on what students would like to see in terms of a free breakfast, lunch or reduction in food pricing. Student Voice Members, Class Reps and peers were proposed as a student pool that could be asked for feedback on the matter. It was noted that students would likely want to see all of the above although there are discussions being held with students on their preference.

Vice President SCEBE commented that Napier University also provided a free week of breakfasts with a different theme each day across their campuses. It was stated that the important factor for GCU is to create a sustainable daily meal that helps to alleviate some of the stress posed by the cost of living crisis.

It was further acknowledged that this must be a sustainable approach that can be provided across the academic year and not just a short-term solution.

Vice President SHLS noted the discussion on the Fit to Sit policy. It was confirmed that there would be a feedback form after Trimester A to review the policy and that evaluation would measure the number of Fit to Sit cases compared to that of the previous MITS process. It was further mentioned that feedback from stakeholders and students has been mentioned although there has not been a short-life working group set up.

Vice President GSBS gave an update on Post Study Work Visas and the feedback that the assessment board are unable to move dates forward. It was further noted from the Chief Executive that the Fit to Sit policy could directly impact international students who may not realise that an exam re-sit could affect their ability to receive a Post Study Work Visa. This is a communication issue that needs to be improved so that international students know that by applying through the Fit to Sit policy that they may lose their Visa. It was suggested that the Fit to Sit policy application form should have a tick box that states that application through the policy may effect Post Study Work Visa's, the ability to complete studies, where to find out more information and that the student understands this by ticking to comply. **Action: Full Time Officers.**

Further to this, it was suggested that a blog and video post could be made highlighting the issues of using the Fit to Sit Policy for international students. **Action: Student President.** The Student President will speak to the Principal directly in relation to these issues. **Action: Student President.**

It was commented that there are still seven weeks of teaching left, and that this should pose plenty of time to communicate the Post Study Work Visa situation and how the Fit to Sit Policy may impact this. It was mentioned that there could be an impact on future recruitment and reputation if word of mouth spread that international students do not feel cared for or supported in terms of both visa and academic support.

It was commented that the issues to be raised in terms of proposing potential solutions as well as challenges are: moving the assessment board dates, include a disclaimer within the Fit to Sit Policy applications, communicate with international students the potential impact that using Fit to Sit may have on their Post Study Work Visa, moving exam dates to before Christmas, the need (or if needed) for exams as opposed to additional graded essay or submission.

In terms of issues with registration, it was commented that the university would lose substantial revenue if international students were not to be registered. As it stands, whether these issues has been resolved for January registrations is still to be confirmed. The Student President is to liaise with the Principal on whether registrations issues will be fixed for January. **Action: Student President.**

Discussions surrounding the evaluation of hybrid learning were raised. It was commented that there needs to be a question within the Module Evaluation Questionnaire to judge student

satisfaction and quality of learning. It was asked that the Full Time Officer team propose an evaluation of hybrid learning at the next Executive Board meeting and how this will be evaluated. **Action: Full Time Officers.** If the Full Time Officers were to distribute their own survey, it was discussed that they work alongside the University on the questioning so there can be no dispute when it comes to the findings. This could be sent to all class reps, student voice members and sent out within the All Student Email.

Vice President GSBS raised further visa issues in terms of support. The Chief Executive suggested that real life case studies of students experiencing visa support issues should be presented to the university to allow them to understand the varying issues being reported.

3. Learning Transition Tool

Vice President SHLS gave an overview of the Learning Transition Tool after giving feedback on the tool from a students' perspective. It was suggested that Vice President SHLS write a blog that could also be added to the All Student Email on what is the Learning Transition tool and how to use it. **Action: Vice President SHLS.**

4. Full Time Officer Reports

The Full Time Officers highlighted their reports submitted prior to the Executive Committee meeting.

The Student President highlighted the Fit to Sit Policy video to be made by the university communications team and that the Full Time Officers would not be supportive on making this for how the policy may be misused, and would rather make our own video on how to use the policy. It was agreed that the Executive Committee would not want to receive backlash from appearing in a video on this policy which does not give the information that they wish to convey. It was further added that a series of videos could be made of 'top tips' when using the Fit to Sit Policy.

Vice President GSBS raised accommodation, housing and living crisis issues, particularly around the subject of property owners evicting students. It was suggested that communications could be made to give information on students' rights during an eviction. It was further commented that case studies could be made of students facing these issues that could be used to contact the government for support without further exasperating ongoing eviction issues.

There was a further meeting with BaxterStorey on diversifying meals within the Re:Union Bar and Grill. This has been met welcomingly and has been suggested that Vice President SHLS could work on simple recipes that the chefs could work with.

5. Regulated Lobbying

There was no Regulated Lobbying to report.

6. Minutes of the Executive Committee 11th October 2022.

The Chair called for a vote to approve the Minutes of the Executive Committee 11th October 2022. **Vote: For 4; Against: 0; Abstentions: 0.** The Minutes of the Executive Committee 11th October 2022 were approved.

7. Matters Arising

The Executive Committee discussed the matters arising outlined within the paper.

There was an additional action point added in the matters arising in reference to the three school boards supporting all academic reps having voting rights within school board meetings.

A Full Time Officer is to meet with the department of governance in order to establish how to proceed with the 3 schools supportive of all academic reps having a vote at school board meetings. **Action: Vice President SCEBE.**

8. Life Membership

There were two Life Memberships to consider for approval:

Martin Hill

Douglas Anderson

The Chair called for a vote to approve the two Life Memberships. **Vote: For 4; Against: 0; Abstentions: 0.** The Life Memberships were approved.

10. A.O.C.B (Emergency Business)

Vice President GSBS discussed the questions posed from the International Committee including:

What is the Students' Association doing to support students in Glasgow and London?

The Chief Executive commented that papers are shared with University Court twice a year that show the work and activities held by the Students' Association. Audited accounts may also be shared which show what the Students' Association does to support all students. In terms of international students and acclimatising to life at GCU, it was shared that integration within societies, culture based societies, networks, groups and sports clubs is one of the most valuable ways to integrate with other students. As well as this, the Advice Centre is available to help with any academic or personal requirements and issues.

What is the Students' Association doing to keep in touch with international students throughout the year?

It was said that the Students' Association keeps in touch with all students in the same fashion when it comes to communications with the only unique difference being tailored emails for the International Student Barometer.

Does the Students' Association work with the Student Life team?

It was confirmed that the Students' Association does work with the Student Life team.

Are there plan to repeat welcome support through trimesters B and C?

Welcome support is repeated in Trimester B but is not in Trimester C as the new Full Time Officer team is beginning their induction process.

The Chief Executive confirmed that UCU have voted for industrial action in the form of strikes that will impact teaching, assessment marking, student support and other areas on the lead up to Christmas. It was confirmed that the stance of the Full Time Officers team is that they are in support of the strikes due to the ongoing cost of living crisis and the impact that this

has on staff. The Full Time Officer Team are to write a statement for circulation on their support of the strike action.

The meeting ended at 13:00am

Date of next meeting: Friday 11th November 2022, from 13:00pm-15:00pm, on MS Teams.

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on **Friday 11th November 2022 at 11:00am** on MS Teams.

Members:

Laiba Tareen, Student President (Chair)

Jennifer Abali, Vice President School of Health and Life Sciences (VP SHLS)

Chukwuma Egbujor, Vice President Glasgow School for Business and Society (VP GSBS)

John Mavileth, Vice President School of Computing, Engineering and Built Environment (VP SCEBE)

Apologies:

In Attendance:

David Carse (Chief Executive)

Sara MacLean (Student Voice Team Leader)

Philip Morton, Executive Assistant (Clerk)

1. Chair Announcements and Apologies

The Chair welcomed members to the meeting of the Executive Committee.

2. University Meetings

2.1 Student Learning Leadership Group (SLLG)

The Student President highlighted the Strategy for Learning 2030 Roadmap for implementation. The roadmap paper provides five priorities in which each intention has an accompanying action up to the year 2030.

1. Champion equality of participation and attainment for all students
2. Deliver excellence in teaching and the student experience, underpinned by our holistic approach to student support
3. Enhance the employability, knowledge, skills and attributes of all our students through curricular and co-curricular activities that will prepare them for a competitive global market place
4. Embed a commitment to the Sustainable Development Goals within our research-led, globally-aware curriculum
5. Facilitate innovative learning which supports flexible provision and a blend of campus, off-campus, and multi-campus experiences

The Chief Executive mentioned that this document is important as it aligns with the Student Partnership Agreement and shapes what the university works on so we need to ensure that we double check to see if anything is missing that we would like implemented such as employability and the higher education record. This paper has already been presented at APPC and will next be presented at Senate. The Chief Executive stated that this is a well written document and would like to meet with the PVC Learning and Teaching soon to discuss further before it has been passed at Senate.

2.2 Students' Association – GCU Executive Board Meeting

As there has not been an All Executive Board meeting since the previous Executive Committee, there is no new information to discuss. The Student President confirmed that they are going to email the Chief Operating Officer in regards to free breakfast or lunches for students to help combat the ongoing cost of living crisis so that a solution can be made at the next Executive Board meeting. **Action: Student President.**

3. Student Expert Proposal Paper

The Chief Executive raised a concern that a proposal was shared by the university establishing a pilot for a Student Expert Panel from the Student Wellbeing team in which students would be paid to sit on a committee and provide feedback on mental health and wellbeing. It was commented that the Students' Association are meant to be the experts on Student Voice and that no other committee has paid members to provide feedback. It was asked whether this would set a precedence for students that sit on committees to be expecting pay and was asked why existing diversity committees could not have been used for this. It was further noted that some students may not wish to be part of Students' Association committees due to their being no compensation compared to university committees if this is to become the standard.

The Chief Executive will meet with Vice President SHLS to establish a response in terms of risks within the pilot and apologise for not consulting on the topic.

4. UCU Rising: HEC decided the next steps

The UCU strike dates have been circulated for 24th, 25th and 30th of November. Up to this point, members will be working short of strike and there are further plans to take part in a marking boycott in the New Year if demands are not met. The marking boycott will have a major knock on effect to assessment boards as well as halting student feedback.

Further to this, it was commented that students paying for their studies, for example Post Graduate Taught Students, would be losing on teaching time, would they be due a rebate on time lost? Assessment marking being boycotted could also have ramifications on student progression. It was however noted that the greater subject is on staff who are not receiving a pay rise to help cost of living and simply cannot afford to live in the current climate.

The Student President has drafted a statement to be circulated on the Students' Association website and social media to give an update on the stance of the Full Time Officer team.

It was asked whether the Principal is in support of the previous 3% rise or if she will lobby for further negotiations with UCUA. It was noted that in the Student Presidents' meeting with the principal, that talks on cost of living have taken place and they are keen for further discussions but added that government will not be supporting additional funding. UCU's position is that universities can already afford to pay a rise in wages due to healthy financial positions; they do also recognise that the government should step in.

Pay, pension and casualization of working are the three aspects for this industrial action. It was mentioned that the Full Time Officers has to balance their support of the strike action as well as recognising the impact on three days of teaching and how the university plan to mitigate this.

The Chair called for a vote to approve the Full Time Officers Supporting Stance for the UCU Strike Action. **Vote: For 4; Against: 0; Abstentions: 0.** Full Time Officers Supporting Stance for the UCU Strike Action.

In terms of practically supporting the UCU strikes, it was commented that the Full Time Officers could offer free teas and coffees using the coffee trolley throughout the strike days. Further to this, they could offer Students' Association facilities such as toilets and meeting rooms for those that would like to use them and meet with the principal to lobby for their support in opening negotiations over the actions. A statement would also be shared online through the Students' Association website and social medias to promote the support of strike actions.

It was further brought forward that the Full Time Officers policy stance could be brought to Student Voice for approval, UCU could also be asked to speak to Student Voice as well as a university employer for a balanced discussion on the subject. It was said that the university would also be able to discuss agenda point 5. DiverseGCU Campaign whilst in attendance at Student Voice.

The Student President is to confirm a policy statement on the industrial action, write a blog to highlight the Full Time Officers stance and support, speak to the principal to confirm our stance and lobby for further negotiations, speak to the trade union to confirm our stance and support, invite both UCU and the university to the next Student Voice meeting (if cleared by chair of Student Voice) to talk on these points. **Action: Students President.**

5. DiverseGCU Campaign

A student in the university has started a campaign against the university for allegedly investing their shares with unethical companies. The university has commented that they do not directly invest in these companies although third parties do invest shares on the universities behalf which could have potential for allowing in investments that the student warrants to be against the universities interests and values. It was commented that the Full Time Officers would be raising this at the next Executive Board meeting and have said that they are willing to facilitate a meeting between the student behind the campaign and the university although it was confirmed that this is not a Students' Association or a Full Time Officer campaign although we can provide the student signposting for support.

It was further noted that there is currently a Student Voice idea being circulated on this subject and that it has made the quota for discussion so the university may wish to produce a response for this or attend student voice to speak on their own behalf.

The Student President should ask the university whether they would like to attend the next meeting of Student Voice to discuss this topic or give a response due to the campaigning student bringing forward the idea for discussion. **Action: Student President.**

6. Post Study Work Visas

The Student President and Vice President SHLS were both in attendance at the previous APPC meeting. It was asked if end course dates could be extended although this become an issue with the Home Office to ensure that the university does not lose their license by not following policy. The encouragement received in discussions at GCU London was for students to ensure that they pass assessments first time to make sure that they receive their Post Study Work

Visas. The Student President raised this in a meeting with the principal who acknowledged the issues faced and compliance to Home Office policy although would like to further converse and negotiate on this to find a solution. The Student President did acknowledge that by extending end dates, does not just effect international students, but all students and will have an impact on SAAS funding etc.

Vice President GSBS and Vice President SHLS echoed the frustrations of students that they have discussed this topic with and further commented that students may be feeling that the Full Time Officers are not doing enough to find a solution as to not being able to see the work put in to this. Vice President GSBS, as policy lead is to write a blog on the issues with Post Study Work Visas, a background explanation on the issues, discussions that have happened and what committees this has been discussed in and work that they Full Time Officers have done and continue to do on this. It should also be noted that the university is looking to explore what is happening in the sector to see if there are ways around the issue without losing the ability to grant visas and that the university has updated guidance on their visa website page on this issue. **Action: Vice President GSBS.**

Further to the information above, it was commented that we want to ensure that students understand that although we acknowledge and are working towards a solution, that there are legal risks tied in to this. It was also noted that we should be communicating to students that they should try to not use the Fit to Sit Policy if possible as this may endanger their Post Study Work Visa.

The Student Voice Team Leader commented that the fact that this has been pushed up the agenda within APPC and is being actively discussed shows that this is a small win for the Full Time Officer team and students that are campaigning for a solution. It was suggested that the Full Time Officers could have a follow up meeting with Stephen Lopez regarding these issues and how the sector as a whole is handling them. Further to this, it was suggested that the Full Time Officers could meet with NUS or indeed, lobby the home office to discuss further. The Student President and Vice President SHLS are to contact Stephen Lopez for further discussions on the above. **Action: Student President and Vice President SHLS.** Vice President GSBS is to contact NUS UK to discuss possible solutions to the issues faced. **Action: Vice President GSBS.**

7. Attendance Monitoring

Vice President GSBS gave an update on digital student ID cards which could also be used for attendance monitoring as well as continuing the Students' Associations sustainability and accessibility values. It was commented that in terms of individual objectives, that the digital student ID and personalised GCU app have been separated and the university has agreed that they wish to be on the same page on this topic. It was further commented that the university wish to have launched both the digital ID system as well as the application for the next academic year (2023/24).

It was commented that it would be great to keep correspondence on this through Executive Board and other meetings to ensure this project remains on track and to provide ongoing support for their completion. It was noted that we should begin asking the Executive Board when we can begin telling students about updates on these and giving them a release window.

It was acknowledged that GCU are behind other universities with this technology, that it aids sustainability, helps greatly with attendance monitoring, provides greater accessibility, allows for greater education analytics and so much more.

Vice President SHLS commented that there is an Attendance Monitoring Subcommittee setup who are discussing the implementation of a new monitoring system although this is purely at an ideas stage at the moment.

The Chief Executive raised that in terms of a new monitoring system, that future proofing will need to be ensured particularly for hybrid and the ability to know if a student has logged in twice, for example with both a swipe of a card in class and through GCU Learn.

8. Full Time Officer Reports

The Student President commented that a bid had been submitted to the university for extra resources in GCU London as well as an agreement for a Students' Association drop-in session in a room on GCU London campus. The Chief Executive commented that the Students' Association is having to build back up in London but we will have another Full Time Officer visit next trimester, we have a new London Officer as well as hosting drop-ins to increase awareness of Students' Association facilities such as the Advice Centre and Student Leaders Programme, involvement with societies etc.

The Student Voice Team Leader commented on lowering completion rates in London which the Student President will raise at the next London Campus Board meeting. It was suggested that this could further be raised at APPC.

The Student Voice Team leader further acknowledged that GCU has lowered their English language pass score for admissions from select countries. It was commented that this widens participation for those who may not have had an opportunity to come to university and although we do provide great support to these students, it was asked whether these students can thrive in terms of their overall student and university experience.

Vice President SCEBE has been asked to submit a paper to LESC on international students experience. It was commented that this could be raised at the Executive Board to confirm who the university sees as being responsible for international students and who in the institution provides this support.

Vice President GSBS has been working on a proposal for a Representative/Network Officers stipend. It was suggested that this is brought to the Executive Board for guidance on if this idea was to be brought forward, who needs to be communicated with to make this happen.

In terms of Academic Rep voting numbers, the Chief Executive suggested that the response from each academic school is brought to the next Executive Committee meeting as an agenda item to discuss collectively. All schools must agree on this stance for it to be taken to Senate.

9. Regulated Lobbying

There was no Regulated Lobbying to report.

10. Minutes of the Executive Committee 11th October 2022.

The Chair called for a vote to approve the Minutes of the Executive Committee 25th October 2022. **Vote: For 4; Against: 0; Abstentions: 0.** The Minutes of the Executive Committee 25th October 2022 were approved.

11. Matters Arising

The Executive Committee discussed the matters arising outlined within the paper.

There was an additional action point added in the matters arising in reference to allocating the policy lead on community engagement to engage with social media and the All Student Email to request interest in those who may wish to start-up community engagement activities such as the plogging society, food bank group, soup kitchen etc. This combines green impact, environmental, sustainability and the universities overarching agenda. We can ask students if they would like to set these up and help them through societies, sports and Full Time Officers.

Action: Vice President SCEBE.

12. Life Membership

There were two Life Memberships to consider for approval:

Jennifer Gyan

Vaiva Mikulenaite

The Chair called for a vote to approve the two Life Memberships. **Vote: For 4; Against: 0; Abstentions: 0.** The Life Memberships were approved.

10. A.O.C.B (Emergency Business)

There was no closing business to report.

The meeting ended at 15:55pm

Date of next meeting: Tuesday 22nd November 2022, from 10:45pm-12:30pm, in NH209.

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on **Tuesday 22nd November 2022 at 10:45am** in NH209.

Members:

Jennifer Abali, Vice President School of Health and Life Sciences (VP SHLS)

Chukwuma Egbujor, Vice President Glasgow School for Business and Society (VP GSBS)

John Mavileth, Vice President School of Computing, Engineering and Built Environment (VP SCEBE)

Apologies:

Laiba Tareen, Student President (Chair)

In Attendance:

David Carse (Chief Executive)

Philip Morton, Executive Assistant (Clerk)

1. Chair Announcements and Apologies

The Chair welcomed members to the meeting of the Executive Committee. Due to the Chair (Student President) being unable to attend, Vice President GSBS was nominated to chair this meeting on their behalf.

2. University Meetings

2.1 Student Learning Leadership Group (SLLG)

The Student President previously highlighted feedback on the Strategy for Learning Roadmap as raised at the last meeting of the Executive Committee and previous Student Learning Leadership Group. The Pro Vice Chancellor Learning and Teaching responded positively to the feedback received and will work to update the Roadmap with these considerations.

2.2 Students' Association – GCU Executive Board Meeting

The Executive Committee met to confirm the agenda for the next All Executive Board meeting. The International Committee will be raised at this next meeting as an additional agenda point as well as Vice President GSBS's individual objective for the implementation of Digital Student ID cards (working alongside attendance monitoring) and designated GCU app which was raised at court.

3. Supporting Students with the Rising Cost of Living Paper

Vice President GSBS commented that the Students' Association are continuing to assist students in the ongoing cost of living crisis. It was noted that the university has implemented a free daily breakfast for students, an idea that was initially presented by the Full Time Officer team during discussions on alleviating cost of living issues. Vice President SHLS will write a short statement for the website and social media to advertise this on behalf of the Students' Association. **Action: Vice President SHLS.**

The Supporting Students with the Rising Cost of Living Paper was discussed. It was commented that the Students' Association are already working on various points drafted in this paper including preparing for a visit to Strathclyde University with the Head of Facilities assess their implementation of hot water and microwaves on campus. Following this, a bid will be proposed changes in the Students' Association building for a student hot water and microwave area.

Further to this, the Students' Association have proposed installing new power outlets for students to charge devices as part of the Re:Union Bar and Grill upgrades. There is also a community pantry being introduced as well as the Full Time Officers lobbying MSP's for support for students during the cost of living crisis.

The paper by Campus Life further proposes cheaper food to be provided in evenings on-campus using otherwise wasted/leftover food, free printing on campus for students as well as removing gown hire and photography costs to reduce graduation expenses.

Vice President SHLS noted their meeting with the Senior Student Advisor who has suggested that a rise in emergency hardships funds within the Students' Association should be raised at the Executive Board. This is a matter that the university are already aware of and a paper is currently being drafted.

In relation to the £12.5K proposal for the creation of a part-time temporary Financial Wellbeing Advisor role (taken from the Discretionary Fund), it was commented that this could be better spent directly supporting students unless this position is providing detailed, specialised financial advice on articular subjects. Furthermore, it was asked if this position was for generic advice and signposting and if this role could be integrated with already established employees.

In terms of International Student Crisis Funding, as it stands with the discretionary fund, the guidance online states that international students are unable to apply for discretionary funding whereas the university has said that they can, this will need confirmation as there are ongoing unique challenges to current international students.

It was further noted that all students are currently suffering with the cost of living crisis, being unable to afford travel and food or perhaps picking between attending lectures and employment. It was raised that another university in the UK has given each student a cost of living payment to help through these tough times.

4. Academic Rep Voting on School Boards

All three academic schools have agreed on allowing voting rights for all academic reps in school board meetings.

Vice President SHLS raised that their school board had concerns over student attendance and if this could impact voting numbers, however it was stated that although not all students may always be able to attend meetings, neither can academics.

It was raised that this could be added to the agenda for the next Executive Board meeting and that this could embody the Student Partnership Agreement to provide the best experience between both students and staff members. Vice President SCEBE will follow up with this discussion at the Executive Board to establish their support for awarding voting rights to academic reps at school board meetings.

5. Accessibility Champions Network

It was asked for the Executive Committee to nominate a Full Time Officer to provide student representation for the Accessibility Champions Network. Vice President GSBS was nominated for this role. It was suggested that in addition, the Disability Representation Officer may be asked to join these meetings.

6. Campaigns Budget (NUS Reception)

Vice President SCEBE proposed for the Executive Committee to approve £38.48 to be used from their campaigns budget to pay for the expenses incurred on Vice President SCEBE and Vice President GSBS' trip to the NUS reception held at the Scottish Parliament.

The Chair called for a vote to approve the Campaigns Budget (NUS Reception). **Vote: For 3; Against: 0; Abstentions: 0.** The Campaigns Budget (NUS Reception) were approved.

7. Full Time Officer Reports

Vice President GSBS raised issues with timetabling in relation to a discussion between a Mature Student group and university Governors who expressed feedback in their learning experience with hybrid learning as well as the time it takes to commute to the university for one in-person lecture in a day. It was noted that there are many issues with timetabling although it is an extremely complicated process.

There were discussions on Student Engagement and it was confirmed that the NSS survey does not measure student engagement, it measures student voice which each academic school need to improve if they wish to build on this score. It was commented that the sense of belonging should be established at programme level to increase student engagement and experience.

Vice President GSBS further raised the showing of the World Cup 2022 in the Re:Union Bar and Grill. It was noted that the Students' Association are not in support of the World Cup being held in Qatar although we do support students who wish to watch and cheer their home nations and teams. It was further noted that although we may not agree with the World Cup location, that the highlighting of issues surrounding the tournament is a positive to initiate conversations that may otherwise not have been had.

Vice President SCEBE raised a paper on improving student experience that was presented during the Learning Enhancement Subcommittee meeting to discuss wider student experience, and not just academic support. An idea proposed was for the introduction of a local mediator for communication between school board and programme. The paper further highlighted the development of alumni networks and the better understanding for expectations of international students and university adaption to student cultures.

Vice President SHLS highlighted their meeting with the Students' Association Advice Centre on additions and updates to the Student Mental Health Agreement. Students are being asked for their input on what they would like in terms of mental health support programmes and events in GCU. The Chief Executive highlighted that the 'Think Positive' Scottish Government funding will finish this year and it is unclear whether they will continue to fund the project.

It was further noted that the Teaching Awards are currently being updated and categories being restructured so that some awards will be awarded across all schools and others for every school.

8. Regulated Lobbying

Vice President GSBS and Vice President SCEBE attended the NUS Reception at the Scottish Parliament to which they lobbied two MSP's.

Kuakab Stuart and Pauline McNeil were both lobbied around accommodation, landlord issues, the cost of living crisis, free bus scheme for mature students, general student experience and were asked if they would like to attend GCU to talk to student groups on ongoing issues that they face. The Chief Executive is to meet with both Full Time Officers to establish whether formal submissions are to be completed under the lobbying act. **Action: Vice President GSBS, Vice President SCEBE & Chief Executive.**

9. Minutes of the Executive Committee 11th November 2022.

The Chair called for a vote to approve the Minutes of the Executive Committee 11th November 2022. **Vote: For 3; Against: 0; Abstentions: 0.** The Minutes of the Executive Committee 11th November 2022 were approved.

10. Matters Arising

The Executive Committee discussed the matters arising outlined within the paper.

11. Life Membership

There was one Life Memberships to consider for approval:
Oliver Green

The Chair called for a vote to approve the Life Membership. **Vote: For 3; Against: 0; Abstentions: 0.** The Life Membership was approved.

10. A.O.C.B (Emergency Business)

The Chief Executive provided an update on GCU London stating that a bid for extra resources has been successful and shall begin in the academic year 2023/24. It was further confirmed that the Students' Association will have a space to host a drop-in surgery from Monday to Thursdays allowing accessibility for students to interact with the Student Engagement Co-ordinator.

Vice President GSBS raised Post Study Work Visas as the university visa team have begun issuing emails to students to inform them that they will not be eligible for visa extensions due to assessment re-sits.

The meeting ended at 12:30pm

Date of next meeting: Tuesday 06th December 2022, from 09:30am-11:30am, in NH209.

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on **Friday 09th December 2022 at 10:00am** in NH209.

Members:

Laiba Tareen, Student President (Chair)

Jennifer Abali, Vice President School of Health and Life Sciences (VP SHLS)

Chukwuma Egbujor, Vice President Glasgow School for Business and Society (VP GSBS)

John Mavileth, Vice President School of Computing, Engineering and Built Environment (VP SCEBE)

Apologies:

In Attendance:

David Carse (Chief Executive)

Sara MacLean (Student Voice Team Leader)

Philip Morton, Executive Assistant (Clerk)

1. Chair Announcements and Apologies

The Chair welcomed members to the meeting of the Executive Committee.

2. University Meetings

2.1 Student Learning Leadership Group (SLLG)

The Student President highlighted a workshop held during the Student Learning and Leadership Group to help prioritise the rest of the academic year from both a student and academic perspective. This included examination timings, key dates for assessment boards etc.

In terms of Post Study Work Visas, sector analysis has allowed ongoing issues to be examined and resolved. Although an exact date has not been confirmed, the decision to extend course end dates on CAS applications has been confirmed as currently CAS end dates are when teaching is completed as opposed to after the assessment board dates. This will likely begin in the academic year of 2023/24. The circulation of a timeline on this is to be confirmed, the Student President will follow up to confirm further details. **Action: Student President.**

It was further noted that a paper on disability support was raised and will be brought to APPC. Unfortunately as this was highlighted at the end of the SLLG meeting, there will be further details to follow.

In relation to the previously raised Strategy for Learning 2030 Roadmap. The Chief Executive shared the Students' Association feedback points that have been added. These include:

- Actions around GCU APP and Digital Student Card being included in section 2.3
- Including Induction, ongoing training for Personal Tutors in section 2.5
- Explicit reference to Students' Association in 6.1: Engagement of the whole GCU Community (students, Students' Association and staff)

- The Think Positive Mental Health Partnership Agreement was included in section 6
- All references changed to Students' Association as opposed to 'Student Association'

Vice President SHLS gave an update on e-proctoring and the proposed pilot programme that the Students' Association would like to be involved in to establish lessons learned. The university has confirmed that this will not be going to SAGE for approval due to this being a pilot programme. It was commented that this would need to be monitored to find the effect on students and performance as it could impact students, particularly if they are unaware of the consequences of the programme. It was further noted that e-proctoring would be best tested on non-credited assessments to remain fair for students performance. There could be further issues on privacy for students. Vice President SHLS will schedule a meeting to discuss the pilot and alleviate initial concerns. **Action: Vice President SHLS.**

2.2 Students' Association – GCU Executive Board Meeting

It was confirmed that MITS is still mentioned in some module handbooks as opposed to Fit to Sit. This will be further discussed in LESC and needs to be updated across all course and module handbooks. Vice President GSBS commented that the lack of Fit to Sit policy in module handbooks could have repercussions as students must know how to use the policy and this could cause issues for the university if students are unaware. The Student President is to contact the Pro Vice Chancellor Learning Teaching to confirm that there will be no penalty for students who do not know about the Fit to Sit policy through their module handbooks, as this has not been communicated effectively, students should not be penalised. **Action: Student President.**

It was raised that the results of the Module Evaluation Questionnaire question on the hybrid learning approach would be used for feedback and analyses in terms of the Full Time Officers team objective on hybrid learning. It was commented that the MEQ should be highlighted in the All Student Email with information on the hybrid approach.

In terms of Post Study Work Visas and Visa Team discussions, a proposal will be ready to raise within the Executive Board.

Vice President SCEBE gave an update on Divest GCU. It was confirmed that after a meeting held on 06th December 2022, that the university will continue to post updates on this matter through the GCU website and will provide a statement. Vice President GSBS further commented that there must be further transparency and the ability to control investment, both direct and indirect as well as the ability to withdraw from current indirect unethical investments.

The Student President confirmed that in GCU London, there will be a room made available for the Students' Association on a part time basis for student meetings, drop-ins and other activities. It was asked if this room could not be made permanent if there is space available. Further discussions are to be had on the matter. It was also raised that the building capacity cannot facilitate the population on-campus, and it was asked if students are able to use campus for studying whenever they wanted or only during their scheduled classes due to capacity issues.

Vice President GSBS commented on the cost of living crisis, that the universities Financial Advice vacancy has been filled, that Students' Association and Wellbeing funds are being extended as well as the university looking to add more employment opportunities for students' on-campus.

The Chief Executive confirmed that, in the relation to the above, that the Students' Association are signing up to the Trussell Trust to provide foodbank vouchers for students in need. The Chief Executive further mentioned that a visit to Strathclyde University is scheduled to confirm how microwaves and hot water access has been implemented.

Vice President SHLS is to follow up on ARC prescribed memberships as a paper circulated insinuates that this programme is ongoing and will be extended when this has been an issue raised within Student Voice. **Action: Vice President SHLS.**

Vice President GSBS commented on the International Strategy and international student experience as this is an area that should be developed, particularly given the size of our current International student population in both Glasgow and London. It was raised that this should continue as a Matters Arising as the new Principal will need to be met with to discuss and express the Students' Association's feedback for the International Strategy. **Action: Vice President GSBS.**

In terms of the GCU App and Digital Student ID Cards, the university are acknowledging the benefits and are working with Vice President GSBS on its development. It was commented that a set of questions (3-5) could be agreed upon with the university and submitted to Student Voice Sub-Committees to gather information and feedback. **Action: Vice President GSBS.**

It was highlighted that the new Hybrid Delivery Principals for Trimester B have been communicated to staff but yet to be communicated to students. It was asked if the Students' Association could use the Learning and Teaching Sub-Committee paper circulated to staff and communicate this to students. **Action: Student President.**

3. Education Analytics

The Student Voice Team Leader spoke on Education Analytics as a growing area within the sector. These systems gather digital traces and receive socio-cultural data on how students are learning, how they spend their time online and used to flag disengagement. An example of this is that a student that has not opened their Virtual Learning Environment by mid-semester would be flagged as a cause for concern and can be contacted. It was acknowledged that there are concerns surrounding this as some students may not have digital access, they may be having a tough time with their mental health, there could be family issues etc. and it was asked if interactions for support will be personalised. There are positives in that the system will flag students before the need for a formal intervention as well as aiding better progression and attention rates although there are concerns over data and whether students will have access to their data.

Taking the above into consideration, it was further asked; who is responsible for a student's mental health and wellbeing? Although this is different on an individual basis and there can be shared responsibility on that matter, it is important to acknowledge that there are several support routes that can be provided.

It was suggested that this be raised at the next Students' Association – GCU Executive Board meeting for further discussion and any updates on development.

4. College Connect Advisory Group

Due to Vice President SHLS having this under their Policy Remit Area within GCU Outreach (including Articulation), they will be present for Students' Association representation.

5. University of Common Good – A Warm Bank

The Student President received an email from a GSBS PHD student in reference to having sections of the university open 24/7 to provide a warm space for students during the cost of living crisis. Further to this, it was said that there could be a donation point for warm clothing, sleeping bags, footwear etc.

It was noted that in January, the university library will be open 24/7 over the exam period, it is open until 11pm normally as well as the Students' Association building being open from 8am to 9pm. Additionally, if the 24/7 computer lab re-opens to its former times, this will provide a warm space at any time for students. Additionally, cost of living campaigning has been successful to date, including the free breakfast for students and staff, additional funding for hardship is being provided as well as other ongoing matters. It was suggested that this email is replied to, highlighting the work currently undertaken to help alleviate the cost of living crisis and if there is more that we could be doing to help as we do share these concerns.

Action: Vice President GSBS.

6. 360 Development Review

The Chief Executive explained the forthcoming Full Time Officer 360 Development Review for each of the Full Time Officers. Each review will be completed by the Full Time Officers, Chief Executive, Students' Association staff as well as GCU Staff that work closely with each Full Time Officer. The results will be cumulated by Coole Insight Ltd for individual reports. This process is used to find the strengths of each Full Time Officer as well as areas for development going into Trimester B. It was further noted that these are confidential reviews and that submissions will remain anonymous.

7. Full Time Officer Reports

The Full Time Officers highlighted their submitted reports and asked for any questions. There were no questions asked.

8. Regulated Lobbying

There was no Regulated Lobbying to report.

9. Minutes of the Executive Committee 22nd November 2022.

The Chair called for a vote to approve the Minutes of the Executive Committee 22nd November 2022. **Vote: For 4; Against: 0; Abstentions: 0.** The Minutes of the Executive Committee 22nd November 2022 were approved.

10. Matters Arising

Due to time constraints, the Matters Arising paper will be discussed in-depth at the next Executive Committee meeting.

11. Life Membership

There were now Life Memberships to consider for approval.

10. A.O.C.B (Emergency Business)

There was no closing business to report.

The meeting ended at 12:15pm

Date of next meeting: Tuesday 20th December 2022, from 11:00am-13:00pm, in NH209.

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on **Tuesday 20th December 2022 at 11:00am** in NH209.

Members:

Jennifer Abali, Vice President School of Health and Life Sciences (VP SHLS)

Chukwuma Egbujor, Vice President Glasgow School for Business and Society (VP GSBS)

John Mavileth, Vice President School of Computing, Engineering and Built Environment (VP SCEBE)

Apologies:

Laiba Tareen, Student President (Chair)

In Attendance:

David Carse (Chief Executive)

Kirsty McGregor (Senior Student Advisor)

Philip Morton, Executive Assistant (Clerk)

1. Chair Announcements and Apologies

Due to the Chair being absent for this meeting, Vice President GSBS was nominated to chair on their behalf.

Agenda item 3 was moved to the top of the agenda for the Senior Student Advisor to be present.

The Chair welcomed members to the meeting of the Executive Committee.

2. University Meetings

2.1 Student Learning Leadership Group (SLLG)

Vice President SHLS updated that a Disability Services Paper was discussed for providing more resources to the disability team. This paper is to be presented at APPC.

It was commented that in relation to assessment scheduling, a working sub-group has been created. There is a desire to ensure that the turnaround period of assessment marking is to be shorter than three weeks.

It was further noted that the Module Evaluation Questionnaire has had a low response, and due to this, the deadline for submission has been extended.

2.2 Students' Association – GCU Executive Board Meeting

There has not been a Students' Association – GCU Executive Board Meeting since the last Executive Committee meeting.

3. Fitness to Study Policy

The Senior Student Advisor provided an update on the Fitness to Study Policy following feedback provided by the head of Wellbeing to both the Senior Student Advisor and Student President. This will be further raised at APPC in January with implemented updates. The update proposed by the Students' Association is for a Full Time Officer (or their elected representative) to be required to be included on any panels that are convened under this policy, keeping with the Senate Disciplinary Committee and SHLS Fitness to Practice Panels. It was previously raised that student representation must be included to reach collaborative agreement.

In regards to Stage 4. It was noted that The Programme Leader will ensure that before, or on their return, the student will be invited to attend a meeting with appropriate members of academic staff and the Wellbeing Service.

It was commented that there has only been one case of the Fitness to Study Policy being used since 2018 and that the university will generally use this as a last resort when it is felt that a student cannot go through the regular codes of conduct.

Vice President GSBS asked if a member of the Advice Centre is present during these panels. The Senior Student Advisor confirmed that this is at the students' discretion, that the Advice Centre can work through issues with the student and if they wish support on the panel, that a member of the Advice Centre would attend.

Vice President GSBS further asked if this may cause issues for international students, particularly in terms of visas. The Senior Student Advisor commented that the impact felt would be the same as with the Senate Disciplinary Committee and that in terms of suspension, that this would greatly impact an international student. It was noted that at the stage of using this policy, that there would be genuine major concerns for the student.

The Senior Student Advisor noted that it is still to be confirmed if a student representative (for example: a Full Time Officer) will sit on an appeals panel, similar to Senate Disciplinary Committee.

4. E-Proctoring

Vice President SHLS raised the E-Proctoring pilot as there is currently a group being created for feedback and evaluation that requires a representative to join. As there is no evidence supporting that, a student will not be disadvantaged using this system, it was strongly advised for a Full Time Officer to engage with this feedback group. Vice Present SCEBE was appointed for this role.

5. Campaigns Budget

Vice President GSBS brought forwarded a proposal for Campaigns Budget Funding of £22.48 to be approved in relation to the 'Wear Red Day' campaign.

The Chair called for a vote to approve the Campaigns Budget. **Vote: For 3; Against: 0; Abstentions: 0.** The Campaigns Budget was approved.

6. Full Time Officer Reports

The Full Time Officers highlighted their submitted reports.

Vice President GSBS highlighted their update on catering. The new menu which includes African dishes in Re:Union Bar & Grill is hoped to launch in January. As well as this, Baxterstorey has agreed to supply food for another 'Free Lunch with the Officers' during re-freshers week.

Vice President GSBS further commented that a paper for the GCU App is to be completed by January/February. The university are meeting with developers and Vice President GSBS is currently seeking feedback from a student perspective on what they would like to be included. It was noted that feedback surveys should be sent to Student Voice Sub-Committees. It was further noted that valuable feedback was sought from what was included in the Strathclyde University app.

Vice President SCEBE highlighted that a global games jam is to take place in the Students' Association in February. Rooms etc. still need to be booked and it was clarified that an affiliated society such as the gaming society should be contacted for doing this. **Action: Vice Preside SCEBE.**

7. Regulated Lobbying

There was no Regulated Lobbying to report.

8. Minutes of the Executive Committee 09th December 2022.

The Chair called for a vote to approve the Minutes of the Executive Committee 09th December 2022. **Vote: For 3; Against: 0; Abstentions: 0.** The Minutes of the Executive Committee 09th December 2022 were approved.

9. Matters Arising

The Executive Committee discussed the matters arising outlined within the paper.

10. Life Membership

There were no Life Memberships to consider for approval.

10. A.O.C.B (Emergency Business)

The Chief Executive raised the Fit to Sit Policy Guidance feedback that was supplied to the PVC Learning & Teaching. It was commented that a detailed response would be provided to the Students' Association in the New Year.

It was commented that if the guidelines provided in Extreme and Exceptional Extenuating Circumstances are adhered to, that a large quantity of students may miss out on using Fit to Sit which could ultimately lead to a reduction in progression retention rates.

The two substantial feedback points that need clarified are; do the two days to submit a Fit to Sit application post submission begin from the date a student submits or the general submission date? As well as this, clarification is needed surrounding engagement as it reads

as if a student has any engagement with the university (such as logging into GCU Learn or checking GCU emails) that they will be classed as 'fit to sit' which is not right or fair, and that an approved definition of 'engagement' should be included in the policy.

It was further commented that staff and students are receiving polarizing information on submission dates and that our current advice to students would be to ask for extensions before applying under Fit to Sit.

The Full Time Officers video on Fit to Sit was raised as a concern due to the information not being any clearer than the university information provided and that the critiques of the policy were not included.

The Full Time Officers decided against releasing an internal Fit to Sit video and Vice President GSBS will contact the Student Communications Manager to ask not to use their video due to the Full Time Officers being unhappy with the policy in its current state. **Action: Vice President GSBS.** Vice President SHLS is to create a blog highlighting the updates that we have asked to be included in the Fit to Sit Policy as well as what we think students should know before using it. **Action: Vice President SHLS.** It was further said that if any students are currently thinking of using the Fit to Sit Policy, that we would recommend them getting in touch with the Students' Association Advice Centre as soon as possible.

Vice President GSBS raised current council tax exemptions for sabbatical officers in other institutions due to their title being added as an academic programme. It was commented that once an evaluation has been composed, that this could be presented to the Executive Board or the Academic Registrar for consideration.

The meeting ended at 13:00pm

Date of next meeting: Wednesday 18th January 2022, from 15:30pm-17:00pm, in NH209.

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on **Tuesday 31st January 2023 at 15:00pm** in NH209.

Members:

Laiba Tareen, Student President (Chair)

Jennifer Abali, Vice President School of Health and Life Sciences (VP SHLS)

Chukwuma Egbujor, Vice President Glasgow School for Business and Society (VP GSBS)

John Mavileth, Vice President School of Computing, Engineering and Built Environment (VP SCEBE)

Apologies:

In Attendance:

David Carse (Chief Executive)

Philip Morton, Executive Assistant (Clerk)

1. Chair Announcements and Apologies

The Chair welcomed members to the meeting of the Executive Committee. The Chair noted that there would be a change in agenda order. As Vice President GSBS and Vice President SHLS were not present for the start of the meeting, agenda item 3 was discussed first.

2. University Meetings

2.1 Student Learning Leadership Group (SLLG)

Vice President SHLS updated on matters discussed at the previous SLLG meeting. The International Student Barometer was raised in terms of turnout and satisfaction rate. Submission date changes have been proposed to extend the marking period from three to four weeks to ease staff time and energy. It was noted that some departments have begun to do this behind the scenes. A small working group has been organised for further discussions on the matter.

A new artificial intelligence technology named ChatGPT has sparked discussions due to its misuse by students. Vice President SHLS commented that the technology has arrived and will be here to stay, so the issue is how to work alongside this. The university are researching what other institutions are currently doing in response to the software. Positives and negatives can be drawn from the technology with staff members using it to write learning outcomes and students as an information resource although this cannot be taken as strictly factual information. The Chief Executive commented that students could be exposing themselves to conduct issues in terms of plagiarism when used in assessments or exams.

2.2 Students' Association – GCU Executive Board Meeting

There has not been a Students' Association – GCU Executive Board Meeting since the last Executive Committee meeting.

The Executive Assistant confirmed that monthly meetings between the Full Time Officers and Executive Board have been scheduled for Trimester B beginning on Tuesday February 7th.

3. Responsible Research Assessment Group

The Student President highlighted the call for a nomination to join the Responsible Research Assessment Group. Due to the research remit responsibility lying with Vice President SHLS, they were nominated to join this group. It was further commented that we should ask if a PGR representative could additionally sit on the group. **Action: Students President.**

4. Thematic Review of SSCGs

The Chief Executive highlighted the Thematic Review of Student Staff Consultative Groups which is being undertaken by the university to identify and disseminate good practice throughout the University and, where weaknesses are identified, recommend appropriate action for improvement. Vice President SHLS is the student member of this panel. Vice President SHLS confirmed that a meeting is still to be scheduled for further information.

The Chief Executive highlighted that although they cannot foresee the university getting rid of class representatives and SSCGs, that it will be interesting to assess the review and how class representatives could further gather feedback from students.

5. GCU Strike Action

The Chief Executive raised that members of trade unions UCU and EIS are taking industrial action on 1st February 2023, with Unison taking action on 6th February 2023. Further to this, UCU plan on a further 17 days of strike action that may result in an assessment marketing boycott. It was raised that there is a potential of disruption for students that could lead to complaints and questions on how the industrial action will affect their studies.

The Students' Association has a policy stance on strike action previously approved by Students Voice which supports the strike action. It was noted that the Student President and Chief Executive are no longer invited to contingency planning group meetings due to the conflict of interest resulting from supporting the GCU strike action. The Chief Operating Officer or Vice Principal will provide an update to the Student President or a nominee after each business continuity meeting.

It was further noted that the Full Time Officer team may wish to write a follow-up blog as an update to their statement blog on the GCU Strike Action, mapping the dates of further industrial action and explaining the potential impact that prolonged action may have on assessment board and graduation dates. **Action: Student President.**

6. Nominations for Honorary Degrees

The Chief Executive raised that the university will soon be asking for nominations for Honorary Degrees. The Honorary Degree process was outlined as well as confirming the deadline date for nominations as 22nd February 2023.

As initial suggestions, Vice President SHLS raised Nigerian writer Chimamanda Ngozi Adichie. It was noted that they have already received 16 Honorary Degrees including from the University of Edinburgh which may make them a challenging suggested nomination to GCU. The Student President suggested Indian actor Salman Khan.

It was suggested that the Full Time Officer team explore their suggestions and any other options to consider if they are an appropriate nomination. **Action: Full Time Officers.**

7. Proposal for Representation Officers Honorarium

Vice president GSBS raised their proposal and asked for input/feedback before this is brought to the Executive Board. It was noted that an honorarium would be proposed for representation officers to compensate the work they undertake representing the student population particularly with the rise in student numbers.

The Chief Executive asked whether other institutions provide payments for these types of officers as this would show robust data and knowledge of the sector. Vice President GSBS confirmed that they have not sought data from other institutions although commented that it is important that the university stay ahead of the curve in the event that there is no data that can support this. The Chief Executive commented that it is important to benchmark to the sector to judge success and set a precedent.

It was commented that students as partners, cost of living and the differences between academic and student representatives should be noted as additional points of presentation.

It was further acknowledged that the university could better utilise students representatives on their committee structure, and likewise, the Students' Association could utilise representatives for the same reason as opposed to a reliance on Full Time Officers.

Vice President GSBS will continue to work on this paper and seek further feedback and confirm where this paper should be presented for final approval. The rest of the Full Time Officer team agreed to support this paper.

8. GCU App Survey

Vice President GSBS initially drafted survey questions regarding the creation of the GCU App and what students would like included. The university has consulted with app developers on the project for what other institutions currently provide. As it stands, a list of potential features/items has been produced and further feedback is needed. It was noted that PVC Learning & Teaching has asked for evidence on what students want to see incorporated within the app. It was proposed that the Full Time Officer team print the document of items they currently have to erase duplicate features that can then be presented to student groups for feedback as well as included in the All Student Email. **Action: Vice President GSBS.**

The Chief Executive commented that having push notifications for both the university and Students' Association would be of great benefit as well as a combined news feed that is mutually beneficial. The ability to view events, join sports clubs and societies and room booking would also be incredibly advantageous. It was further acknowledged that having all data synchronised from one source, a benefit not currently available through the website would be of great benefit, for example, complete student data should be accessed for students applying for Fit to Sit through the application.

It was noted that this is a considerable project although may be in a better place to implement now that the new student monitoring system is live. Vice President GSBS added that this is a long-term objective that may need the next Full Time Officer team to oversee to ensure effective production.

9. Revised Student Partnership Agreement

The Chief Executive confirmed that the Student President and Vice President SHLS are involved in a steering group for the Revised Student Partnership Agreement. It was the general consensus that the language used in the document is not particularly 'student friendly'. It was noted that benchmarking the Student Engagement Framework for Scotland and SPARQs guidance for writing partnership agreements would be beneficial. It was proposed that an Extraordinary Executive Committee meeting be scheduled for Friday 03rd February 2023 to allow time for the Student President and Vice President SHLS to review the language used in the document and for Vice President GSBS and Vice President SCEBE to familiarise themselves with the agreement.

An Extraordinary Executive Committee Meeting was booked for Friday 03rd February 2023 at 13:30pm on MS Teams.

10. Full Time Officer Reports

The Full Time Officers highlighted their submitted reports. The Student President confirmed that they have not submitted a Full Time Officer Report due to annual leave.

Vice President GSBS raised the African Menu Taster Event that they hosted in the Re:Union Bar & Grill on Monday 30th January 2023. The event that was scheduled as a taster to obtain feedback from roughly 40 students had 150 students turn up for the event, predominantly through word of mouth. Vice President GSBS has asked for feedback on what was offered through a survey distributed although noted that the attendance signalled a strong demand for the food offered.

Vice President SHLS commented that as a first attempt, that you couldn't expect 'home standard' food from the catering company and that expectations should be tempered. Vice President GSBS acknowledged that it could be beneficial to have someone that knows the food well to consult the chefs on preparation and cooking methods for the dishes to be made more authentically.

The Chief Executive commented that food events have been a great drive for students to enter the Re:Union Bar & Grill as well as to engage with the Full Time Officer team and that it would be great to see these continue as a staple during fresher periods.

Vice President SHLS highlighted Feel Fab Feb activities including the free month memberships for the ARC as well as their ongoing work with the GCU Wellbeing team.

The Full Time Officers asked for confirmation on how much budget they receive for campaigns. The Chief Executive confirmed the budget to be £1000 with a current expenditure of £60.96. Vice President GSBS was previously actioned to price and order hoodies for representation officers on the basis that the Campaigns Budget would subsidise £20 per hoodie. Due to the representation officers now having just three months left in their post, it was stated that this funding would be better utilised elsewhere, for example on campaign materials such as banners and flags.

11. Regulated Lobbying

There was no Regulated Lobbying to report.

Due to time constraints, it was confirmed that an Extraordinary Trustee Board meeting had been booked for Friday 03rd February to discuss remaining agenda items.

The meeting ended at 17:15pm

Date of next meeting: Friday 03rd February 2023, from 13:30am-15:00am, on MS Teams.

EXTRAORDINARY EXECUTIVE COMMITTEE MEETING

Minutes of the Extraordinary Executive Committee meeting held on **Friday 03rd February 2023 at 13:30am** on MS Teams.

Members:

Laiba Tareen, Student President (Chair)

Jennifer Abali, Vice President School of Health and Life Sciences (VP SHLS)

Chukwuma Egbujor, Vice President Glasgow School for Business and Society (VP GSBS)

Apologies:

John Mavileth, Vice President School of Computing, Engineering and Built Environment (VP SCEBE)

In Attendance:

David Carse (Chief Executive)

Sara MacLean (Student Voice Team Leader)

Philip Morton, Executive Assistant (Clerk)

1. Chair Announcements and Apologies

The Chair welcomed members to the extraordinary meeting of the Executive Committee, a continuation from the meeting held on Tuesday 31st January 2023.

2. Revised Student Partnership Agreement

Vice President SHLS brought forward the Revised Student Partnership Agreement and commented that this was the first update since the previous revision during 2017/18.

Following consultation with students and staff, the Agreement was structured around a set of four Principles that inform and underpin the approach to partnership. The Principles based on the GCU Values and Students' Association strategic priority areas are:

Ensure all members of our community feel a strong sense of belonging

Enhance our high quality learning, teaching and research

Enrich our wider GCU experience

Enact positive change in our communities for the Common Good

Vice President SHLS confirmed that some wording under each principle may not be particularly student friendly or easy to understand.

The Student Voice Team Leader compared this document to others in the sector and mapped it to the SPARQs Student Partnership Model as well as providing a matrix for the two documents. It was noted that the SPARQs Student Partnership Model is still under consultation and being reviewed although this is close to being completed to which a large emphasis will be pushed on this model, making it a strong document for mapping. This model has a strong emphasis on asset student learning, where the student is involved with doing as opposed to things being done to them.

A few statements within the Revised Student Partnership Agreement were written where the student has low agency (i.e. things are done to them, not them doing things) and/or positions the students are noted as having a deficit instead of an asset:

1.a. Providing opportunities to connect with others, both on-campus and online

Suggestion: Change the action word “providing” to “co-creating”

Internationalisation is positioned as low student agency – e.g. Internationalisation is done to students – they are not positioned as co-creators /partners

3.e. Widening horizons for students and staff through opportunities for international mobility

Suggestion: Fostering student and staff aspirations for international mobility

Internationalisation as it relates to students is positioned more as a deficit than an asset. As written, does little to recognise non-UK students contributions

4.d. Supporting our community to become global citizens equipped with key intercultural skills and open to international experiences

Suggestion: Change action word from “supporting” to “nurturing”

The Chief Executive praised the Student Voice Team Leader on this work and recommended for it to be presented to the university.

The Chief Executive shared the Revised Student Partnership Agreement to allow for track changes whilst the Executive Committee discussed amendments to the language used throughout the document. Changes were made to each section to ensure that the document reads in a more student friendly fashion, taking out any double meanings as well as statements that prove too wordy. The Full Time Officers were all in agreement to the changes made to the document.

The meeting ended at 15:00pm

Date of next meeting: Monday 13th February 2023, from 15:00pm-17:00pm, in NH209.

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on **Monday 13th February 2023 at 15:00am** in NH209.

Members:

Laiba Tareen, Student President (Chair)

Chukwuma Egbujor, Vice President Glasgow School for Business and Society (VP GSBS)

John Mavileth, Vice President School of Computing, Engineering and Built Environment (VP SCEBE)

Apologies:

Jennifer Abali, Vice President School of Health and Life Sciences (VP SHLS)

In Attendance:

David Carse (Chief Executive)

Philip Morton, Executive Assistant (Clerk)

1. Chair Announcements and Apologies

The Chair welcomed members to the meeting of the Executive Committee and acknowledged the apology of absence for Vice President SHLS.

2. University Meetings

2.1 Student Learning Leadership Group (SLLG)

The Student President highlighted a discussion on the artificial intelligence programme ChatGPT. There are ongoing concerns within the sector that students are using the programme to plagiarise assignments which has resulted in the university producing a briefing on Artificial Intelligence and Assessment. This will be an ongoing discussion on how the issue can be tackled moving forward through pre-assignment briefings for students on the possible misconduct by using artificial intelligence, supplementary work alongside assessments, track change enabled documents and invigilated or proctored examinations.

Further discussions were had on the Learning and Teaching awards, the recognition students may provide for tutors and the work alongside the Students' Association on this.

2.2 Students' Association – GCU Executive Board Meeting

The Student President raised the cost of living crisis and commented that the free breakfast initiative for students and staff is under review on whether this may continue throughout trimester B. It was commented that there are financial costs for the university to take into account before they can comment further. On the matters of Fit to Sit policy and MEQ's (particularly on the hybrid learning and teaching model), the Pro-Vice Chancellor Learning and Teaching and Vice Principal Strategy and Planning will provide further review, feedback and further updates on these accordingly.

The Student President confirmed that discretionary and hardship funding are available through the GCU website and are available for international students however, this

information does not appear to have been added to the website. The Student President has contacted Vice-Principal, People and Student Wellbeing to raise this. Further to this, Vice President SHLS asked if international students are entitled to travel scholarships as this is also not mentioned on the website. It was commented that the website should be reviewed to ensure no further inaccuracies or omissions of information.

The Chief Executive asked where information on travel scholarships can be found, whether online or in programme handbooks. It was actioned for Vice President SHLS to provide more information on this to examine how it may be progressed. **Action: Vice President SHLS.**

Vice President GSBS raised the International Strategy and the involvement of the Students' Association. It was confirmed that the university have a timeline for completion on this and that the Students' Association will be consulted for feedback. It was further asked for feedback and how the university will respond to the International Student Barometer.

3. International Student Barometer 2023

The Chief Executive confirmed that in terms of satisfaction of the Students' Association, that a 96% satisfaction rate was received.

The Chief Executive noted that in terms of student usage, there was a lower rate of satisfaction although historically, this is often the case. The Student President commented that the university has asked that if the Full Time Officers have any suggestions on how students may be helped further to boost satisfaction rates, that they can provide further feedback.

Vice President GSBS was actioned to analyse the data to identify low scoring sections and areas of improvement. **Action: Vice President GSBS.**

4. Artificial Intelligence and Assessment : GCU Briefing Paper

The Chief Executive highlighted the briefing paper on Artificial Intelligence and Assessment which has been raised at previous meetings such as SLLG. It was commented that this would be a useful agenda item for SAGE.

This issue has been featured heavily within the press and across the sector on the effects of artificial intelligence use within education. The Student President commented that although currently the ChatGPT data set is not up to date, that future updates will continuously improve on this making it difficult to moderate.

The Chief Executive suggested a motion be proposed for the NUS Scotland Conference on artificial intelligence. **Action: Full Time Officers.**

5. Student Partnership Agreement Final Draft

Vice President SHLS was not in attendance to present information on the Student Partnership Agreement Final Draft. Feedback on the amendments suggested from the Students' Association was provided.

The Student President commented that they are satisfied with the positive feedback provided and the inclusion of suggestions given by the Students' Association. The Chief Executive commented that the feedback given and implementation received on student friendly

wording was a positive compromise. This paper will be presented for approval from the Executive Committee, Student Voice and Trustee Board.

6. NUS Scotland Student Housing Strategy

Vice President GSBS commented that this strategy has been presented from NUS Scotland as they realise the need for action particularly as the current rent freeze is coming to an end and surrounding the accommodation crisis. It was noted that students have commented on receiving notice of rent rate increases which will further increase the financial struggle of students already dealing with the cost of living crisis. In terms of international students, it was commented that with increasing accommodation prices, and the uncertainty of securing accommodation, as well as tuition fees, that this may deter students from applying to study at GCU.

NUS are proposing to lobby the government to extend the current rent freeze to decrease this impact on students.

Vice President GSBS acknowledged that as a team, they can show solidarity with NUS, attend rally's, lobby MP's and speak out on the issues facing students to draw attention to the cause. The Student President acknowledged the attendance of two MP's at the NUS Fighting for Students rally who championed the need for action.

7. Full Time Officer Reports

The Full Time Officers highlighted their submitted reports and gave a brief update on each.

8. Regulated Lobbying

There was no Regulated Lobbying to report.

9. Minutes of the Executive Committee 20th December 2022, 31st January 2023 & 03rd February 2023.

The Chair called for a vote to approve the Minutes of the Executive Committee 20th December 2022. **Vote: For 3; Against: 0; Abstentions: 0.** The Minutes of the Executive Committee 20th December 2022 were approved.

The Chair called for a vote to approve the Minutes of the Executive Committee 31st January 2023. **Vote: For 3; Against: 0; Abstentions: 0.** The Minutes of the Executive Committee 31st January 2023 were approved.

The Chair called for a vote to approve the Minutes of the Extraordinary Executive Committee 03rd February 2023. **Vote: For 3; Against: 0; Abstentions: 0.** The Minutes of the Extraordinary Executive Committee 03rd February 2022 were approved.

10. Matters Arising

The Executive Committee discussed the matters arising outlined within the paper.

11. Life Membership

There was one Life Memberships to consider for approval.

The Chair called for a vote to approve the Life Membership of Muhammad Zain Taqi. **Vote: For 3; Against: 0; Abstentions: 0.** The Life Membership of Muhammad Zain Taqi was approved.

10. A.O.C.B (Emergency Business)

The Chief Executive highlighted an email sent to the Full Time Officers on guidance during the election period to ensure there is no conflict between the work of a Full Time Officer and their support for a candidate or their own nomination.

The meeting ended at 17:00pm

Date of next meeting: Tuesday 28th February 2023, from 09:30am-11:30pm, in NH209.