

EXECUTIVE COMMITTEE MEETING



Minutes of the Executive Committee meeting held on Tuesday 19th May 2020 at 10am on Microsoft Teams.

Present:

Eilidh Fulton, Student President (Chair)

Susan Docherty, Vice President School of Computer, Engineering and Built Environment (VP SCEBE)

Bethany Stevenson, Vice President School of Health and Life Sciences (VP SHLS)

Apologies:

Moses Apiliga, Vice President Glasgow School for Business and Society (VP GSBS)

In Attendance:

David Carse, Chief Executive

Raisah Khan, Executive Assistant (Clerk)

Zoe Nicholson, Full Time Officer-elect

Adil Rahoo, Full Time Officer-elect

Tabitha Nyariki, Full Time Officer-elect

1. Coronavirus Update

The Chair explained that a comprehensive report has been presented to the Trustee Board on the 18th May 2020 on how the Students' Association has responded to the Coronavirus outbreak as an organisation and in representing GCU students.

It was noted that the University has changed their academic calendar for Trimester C 2019/20 and Trimester A 2020/21 to provide additional time to support preparations for online delivery. Trimester A Induction will now commence on Tuesday 29th September (Monday 28th is bank holiday) and Trimester A teaching will commence on Monday 5th October 2020. It was established that learning, teaching and assessment would be through blended learning and it was anticipated there would be a phased return to campus. The Student President and VP SCEBE confirmed they were still attending weekly Executive Board meetings.

The committee noted the key campaign wins to the Full Time Officers-elect on releasing Caledonian Court students from their contracts early, postponing graduation celebrations and applying the no detriment policy.

2. Update from APPC

The Chair gave an update from the APPC meeting. The meeting largely focused on academic items due to the current situation with COVID-19. Some of these items included looking at assessment regulations, mitigating circumstances, module monitoring and how these may change in the face of the move to online teaching. There was also an update regarding the ELIR which was cancelled in March 2020 due to Coronavirus. The ELIR panel are now expecting an update on the Universities response to Coronavirus over the past few months which will be included in the review when it is able to take place. [Clerk's Note: The ELIR will take place week beginning 16th November 2020].

The Chair advised that whilst the National Student Survey stopped being promoted internally within GCU due to the Coronavirus outbreak, it was continued to be promoted to GCU students and it is unclear how the impact of the Coronavirus will have on the results. The results will be known in July 2020.

3. Digital Learning Framework Principles

The Department of Academic Development have proposed a Digital Learning Framework Principles for consultation. Consultation would also take place with our academic reps. Overall the Committee thought this was a very positive contribution to setting 'a standard' for what high quality online learning, teaching and assessment could be at GCU, especially in light of the Coronavirus outbreak and the move to blended learning during 2020/21. At times the Committee especially welcomed the boldness of the principles, however we would be very keen to see an underpinning document or section that outlined in practice examples on how the principles could be achieved (to make them realistic and achievable). This could also refer to good practice already delivered within GCU. The Committee were unsure who this document was intended for, ie audience. Was it only for academics, as it was written in an academic style, ie pedagogic framework, paradigms, teaching pivot, synchronous, asynchronous and they would be keen to have student friendly version. The students as partners and students helping to develop curriculum and new digitally based pedagogies was greatly appreciated, however members wondered how this would be implemented and how students could practically feed into their development. The Committee noted the aspiration of highly personalised and flexible learning experience. The Committee discussed whether students would have choice on what lectures to attend but how would this mix with attendance monitoring policy and would they have more flexibility about the subjects they study. The Committee were positive about Learning Capture, however agreement with the Campus Trade Unions was important with this. The Committee welcomed the principles around authentic assessment and diversity of assessment and potentially the move away from traditional course work then examination model. It was suggested that a link is included to the GCU Feedback Principles. The Committee wondered how blue sky thinking the use of AI, Augmented Reality and Virtual Reality would be in learning, teaching and assessment. The Committee did not understand what was meant by e-portfolio. The Committee noted the importance of a review of the GCU Timetabling Policy to support digital learning, particularly for mental health, and the Committee were keen that Wednesday's afternoon remain free for work, extracurricular, meetings etc.

4. Student Experience Action Plan: Objectives 2020/21

The VP SCEBE explained she has been asked to submit potential high level areas of work for the Students' Association within the Student Experience Action Plan 2020/21. The discussion identified the following potential areas: mental health, online provision, review of election schedule and strategic plan.

5. Draft CCTV Policy

The draft GCU CCTV Policy was discussed at the Executive Committee as SAGE was not meeting until October 2020. The Committee asked for clarity on whether the policy was intended for both staff and students and therefore students and the Students' Association should be made reference to within the Policy. It was noted that there were reasons beyond

crime, safety and wellbeing for the purposes of the CCTV. The potential for non-fixed cameras in the future was highlighted and discussed. It was noted the request for personal information is a Subject Access Request. The Student President would feedback to the GCU Head of Security. **Action: Student President.**

6. Teaching Awards

The VP SHLS explained how the shortlisting and longlisting process for the awards had successfully been completed. There have been specific email invitations sent to key individuals and another email thanking all those who have been involved. It was noted that further guidance should be provided to students submitting nominations, such as students providing clear examples.

It was suggested that a direct link to Collaborate Ultra was provided to attendees and that there was a dress rehearsal due to the event moving online. **Action: VP SHLS.**

7. Handover and Induction

The Chief Executive updated the Committee on the Induction Timetable and highlighted key training and events as part of the Incoming Full Time Officers Induction.

8. Draft Minutes from Executive Committee on 5th May 2020

The Chair called for a vote to approve the minutes taken from the Executive Committee meeting held on 5th May 2020. **Vote: For: 3; Against: 0; Abstentions: 0.** The minutes from the Executive Committee meeting held on 5th May 2020 were approved.

9. Matters Arising

9.1 Teaching Awards Longlisting

It was confirmed that available Full Time Officers participated in the longlisting. This action is resolved.

9.2 Compensation for Tuition Fees

The VP SCEBE raised the issues over refunds of tuition fees, mainly for international students and will bring this to the next GCU Executive Board meeting. This matter is ongoing. **Action: Vice President SCEBE.**

9.3 Twitter Account Passwords

The Student President is the only Full Time Officer to still send their account passwords to the Chief Executive. This action is ongoing. **Action: Student President.**

9.4 Handover Documents

The Student President and Vice President SHLS have provided written handovers. The VP SCEBE struggled to provide a written handover given current ongoing work.

9.5 Review of Policy Remit Areas

Clarification was required on SHEEC applications by the Chief Executive. This action is still ongoing. **Action: Chief Executive.**

9.6 School Board Papers

The Student President has emailed the Department of Governance about the frequent lateness of School Board papers. This action is resolved.

9.7 Santander Funding

The Chief Executive and VP SCEBE have emailed the Relationship Manager at Santander Universities UK. This action is resolved.

9.8 Ideas Expiring

The Student President was to bring a paper to Student Voice on when Ideas expire and the proposal from the Executive Committee. This will be part of summer planning so has been temporarily put on hold.

9.9 Student Places On Senate

The Student President was to bring a paper to Student Voice on proposing to Student Voice how the places on Senate might be broken down by demographics. This will be part of summer planning so has been temporarily put on hold.

9.10 London Societies Policy

The Student President was to bring a paper to the Executive Committee and then Student Voice on amendments to the Societies Policy Document to include GCU London Society affiliations. This will be part of summer planning so has been temporarily put on hold.

10. Life Memberships

There were no applications for Life Memberships.

11. Full Time Officer Reports

The Full Time Officer Reports were presented at the Trustee Board meeting on 18th May 2020 and so it was felt there was no requirement for a further update.

The meeting ended at 11.27am.

EXECUTIVE COMMITTEE MEETING



Minutes of the Executive Committee meeting held on Tuesday 2nd June 2020 at 10am on Microsoft Teams.

Present:

Susan Docherty, Student President (Chair)

Zoe Nicholson, Vice President School of Computing, Engineering and Built Environment (VP SCEBE)

Tabitha Nyariki, Vice President School of Health and Life Sciences (VP SHLS)

Adil Rahoo, Vice President Glasgow School for Business and Society (VP GSBS)

Apologies:

None

In Attendance:

David Carse, Chief Executive

Raisah Khan, Executive Assistant (Clerk)

1. Full Time Officer Remits 2020/21

The Chair presented the proposed Full Time Officer Policy Areas 2020/21. It was confirmed that there were no inaccurate policy areas recorded within the paper. The paper outlined that it proposed the following academic schools: Tabitha Nyariki, Vice President SHLS, Zoe Nicholson, Vice President SCEBE, Adil Rahoo, Vice President GSBS. It was noted that the GCU London committees are the Campus Board and Student Experience Committee.

The Chair called for a vote to approve the Full Time Officer Policy Areas 2020/21. **Vote: For: 4; Against: 0; Abstentions: 0.** The Full Time Officer Policy Areas 2020/21 were approved.

2. Online Activities

The Chair explained that given the current Coronavirus outbreak that it was suggested that online activities should continue within Trimester C. The Committee discussed options and it was decided that the Online Pub Quiz would continue and the Ask the Officer would be replaced by Coffee Break, an opportunity for GCU students to socialise online. The Ask the Officer would resume in Trimester A. The Full Time Officers agreed to meet separately to discuss the logistics for the activities. **Action: Full Time Officers.**

3. STAR Awards

The Chair provided an update on the STAR Awards that will take place on Friday 19th June 2020 through the Students' Association Community on GCU Learn. The Student President will be hosting the event and it was agreed that the Vice Presidents would be on the societies and media award shortlisting panels. It was noted that the Outgoing Full Time Officers would be invited as guests to the ceremony.

4. Draft Minutes from Executive Committee on 19th May 2020

The Chair called for a vote to approve the minutes taken from the Executive Committee meeting held on 19th May 2020. The Chair was the only member present at this meeting and so was the only member able to vote. **Vote: For: 1; Against: 0; Abstentions: 0.** The minutes from the Executive Committee meeting held on 19th May 2020 were approved.

5. Matters Arising

5.1. Draft CCTV Policy

The feedback given on the draft CCTV Policy was passed on to the GCU Head of Security. This matter is now resolved.

5.2. Teaching Awards

The award ceremony took place successfully on Collaborate Ultra and a technical rehearsal took place prior to the event. This matter is now resolved.

5.3. Compensation for Tuition Fees

The issue regarding refunds of tuition fees, mainly for international students was brought to the GCU Executive Board meeting by VP SCEBE. A statement was provided by the University that could be given to any GCU student and the International Students Officer. This matter is now resolved.

5.4. Twitter Account Passwords

The twitter accounts have been successfully handed over to the new Full Time Officers. This matter is now resolved.

5.5. Ideas Expiring Paper

This will be part of summer planning so has been temporarily put on hold. The paper once ready will be brought back to the Executive Committee and then Student Voice.

5.6. Student Places on Senate Paper

This will be part of summer planning so has been temporarily put on hold. The paper once ready will be brought back to the Executive Committee and then Student Voice.

5.7. London Societies Policy

This will be part of summer planning so has been temporarily put on hold. The policy once ready will be brought back to the Executive Committee and then Student Voice.

6. Life Memberships

There were no applications for Life Memberships.

7. Full Time Officer Reports

The Student President provided a verbal update (particularly on work that she completed in her former role as Vice President SCEBE):

- Student Mental Health Agreement had been submitted to Think Positive
- Attendance at NUS Scotland COVID-19 weekly meetings
- Had a meeting with the PVC Research and will be attending a meeting with the Graduate School to discuss the letter sent to GCU Executive Board from the PGR Reps.
- As part of Mental Health Agreement Week, from 18th May-24th May 2020, a series of events were held throughout the week. These events included 'Tea, Toast & a Chat', 'Craftercise' and a 'Pub Quiz'.
- The University have asked the Full Time Officers to be involved in social distancing marketing. It was agreed that this would involve a Cardboard Cut Out of the Vice President GSBS, who is currently based in Pakistan.

It was noted that the Vice President had recently completed their Handover Periods, that included meet and greets with key GCU colleagues.

The Vice Presidents were invited to attend the NUS Scotland COVID-19 weekly meetings.

Action: Clerk.

8. A.O.C.B.

8.1. Full Time Officer Hoodies

The Student President suggested potential ideas for the embroidery on the Full Time Officer hoodies. The Executive Assistant agreed to contact PSL, the design company, to provide a quote. **Action: Clerk.**

The meeting ended at 10.56am.

EXECUTIVE COMMITTEE MEETING



Minutes of the Executive Committee meeting held on Tuesday 23rd June 2020 at 10am on Microsoft Teams.

Present:

Susan Docherty, Student President (Chair)

Zoe Nicholson, Vice President School of Computing, Engineering and Built Environment (VP SCEBE)

Tabitha Nyariki, Vice President School of Health and Life Sciences (VP SHLS)

Adil Rahoo, Vice President Glasgow School for Business and Society (VP GSBS)

Apologies:

None

In Attendance:

David Carse, Chief Executive

Raisah Khan, Executive Assistant (Clerk)

1. University Coronavirus Update

1.1. Executive Board Update

The Chair provided an update from recently weekly Executive Board meetings. Recent discussed include the safe return to campus, learning and teaching and the postgraduate research student experience.

1.2. Academic and Student Support Delivery Continuity Group Update

The Chair provided an update from the Academic Student Support Delivery Continuity Group. The group has been meeting for 2 hours on a weekly basis to discuss guidelines on how to deliver student learning experience in the following academic year 2020/21. Some of the key topics discussed at this meeting were induction, flexibility with accommodation contracts, catering, accusation guidelines, health & safety on campus and use of the library for students. It was confirmed the Eye Clinic will be opening up for emergencies for students. In regards to lectures, the group discussed synchronous and asynchronous forms of teaching. The Committee discussed what the student experience could be like for students and when the timetable for Trimester A will be released. The Student President will seek to identify when the timetables will be released. **Action: Student President.** The Student President explained there were further discussions about returning safely back to campus and which students may potentially be returning first. The Committee raised issues over the practicality of returning to campus for students and guidance for students. The Chair will continue to attend these meetings on a weekly basis and it was agreed that in the absence of the Chair, one of the other Full Time Officer would attend.

1.3. GCU Emergency Remote Learning Survey

The Chair presented the summary from the GCU Emergency Remote Learning Survey. In late May 2020 the University undertook a survey of all taught students at the Glasgow and London campuses to gather feedback from students on their experience of the emergency online learning measures put in place from 23 March 2020 onwards. The findings are intended to support future planning in the event on-campus teaching cannot fully take place in Trimester A. The summary provided a largely positive outcome of the survey according to the statistics with 79% of students being able to take part in online learning for all or most of the time. However, the Student President raised issues over the 3% who were unable to take part at all. It was suggested this figure may be higher as those who were unable to take part may also not have been able to gain access to submit their remote learning survey response. The summary also revealed 43% of students found GCU Learn to be useful. VP GSBS raised concerns over the outdated nature of GCU Learn and how some students have found it complicated to use especially when accessing the blackboard on their phones. It was noted that GCU Learn is due for a new release on 29th June 2020 and may lead to improvements. Another issue raised by the Committee was that 42% of students found it difficult to find a place to study due to the closure of campus facilities during the outbreak of Coronavirus. The Chair has already raised this issue with the GCU Executive Board and will continue to liaise over the best way to provide study spaces for students as lockdown eases and it becomes safe to do so. **Action: Chair.**

1.4. Redbrick: Wellbeing and reaction to teaching plan Briefing

The Chair presented the Redbrick Briefing for discussion. It was noted that this research had likely only involved English and Welsh Student Unions. This paper highlighted that Student Unions should focus on mental health as their top priority going into the following academic year. Support with learning was also a key priority alongside good communication of information from the University and programmes to students. The roles of the Full Time Officers and academic reps was discussed in relation to ensuring information is communicated to students from specific courses and the wider University community.

2. GCU Behaviours Refresh

The Chair presented the GCU Behaviours Refresh paper for discussion. The University are seeing to review the GCU staff and student behaviours that underpin the GCU Values. The Full Time Officers were asked by GCU Student Life to film a video to promote the consultation with students, which included a survey and open feedback on padlet. The Committee raised some concerns with the timescale for the survey which would be launching in July when students are not at university and so may not be accessing their emails. This would make it less likely for the students to engage with the survey. The VP SCEBE also raised concerns over the amount of proposed questions in the survey which were 24. It was suggested this may limit student engagement with the survey as students may not want to take the time out to answer so many questions. The Chair agreed to feedback the concerns raised by the Executive Committee. **Action: Chair.**

3. QAA Cluster: Inclusive Curricula for Mental Wellbeing

The Chair presented an email received from the Student Mental Health Project Officer who asked for the involvement of one of the Full Time Officers to sit in the working group. Previously, the former Student President participated in this group but there is still work to be continued over the following weeks in regards to student mental health and wellbeing. It was agreed VP SCEBE would sit in this group as mental health is one of her policy areas. The Chair agreed to send the Student Mental Health Project Officer an email introducing the VP SCEBE. **Action: Chair & VP SCEBE.**

4. Executive Support Team Meeting

The Executive Committee agreed to meet the GCU Executive Support Team for an introductory meeting. The Chair explained the Full Time Officers would usually meet with the team face-to-face when they attended their meetings with Executive Board members of the University. However, due to the ongoing situation with Coronavirus, this has not been possible so the Executive Committee agreed to have a virtual team meeting with the members. The Chief Executive and Executive Assistant also requested to be invited to this. **Action: Clerk.**

5. Tackling Racism on Campus Working Group

The Tackling Racism on Campus Working Group asked that in addition to the policy lead on equality and diversity, namely Adil Rahoo, that Tabitha Nyariki also continues to attend as she was involved during 2019/20. It was also proposed that the Ethnic Diversity Networking (EDN) Group Officer attends. The Committee discussed the high importance of this area given the Black Lives Matters Movement and to have a range of student voices. The Chief Executive would confirm participation with the GCU Equality and Diversity Officer. **Action: Chief Executive.**

6. Full Time Officer Engagement Plan

6.1. Trimester C 2019/20

The Chair suggested that in order to better engage with students over the summer that it would be better to move the Coffee Break and Online Pub Quiz back onto the Students' Association Community on GCU Learn and utilising Collaborate Ultra. It was agreed to keep the events every two weeks at present. The Executive Assistant will arrange training and support in using Collaborate Ultra. **Action: Clerk.**

6.2. 2020/21

The Committee noted that induction talks would be delivered online, likely through Collaborate Ultra. However, the Committee felt it was too early to decide a strategy for the Full Time Officer Engagement Plan for 2020/21. The Committee identified that lecture shouts could be difficult. Activities like Ask the Officer Online could continue in the similar format to Trimester B.

7. Draft Minutes from Executive Committee on 2nd June 2020

The Chair called for a vote to approve the minutes taken from the Executive Committee meeting held on 2nd June 2020. **Vote: For: 4; Against: 0; Abstentions: 0.** The minutes from the Executive Committee meeting held on 2nd June 2020 were approved.

8. Matters Arising

8.1. Online Activities

The logistics of the online activities were discussed in a meeting. The Coffee Break and Online Pub Quiz were scheduled in for GCU students to socialise online. This action is resolved.

8.2. STAR Awards

The STAR Awards successfully took place on Friday 19th June 2020 through Collaborate Ultra. This matter is now resolved.

8.3. NUS Scotland COVID-19 Meetings

The Vice Presidents were invited to attend the NUS Scotland COVID-19 weekly meetings. This action is now resolved.

8.4. Full Time Officer Hoodies

The Full Time Officers agreed on ideas for embroidery and the colour for the hoodies. The Executive Assistant will give PSL, the design company, the details of these and have these ordered. **Action: Clerk.**

9. Life Memberships

There were no applications for Life Memberships.

10. Full Time Officer Reports

The Full Time Officers provided verbal updates on their work.

Student President

- Attendance at NUS Scotland meetings weekly
- Attendance at Executive Board meetings weekly
- Releasing of the Black Lives Matter statement
- Attended QAA International Enhancement Conference
- Attended the Glasgow Student Forum (GSF) with the Full Time Officers
- Involvement and host for the STAR Awards
- Took part in online engagement activities with students
- Arranged handover meetings with individual Officers

- Meeting with the Court Governor Link twice since the last Executive Committee meeting
- Took part in Senate Disciplinary Committee
- Working with the Safe Return to Campus Group

VP GSBS

- Attending 'meet and greets' with people relating to policy areas
- Meeting with GSBS academic leads
- Attending introductory meetings with members of the Students' Association
- Involvement in GSBS Department Reps shortlisting
- Attended the GSF with the Student President
- Attended QAA International Enhancement Conference
- Attended International Committee
- Hosted Online Pub Quiz

VP SCEBE

- Attended the GSF with the Student President
- Participation in SCEBE Department Reps shortlisting
- Attended QAA International Enhancement Conference
- Attended online engagement activities
- Attending introductory meetings with members of the Students' Association
- Continuation of Sports Council work this week
- Involvement in the Appointments Committee

VP SHLS

- Attended introductory meeting with Dean of SHLS
- Meeting with the two new EDN Officers to discuss continuation of involvement especially during Black History month
- Attended QAA International Enhancement Conference
- Attended GSF with the Student President
- Involvement in the Appointments Committee
- Involvement in filming on campus for the marketing team
- Participation in SHLS Department Reps shortlisting
- Attended Learning and Teaching Subcommittee

11. A.O.C.B.

11.1. Social Media Training

The Student President asked the Full Time Officers to tag each other, the Students' Association and the University in online posts so they can be shared. This means more students are likely to be reached and will engage with the post.

Media Training is normally provided by the University and will be clarified when the Induction Training is circulated. **Action: Clerk.**

11.2. Learning Capture and GCU Learning Strategy

The Student President will be attending a meeting to discuss the Going Digital Framework. This will look at learning and lecture capture, online learning and the GCU Digital Strategy. During the following year, the University plans on strengthening the work activity between itself and the Students' Association. The last senate paper has all the information regarding this and will be circulated by the Student President to the Full Time Officers. **Action: Chair.**

11.3. Participation Certificates

The VP GSBS had identified that not all volunteer areas within the Students' Association receive certificates demonstrating their participation. It was clarified that Class Reps previously receive certificates signed by the DVC Academic (now called Deputy Vice-Chancellor Learning, Teaching and Student Experience) and the Full Time Officer and that the Students' Association was seeking clarify that this could continue and be expanded to all volunteer areas. It was suggested this discussion was addressed at the next meeting with the DVCs. **Action: VP GSBS.** It was noted that the Students' Association did not have the capacity to proactively produce electronic certificates for each student for each of their volunteer roles. However, the Students' Association had the ability to provide the data to the University, for example for student transcripts.

11.4. Potential Student Accommodation Officer

The VP GSBS suggested there should be an Accommodation Officer for Caledonian Court, the University accommodation. The VP GSBS explained this may help specific student related issues in Caledonian Court to be dealt with. It was noted that there was the Residential Assistants system in place to support students and that there had previously been a Halls of Resident Convenor in the past. The VP GSBS agreed to undertake further internal and external research to establish the need. **Action: VP GSBS.**

The meeting ended at 12:05pm.

EXECUTIVE COMMITTEE MEETING



Minutes of the Executive Committee meeting held on Tuesday 7th July 2020 at 10am on Microsoft Teams.

Present:

Susan Docherty, Student President (Chair)

Zoe Nicholson, Vice President School of Computing, Engineering and Built Environment (VP SCEBE)

Tabitha Nyariki, Vice President School of Health and Life Sciences (VP SHLS)

Adil Rahoo, Vice President Glasgow School for Business and Society (VP GSBS)

Apologies:

None

In Attendance:

David Carse, Chief Executive

Raisah Khan, Executive Assistant (Clerk)

Sara Maclean, Student Voice Team Leader (Item 3)

1. University Coronavirus Update

1.1. Executive Board Update

The Chair was unable to attend the previous Executive Board meeting but attended the one prior to this. The Chair provided an update on the issues raised in the meeting regarding hardship funds for European students as they are proving difficult to find in the search engines of the University website. It was stated this is because there are a number of different hardship funds for different courses available for international students. The Chair suggested to the Executive Board that there should be a way of categorising the search so it is easier for students who are struggling to find them. Further issues were also raised with the Universities hardship fund as the form seems outdated and the process can be long, taking up to 3 weeks to process. It was noted that Valerie Webster, Deputy Vice-Chancellor Learning, Teaching and Student Experience, would take a look at the website and respond back.

The Executive Committee also raised queries about the Universities response to catch-up periods for international students. The Chair agreed to discuss this in a meeting with Stephen Lopez, Academic Registrar. **Action: Chair.**

The Chair also raised concerns about graduation ceremonies for students who graduated in 2019/20. It was stated the provisional date for the ceremonies was at the end of July 2020 however, student feedback suggested the students would prefer for them to take place sooner rather than later. There has since been some confusion amongst students as to when the graduations will be taking place and so the Chair agreed to bring this up in the next Executive Board meeting to provide clarification to the students. The Chair also explained students who have graduated this year have been enquiring about when they will receive

their graduation certificates as they may be needed for employment purposes. The Chair agreed to encourage the Executive Board to communicate a specific time frame to students on when they will receive their graduation certificates. **Action: Chair.**

1.2. Academic and Student Support Delivery Continuity Group Update

The Chair explained this group has updated its name from Academic and Student Support Delivery Continuity Group to Academic Student Experience Delivery (AcSED) Group. The group has continued to meet for 2 hours on a weekly basis to discuss guidelines on how to deliver student learning experience in the following academic year 2020/21. The Chair was unable to attend the last meeting however, VP SHLS attended on her behalf and fed back the notes from the meeting. The group looked at providing new and current students with hints and tips for the new academic year. The group are also look at recovering laptops and buying new ones. The Chair explained the Senate also confirmed some students will be provided with a hardship fund to purchase their own equipment if it is necessary. Another update from the meeting was that the Arc will be prioritised for lectures and remain closed for sports however, there was no time frame provided as to how long this facility will be used for lectures. The Executive Committee raised issues over what may happen if the government guidelines and advice change. It was also stated that the closure of the Arc for physical activity may have an effect on student mental health and physical wellbeing and so this also needs to be taken into consideration. The Chair agreed to feedback these concerns in the next meeting. **Action: Chair.** The group also looked at timetabling and potentially using Wednesday afternoons for teaching. Previously, there have been no lectures on Wednesday afternoons to give students the opportunity to participate in volunteering however, due to the current situation this may change. The Chair explained this was still under discussion.

1.3. Extraordinary Senate (GCU Going Digital)

The Chair provided an update from the Extraordinary Senate meeting on GCU Going Digital. The Chair explained that most of the points made by the Executive Committee were fed back to Senate. The Chair praised the value the paper gave to the personalisation of student experience and the diversity of assessment. However, issues were fed back about how the University is willing to react if/ when the government guidance changes. The Senate agreed to change the wording of the paper so it is clear the University will constantly review its decision depending on changes in government guidance. The Chair also raised concerns over how online and blended learning would look in practice and how students' technical abilities will be taken into consideration. The Senate agreed this was a valuable point and will be taken into consideration. Despite a few amendments, the paper was approved by The Senate. The Chair reassured most of the points made in the Extraordinary Executive Committee meeting were raised in the Extraordinary Senate however, all the concerns will be put forward to the DVC of Learning, Teaching and Student Experience and the Director of Academic Development. **Action: Chair.**

2. GCU Induction/Freshers Week

The VP SCEBE explained the Freshers' Committee had their first meeting on Wednesday 1st July 2020. The Committee will be meeting every 2 weeks to prepare for an online Freshers' Week. The VP SCEBE attended a meeting with PSL, the design company, to discuss what should be included in the Freshers' pack and how these may be distributed. It was stated these could be posted to students however, VP SCEBE raised concerns over postage restrictions for international students. It was suggested there may be an option for students to collect these packs when they come in to collect their Student ID cards. The VP SCEBE provided an update on some of the ideas which were put forward by the Freshers' Committee to include in the packs for example vouchers, hoodies, face coverings and hygiene gel. However, the Chair raised concerns over the postage price for hoodies. Instead, there were suggestions to have t shirts which have something light hearted and witty printed on them such as, 'This is the worst freshers' ever'. This may be better value for money as they will be cheaper to post. The Chief Executive suggested potentially giving students the option to have a basic pack or an extended pack with the latter costing more as it would include a hoodie. The VP SCEBE also highlighted the decision by Student Life to change the freshers' logo. The logo from the previous year had a festival theme and so is no longer considered relevant. However, there were issues raised by the Executive Committee in regards to highlighting the online nature of freshers' in the logo as it can result in the logo being dull and corporate. The Student Voice Team Leader suggested approaching the design with a more global outlook for example 'freshers' connected' showing the connectivity around the globe. Another suggestion was also a cultural theme showing different cultures around the world. The VP SCEBE reassured she has been consulting with the Activities Manager regarding these issues and will feedback any concerns and ideas to the Student Life Team. The Executive Committee were also encouraged by the Chief Executive to think about how induction talks may potentially be delivered. The Chair explained the induction talks will need to be more creative this year as they are likely to become repetitive and boring as they will be taking place online. It was suggested that the Full Time Officers could make a video on campus which can be shared at the induction talks which the students may find more engaging. The Executive Committee agreed to wait on the Universities plan for induction talks so that technical aspects can be taken into consideration before undergoing any planning. It was also stated the University are planning on providing Long Thin Inductions which would mean the induction sessions will be more staggered throughout the year at relevant times rather than clustered together. The Chair raised concerns over the requirement for prior preparation for students this year due to the changing nature of learning and teaching. The Executive Committee agreed it would be beneficial for the core induction sessions to be provided to students prior to starting the academic year as it would be more beneficial to them. The VP SCEBE will feed this back in the next Induction Steering Group meeting. **Action: VP SCEBE.**

3. Revised Guide to Student Representation at GCU

The Student Voice Team Leader presented the proposed Guide to Student Representation at GCU which is a summary of the key aspects of how student representation works at Glasgow Caledonian University (GCU). It was explained this guide will be reviewed every year and updated if necessary. The Student Voice Team Leader talked through the main changes in the paper and asked for feedback before it can be signed off by Academic Quality and sent to Senate for information. It was stated the main updates were in regards to the changes made

to GCU London moving from a school to a campus. This means the London Board will be replaced by a type of 'GCU London Campus Board' although, the name has not yet been decided. This will also mean the GCU London Officer will sit on the student board. It was also stated that previously, the programmes in London were owned by London however, now they will be owned by the academic schools in Glasgow. The Chair suggested it should be made clear in the guide that the PGR reps in London will belong to the academic schools in Glasgow and how this will work in practice. It was agreed the guide will be reworded to explain the PGR reps are in partnership with other academic reps from the PGR academic schools in Glasgow. This would provide more clarity on the nature of the changing framework. The Student Voice Team Leader highlighted another change to the guide which was clarifying the wording of Enhancement-led Institutional Review (ELIR) and changing the date of the review which has been pushed back to November 2020 due to the outbreak of Coronavirus. The Chief Executive also highlighted that the GCU Governance Framework will need to be updated in the document at a later date once the structure has been finalised.

The Chair called for a vote to approve the Revised Guide to Student Representation at GCU excluding the GCU governance framework which will be updated later. **Vote: For: 4; Against: 0; Abstentions: 0.** The Revised Guide to Student Representation at GCU was approved with minor amendments.

The Student Voice Team Leader left the meeting at 11.02am.

4. Online Engagement Activity

The Chair proposed to cancel the online engagement activities as the numbers attending the sessions were very low despite the promotion on social media and the Students' Association website. The Executive Committee discussed the use of different platforms such as Collaborate Ultra which the students found difficult to access. Facebook Live was also discussed in relation to engaging with students however, the students are not able to interact as well with the Officers because they cannot use their cameras. It was agreed by the Executive Committee the engagement activities will be cancelled after the Coffee Break taking place on Thursday 9th July 2020. However, the Committee recognised the students may prefer to have some formal communication about University planning and updates about what the Full Time Officers have been involved in. It was agreed the Full Time Officers would return to doing 'Ask The Officer' which may potentially take place through Facebook Rooms. Details of this will be discussed between the Officers before being scheduled in and launching the event. **Action: Full Time Officers.**

5. Draft Minutes from Executive Committee on 23rd June 2020

There was a minor amendment regarding item 3 which required correcting the title of a member of staff. The Chair called for a vote to approve the amended minutes taken from the Executive Committee meeting held on 23rd June 2020. **Vote: For: 4; Against: 0; Abstentions: 0.** The minutes from the Executive Committee meeting held on 23rd June 2020 were approved.

6. Matters Arising

6.1. Releasing of Timetables

The Student President has continued to attend the Academic Student Experience Delivery (AcSED) Group. However, there have been no updates on when the timetables will be released. This matter is ongoing. **Action: Chair.**

6.2. Study Spaces

The Chair has liaised with the GCU Executive Board over the best way to provide study spaces for students as lockdown eases and we are able to do so. The University is still looking into study spaces for students where it is possible to have enough space and be able to adhere to social distancing regulations. The Chief Executive suggested using computer labs and creating a one-way system through the different fire exits. This will be discussed in a meeting with the Director of Estates. **Action: Chair.**

6.3. GCU Behaviours Refresh

The Chair fed back the concerns raised by the Executive Committee regarding the timescale and length of the proposed survey which would be sent to students for consultation. The changes to the survey were denied and so the Chair has arranged another meeting to discuss this. The Chair also proposed offering students vouchers to encourage them to participate in the survey. There are now 4 £25 Justeat vouchers available for the participants to win. This matter is ongoing. **Action: Chair.**

6.4. QAA Cluster: Inclusive Curricula for Mental Wellbeing

The Chair sent the Student Mental Health Project Officer an email introducing the VP SCEBE. This matter is now resolved.

6.5. Executive Support Team Meeting

The Full Time Officers, Chief Executive and Executive Assistant have a scheduled introductory meeting with the Executive Support staff from the University. This matter is now resolved.

6.6. Tackling Racism on Campus Working Group

The Chief Executive confirmed participation with the GCU Equality and Diversity Officer. This matter is now resolved.

6.7. Collaborate Ultra Training

The Collaborate Ultra training session has been arranged for the Full Time Officers. This matter is now resolved.

6.8. Full Time Officer Hoodies

The Executive Assistant gave PSL, the design company, the details of the hoodies and these have been ordered. This matter is now resolved.

6.9. Social Media Training

The social media training which is usually provided by the University, still needs to be arranged. This matter is ongoing. **Action: Clerk.**

6.10. Learning Capture and GCU Learning Strategy

The last senate paper regarding Learning Capture and GCU Learning Strategy was circulated by the Student President to the Full Time Officers. This matter is now resolved.

6.11. Participation Certificates

The VP GSBS had identified that not all volunteer areas within the Students' Association receive certificates demonstrating their participation. This was part of last year's Full Time Officer Team Objectives and so the Student President will circulate the documents from last year. It was suggested this could potentially be taken forward as a Team Objective for the current Full Time Officers. This will be added to the agenda for the next Executive Committee meeting to be discussed further. **Action: Chair & Clerk.**

6.12. Potential Student Accommodation Officer

The VP GSBS undertook research with members of staff at Caledonian Court, who had a positive response to the creation of a Student Accommodation Officer. It was agreed this would create a better understanding on what students in Caledonian Court are looking for. The VP GSBS will be attending SPARQs online on the 13th and 14th July 2020 where there will be an opportunity to ask other Students' Associations for information and feedback on their Residential Officers. The VP GSBS also agreed to write a draft paper which will be presented in the next Executive Committee meeting for discussion before submitting this to Student Voice. This will be added to the agenda for the next Executive Committee meeting for discussion. **Action: VP GSBS & Clerk.**

7. Life Memberships

There were no applications for Life Memberships.

8. Full Time Officer Reports

The Full Time Officers provided verbal updates on their work.

Student President

- Wrote Student President Report and Trimester 2 Report for University Court
- Prepared and attended University Court

- Attended meeting with Academic Registrar about graduations
- Attended Advanced Gender Equality meeting
- Filmed on campus for GCU Behaviours Refresh
- Attended Extraordinary Executive Committee meeting on GCU Going Digital. The feedback provided was passed on by the Student President in the Extraordinary Senate Committee meeting
- Attended Extraordinary Senate Committee meeting
- Participated in graduation video for the University
- Active on social media. Shared SA, GCU, Careers, Library, London and Student media on all platforms, tagging all officers and SA

VP GSBS

- Attended meeting with the Academic Rep Co-ordinator to discuss HEAR
- Attended meeting with staff at Caledonian Court regarding a Caledonian Court Officer
- Attended meeting regarding Disability Programme Induction
- Involved in discussions with the Tackling Racism SWG
- Attended GSF
- Meeting with the Dean of GSBS
- Attended Departmental Rep Interview meetings
- Attended Collaborative Ultra Training with the Executive Assistant
- Attended the Freshers' Committee Meeting
- Meeting with the Student Voice Team Leader to discuss Academic Quality
- Attended the Extraordinary Executive Committee meeting on GCU Going Digital
- Attended the Senate Meeting on GCU Going Digital as an Observer
- Attended meeting to discuss Academic Reps role in student mental health
- Attended meeting to discuss academic quality and student engagement in the upcoming programme reviews
- Attended the Principal's Financial Update meeting

VP SHLS

- Participated in Department Rep interviews and appointments
- Attended meeting with PGR Reps and participated in finalising the project extension form
- Attended the Tackling Racism Working Group
- Attended meeting with the Associate Dean of Learning Teaching and Quality SHLS
- Attended meeting with the Social Innovation Manager. These will continue on a monthly basis
- Attended the Academic and Students Support meeting
- Attended the NUS All Scotland Officers weekly meeting
- Participated in filming for the GCU Behaviours Refresh with Campus Life
- Hosted an Online Pub Quiz

VP SCEBE

- Participated in SCEBE Department Rep interviews. The successful candidates have been chosen
- Participated in filming for the GCU Behaviours Refresh with Campus Life
- Attended the NUS All Scotland Officers weekly meeting
- Attended IPSG meeting
- Promoted and recruited 2 new Sports Council members
- Chair to the first Freshers' Committee meeting
- Meeting with PSL about the Freshers' packs
- Meeting with the Activities Manager to discuss the online Sports Awards 2019/20
- Meeting with the Dean of SCEBE
- Attended Mental Health and Wellbeing catch-up meeting
- Worked on the letter to Scottish Institutions regarding the BUCS affiliation fee

The meeting ended at 11:36am.

EXECUTIVE COMMITTEE MEETING



Minutes of the Executive Committee meeting held on Tuesday 21st July 2020 at 10am on Microsoft Teams.

Present:

Susan Docherty, Student President (Chair)

Tabitha Nyariki, Vice President School of Health and Life Sciences (VP SHLS)

Adil Rahoo, Vice President Glasgow School for Business and Society (VP GSBS)

Apologies:

Zoe Nicholson, Vice President School of Computing, Engineering and Built Environment (VP SCEBE)

David Carse, Chief Executive

In Attendance:

Raisah Khan, Executive Assistant (Clerk)

1. SFC's Review of Coherent Provision and Sustainability a Briefing Note

The Chair presented the paper for SFC's Review of Coherent Provision and Sustainability however, it was noted there were some technical problems in accessing the document. It was agreed by the Executive Committee that the paper would be discussed in the next Executive Committee meeting taking place on Thursday 20th August 2020, to allow chance for all members of the Executive Committee to read the document. This will be added to the agenda for the next meeting. **Action: Clerk.**

2. GCU Induction/Freshers Week

The Chair provided an update on the freshers' planning on behalf of VP SCEBE. The Chair reminded the Executive Committee on the previous discussions regarding the online theme for the freshers' logo which was suggested by the Student Life Team. It was confirmed, the feedback provided by the Executive Committee on the logo was fed back to Student Life and a potential global theme was suggested instead to highlight the connectivity of GCU students' worldwide. It was noted there were also other suggestions by Student Life for a type of virtual reality theme however, VP GSBS raised concerns over the nature of virtual reality and how this cannot be adopted due to restrictions on accessibility. The Chair also attended a meeting with the Principal where the suggested idea for an online logo design was presented and there was an agreement that the logo design should be reviewed. The Chair also provided an update on the creation of the virtual fresher's fair by the Activities Manager who has been testing software to create a virtual room for the freshers' stalls. The Chair will ask if a demo of this can be shown to the Officers. **Action: Chair.** The Chair also presented further potential ideas for items to be included in the freshers' packs such as a GCU branded snood and a key ring with a contactless door opener.

3. Participation Certificates

The Chair explained there were no new updates in regards to the participation certificates/acknowledgement for student volunteers in the Students' Association. It was recognised the previous Full Time Officers of 2019/2020 had laid the groundwork for this as part of their team objective. The Student President, who was previously involved in this, explained that Alastair Robertson, Director of Academic Development and Student Learning, has been looking into including volunteer work in students' Higher Education Achievement Report (HEAR). It was agreed by the Executive Committee that they will wait for the outcome of this before making any further decisions. It was also agreed by the Executive Committee that the name of this item should be changed on the agenda of the next Executive Committee meeting to HEAR. **Action: Clerk.**

4. Potential Student Accommodation Officer

At the previous Executive Committee meeting, VP GSBS agreed to write a draft paper for the creation of a Student Accommodation Officer for Caledonian Court, after undertaking research with members of staff at Caledonian Court. However, VP GSBS explained this has been delayed due to other work commitments and time restrictions. VP GSBS reassured the draft paper will be written in time for the next Executive Committee meeting taking place on Thursday 20th August 2020, allowing chance for all members of the Executive Committee to discuss the draft paper. **Action: VP GSBS.**

5. Draft Minutes from Executive Committee on 7th July 2020

The Chair called for a vote to approve the minutes taken from the Executive Committee meeting held on 7th July 2020. **Vote: For: 3; Against: 0; Abstentions: 0.** The minutes from the Executive Committee meeting held on 7th July 2020 were approved.

6. Matters Arising

6.1. Catch-up Period

The Chair discussed the Universities response to catch-up periods for international students in a meeting with Stephen Lopez, Academic Registrar. It was confirmed there will be no generic catch-up period organised for students however, there are some catch-up periods organised by individual programmes for individual students. These students will be contacted directly to arrange the catch-up period. It was noted that this decision was made by the University after liaising with the different academic schools. It was agreed by the Full Time Officers that if students contact them with an issue regarding this, it will be fed back. This matter is now resolved.

6.2. Graduation Certificates

The Chair informed the Executive Committee that the Executive Board will be sending communications to GCU alumni about graduations. It was also stated the graduation certificates will be going out to students by the end of July 2020. This matter is now resolved.

6.3. Academic Student Experience Delivery (AcSED) Group

The Chair fed back concerns raised in the previous Executive Committee meeting in regards to the closure of the ARC's facilities for the use of lecture spaces. The Chair also provided an update on the discussions in regards to timetabling and using Wednesday afternoons for teaching. The Chair explained the University are currently looking at extending teaching time to 2pm on Wednesdays. It was agreed by the Executive Committee the University should also consider Wednesday afternoons as a mental health break for students which has become increasingly more important during the ongoing situation with Coronavirus. The Chair agreed to feedback this information. This matter is still ongoing. **Action: Chair.**

6.4. Extraordinary Senate (GCU Going Digital)

The Chair reassured that all points discussed in the Extraordinary Executive Committee meeting on GCU Going Digital were fed back in an individual meeting with the Director of Academic Development and Student Learning. All the points made by the Committee were noted, put into a document and sent over to the Executive Board. This matter is now resolved.

6.5. GCU Induction/Freshers Week

The Chair confirmed on behalf of VP SCEBE that the concerns raised by the Executive Committee in regards to providing students with induction sessions prior to starting the academic year, were fed back in the Induction Steering Group meeting.

6.6. Online Engagement Activity

It was agreed the Full Time Officers would return to doing 'Ask The Officer' which may potentially take place through Facebook Rooms. Details of this will be discussed between the Officers before being scheduled in and launching the event. This matter is ongoing. **Action: Full Time Officers.**

6.7. Releasing of Timetables

The Student President has continued to attend the Academic Student Experience Delivery (AcSED) Group. An update was provided from the meetings about attempting to release the academic timetable for 2020/21 by the end of July. However, the timetable will only include Trimester A of teaching due to the uncertainty around returning back to campus following government advice and guidelines. The Chair agreed to ask for further information on this. **Action: Chair.**

6.8. Study Spaces

The Chair has continued to liaise with the GCU Executive Board over the best way to provide study spaces for students as lockdown eases and we are able to do so. It was noted the University is currently looking at providing both quiet and noisy study spaces for students as some virtual tutorial and seminars will require interaction and participation. These decisions

are still under review. The Chair will continue to liaise with the University over these. This matter is ongoing. **Action: Chair.**

6.9. GCU Behaviours Refresh

It was confirmed the GCU Behaviour Refresh Survey has been launched. There are 4 £25 Just Eat vouchers available for the participants to win. It was agreed by the Full Time Officers that they will share this survey across social media platforms. **Action: Full Time Officers.**

6.10. Social Media Training

The GCU Social Media Training has been scheduled for the Full Time Officers. This matter is now resolved.

6.11. Participation Certificates

The Chair explained this matter was already discussed in agenda item 3. The Chair agreed to circulate the documents from the work carried out on this by the previous year's Full Time Officer Team. **Action: Chair.**

6.12. Potential Student Accommodation Officer

The VP GSBS agreed to write a draft paper about a potential Student Accommodation Officer which will be presented in the next Executive Committee meeting for discussion before submitting this to Student Voice. This matter is ongoing. **Action: VP GSBS.**

7. Life Memberships

There were no applications for Life Memberships.

8. Full Time Officer Reports

The Full Time Officers provided verbal updates on their work.

Student President

- Attended in-house training with the other Full Time Officers eg. SA Governance Structure
- Attended a catch-up meeting with the Principal
- Attended Team Development Activity
- Attended Academic Student Experience Delivery (AcSED) meeting
- Involved in handover for Postgraduates alongside VP SHLS
- Attended Executive Board meeting
- Attended clearing training sessions
- Attended post Senate catch-up
- Attended GDPR training
- Attended 'That's Quality! Universities 2020' training

- Attended Big White Wall (BWW) Working Group. BWW is a digital mental health support service which is available online, for free, 24/7. The Student President asked to have this on the agenda for the next Executive Committee meeting for further discussion. **Action: Clerk.**
- Attended meeting with University Governor, Danny Gallacher, alongside VP SHLS
- Involvement in filming an induction video for the University

VP GSBS

- Attended 'That's Quality! University 2020' training
- Attended meeting with Senior Student Communications Officer regarding communications about the upcoming celebration of Eid
- Attended Team Development Activity
- Attended in-house training with other Full Time Officers
- Attended GSBS action meeting
- Attended GSF
- Attended GDPR training
- Reading papers in the lead up to meetings
- Attended Freshers' Committee meeting

VP SHLS

- Attended in-house training with other Full Time Officers
- Attended GDPR training
- Attended meeting with Jennifer Dunlop about delivering digital accessibility. VP SHLS agreed to send the documents from this meeting to the Full Time Officers and this will be added to the agenda for the next Executive Committee meeting. **Action: VP SHLS & Clerk.**
- Involvement in filming an induction video for the University
- Hosted an online engagement activity
- Attended a meeting with University Governor, Danny Gallacher, alongside the Student President

The meeting ended at 10.30am.

EXTRAORDINARY EXECUTIVE COMMITTEE MEETING



Minutes of the Extraordinary Executive Committee meeting held on Thursday 2nd July 2020 at 11am on Microsoft Teams.

Present:

Susan Docherty, Student President (Chair)

Zoe Nicholson, Vice President School of Computing, Engineering and Built Environment (VP SCEBE)

Tabitha Nyariki, Vice President School of Health and Life Sciences (VP SHLS)

Adil Rahoo, Vice President Glasgow School for Business and Society (VP GSBS)

Apologies:

None

In Attendance:

Sara MacLean, Student Voice Team Leader

David Carse, Chief Executive

Raisah Khan, Executive Assistant (Clerk)

1. GCU Going Digital

The Chair presented the proposed GCU Going Digital Framework which has been amended following previous feedback from the Senators in the University Senate Committee meeting on 8th June 2020. The Student President was present at this meeting and was consulted regarding these changes. The guidance created in the document is intended to support the University as it transitions to online delivery of teaching for Trimester A. The revised version of the document will be proposed in the Extraordinary meeting of University Senate on Monday 6th July 2020 which the Student President will also be attending. The Chair presented this paper for the Executive Committee to discuss and provide feedback which will be taken to the Senate Committee meeting. It was agreed that overall, the document shows the rapid and positive response the University has taken in the challenges faced by the outbreak of Coronavirus. The University has clearly been working hard to expand resources in order to support both staff and students in the process to online learning and teaching.

1.1. Baseline Learning Standard

The Chair raised concerns over the problem of creating a baseline learning standard which would potentially prevent staff and students who are more capable, to further develop and achieve a higher teaching and learning experience. However, it was noted this was intended to alleviate the stress staff may experience in the move towards long term digital teaching and learning. It was agreed by the Executive Committee that the guidance needs rephrasing so that although there will be a baseline learning standard, staff will be encouraged to work beyond this if they are able to. This will be fed back in the Extraordinary Senate Committee Meeting. **Action: Chair.**

1.2. Module Evaluation

The Chair explained the guidelines for module evaluation which would take place 6 weeks into each module. Concerns were raised that although this has been common practice over the past academic years, this will need to be reconsidered due to the new digital nature of teaching and learning. The Chair suggested student response should be reviewed sooner in the module to allow for student issues to be addressed in real time. This could potentially take place through a student forum, similar to the one which has been considered for staff. The Student Voice Team Leader suggested the role of Class Representatives may be useful here in addressing issues raised by students and mediating between the staff and students. This will be fed back in the Extraordinary Senate Committee meeting. **Action: Chair.**

1.3. Terminology

The Chair explained the issues with terminology in the previous draft paper which was presented to the University Senate Committee in June. Although, some of the terminology has changed, the wording of the document is still too technical and may not be understood by all members of staff. Some examples of the technical terms which were difficult to understand were micro-credentials, just-in-time learning and flipped learning. In practice, some of these terms are buzz words for forms of teaching which have already been taking place for example, flipped learning is similar to seminar engagement. The Executive Committee agreed the terminology in the document was difficult to understand and it is important for staff to fully understand the guidelines of the document. This will be fed back in the Extraordinary Senate Committee meeting. **Action: Chair.**

1.4. Using Online Learning

VP SCEBE highlighted the importance of staff training on using online teaching facilities to ensure the best student learning experience. From previous feedback from students, it was suggested that not all staff were trained on using the online teaching services such as Collaborate Ultra. It was suggested this may be due to the quick switch in delivering teaching from face-to-face to digital. VP SHLS also raised issues over students' technical capabilities. The document focuses on spending time identifying technological capabilities of staff but it was stated, this should also include students. The Chair reassured there will be induction training sessions for online learning throughout summer. The Student Voice Team Leader followed this on with further concerns regarding student technological capabilities. It was suggested that new students may be more prepared for online learning and teaching than the current students who have been forced into a digital switch. Other skills should also be taken for consideration such as motivation which may become lost in online learning. This will be fed back in the Extraordinary Senate Committee meeting. **Action: Chair.**

1.5. Access to Software

VP SHLS raised concerns over the use of University software for certain courses which can sometimes be difficult to access. For example, the software SPSS is difficult to access at home from certain devices and so the University needs to be prepared for any technical difficulties

students may face. The Chair reassured the research on software is still in the early stages and is ongoing.

1.6. Asynchronous Teaching and Reduction in Contact Time

VP GSBS highlighted the wording of the document in regards to asynchronous teaching. The document states 'only use synchronous learning when it is essential to the learning experience', which implies a greater emphasis on synchronous learning and suggests a reduction in contact time. The Student Voice Team Leader followed this concern by providing the example of split seminars which would usually be 2 hours long in duration, cut down to an hour contact time and an hour for independent research. It was suggested this would result in a loss of 'contact hours'. It was agreed by the Executive Committee that contact time is the time spent between the lecturer and the students together in delivering learning and teaching and so the understanding of this will be fed back to Senate to ensure the guidance is not steering staff away from this. **Action: Chair.**

1.7. Student Support Online

The Student Voice Team Leader highlighted the need to provide more in depth guidelines on student support as learning and teaching becomes digital. This should include offering a range of student support such as academic support, digital learning, assessment, mental health and wellbeing. The document is currently lacking in detail about this and as some of the student professional services have moved online, further information and guidance needs to be provided. This will be fed back in the Extraordinary Senate Committee meeting. **Action: Chair.**

1.8. Designing Online Assessments

The Student Voice Team Leader raised concerns over assessment methods for courses which would require some form of physical hand-in. This should be taken into consideration in the guidelines. Also, to ensure the fairness of assessments methods, the University may consider using proctors in the future. However, if this becomes the case, the University will need to consider the privacy of students working from home. This will be fed back in the Extraordinary Senate Committee meeting. **Action: Chair.**

1.9. Quality Assessment

The Student Voice Team Leader highlighted the document did not include a quality assessment and should do due to the nature of the paper. This will be fed back in the Extraordinary Senate Committee meeting. **Action: Chair.**

1.10. Blended Learning 2020/21 & Beyond

The Chief Executive raised concerns with the guidance to continue a blended style of learning and teaching throughout 2020/21 and beyond. It was stated this would imply the University would continue to take this approach regardless of the easing of social distancing and would continue its teaching predominantly online. It was agreed that some students prefer a more interactive and face-to-face learning style and so this needs to be taken into consideration. Further issues were raised by VP GSBS and VP SHLS with tuition fees for

international students who may not find the fees worth the digital learning experience. The Chair reassured the Executive Committee, the University have done research over the years and found that students prefer online learning and are more likely to attend lectures. It was agreed that the practicality of moving to a more permanent blended style of teaching needs to be considered as students may have online lessons not long after face-to-face sessions which may not practically work if students have nowhere on campus to be able to access these. It was suggested the University should potentially look at the personalisation of student learning by providing students the option of which teaching and learning style they would prefer. This will be fed back in the Extraordinary Senate Committee meeting. **Action: Chair.**

1.11. Clarification

The Chief Executive highlighted the document varies between consulting with students and consulting with the Students' Association. It was agreed there needs to be a clearer understanding of whether the University will be directly engaging with students or if the University will be working alongside the student representative body. This will be fed back in the Extraordinary Senate Committee meeting. **Action: Chair.**

1.12. Teaching Awards

The Chief Executive asked for clarity over the wording of the document in regards to the Teaching Awards. The Teaching Awards have been managed and hosted by the Students' Association over the previous year's however, the phrasing of the document suggests the awards are University led. The Teaching Awards are supposedly being 'taken forward with the Students' Association' which is misleading and so this should be rephrased. This will be fed back in the Extraordinary Senate Committee meeting. **Action: Chair.**

1.13. Timetabling

The Chief Executive proposed the University should look at refreshing the timetabling policy. It was stated that students should have an understanding of their contact time so they can prepare. There also needs to be a consideration of how many online lectures a day students can have as this may effect student mental health and wellbeing. This will be fed back in the Extraordinary Senate Committee meeting. **Action: Chair.**

1.14. Attendance

The Chief Executive raised concerns over how attendance would be managed through online learning to ensure students are attending. It was agreed there would need to be a method of monitoring this to ensure students are still engaging with digital learning. This will be fed back in the Extraordinary Senate Committee meeting. **Action: Chair.**

The meeting ended at 12.02pm.

EXECUTIVE COMMITTEE MEETING



Minutes of the Executive Committee meeting held on Friday 21st August 2020 at 9am on Microsoft Teams.

Present:

Susan Docherty, Student President (Chair)

Tabitha Nyariki, Vice President School of Health and Life Sciences (VP SHLS)

Adil Rahoo, Vice President Glasgow School for Business and Society (VP GSBS)

Zoe Nicholson, Vice President School of Computing, Engineering and Built Environment (VP SCEBE)
(after item 4)

Apologies:

None

In Attendance:

David Carse, Chief Executive

Raisah Khan, Executive Assistant (Clerk)

1. University Coronavirus Update

1.1. Executive Board Update

The Chair went over some of the key actions discussed in the Executive Board meeting including the Communications plan which will represent the Students' Association as well after the Chair requested for this. Another key point from the board meeting was the actions taken towards the safe return to campus. It was agreed that Campus Life will have a desk on campus with one member of staff who will be available to help students. The Chair also confirmed the University will cross reference staff and student messaging to ensure staff know the answer to common student queries. The group also discussed the feedback provided for the proposed student video. It was noted that due to issues with social distancing, the video will be filmed again to provide a guide on the do's and don'ts of social distancing on campus. The Executive Committee also raised concerns over what assurance the University had in terms of spaces for returning to campus and how to uphold the expectations of students. The Student President reassured this is ongoing and under discussion in the lead up to timetabling. However, it was noted that it is important to consider what other Universities are doing which will be discussed with the Director of Estates and the Chief Operation Officer. **Action: Student President**

1.2. Academic and Student Experience Delivery (AcSED) Group Update

The Chair provided an update from the Academic and Student Experience Delivery (AcSED) Group. It was noted that VP SHLS attended one of the meetings in the Student Presidents absence and key information from this meeting was passed on. The Chair explained the group have been working on attendance and monitoring reports which will track student attendance

during the academic term. Other key items discussed were guidance on plagiarism, teaching and mitigating circumstances. The group also looked at timetabling concerns raised in GCU London due to poor wifi connection affecting streaming lectures which means more classroom based learning and teaching may be considered. The Chair also explained the Academic Registrar is looking to use Wednesday afternoons for teaching however, previous concerns raised by the Executive Committee were reiterated. It was also noted that NUS have been providing guidance for Universities to consider mental health for Students which was been passed on to the Academic Registrar. It was agreed, a list of courses timetabled to take place on Wednesdays, would be created and sent to lecturers through Communications. If the lecturer has concerns over this, they can be raised with the VP's of the schools. The group also discussed study spaces for students which will be available soon. It was confirmed Level 0 of the Library will be reopening from Monday 7th September 2020 as a study space. The CEE building is also due to open as a study space with Student Ambassadors helping run this however, VP SHLS explained the details of this are yet to be confirmed. VP SHLS agreed to confirm the details and pass the information onto the other Full Time Officers. **Action: VP SHLS.**

2. SFC's Review of Coherent Provision and Sustainability

The Chair presented the SFC's Review of Coherent Provision and Sustainability to the Executive Committee which was submitted on the 30th June by the Scottish Funding Council (SFC). It was noted the paper aims to review and consider how best to achieve coherence and sustainability in the delivery of further and higher education during the Covid-19 crisis and Brexit, while maintaining and enhancing quality. Each higher and further education organisation in Scotland has individually responded to put across their business case. The Chair explained the four different responses which have been submitted by the Student President, GCU, SPARQS and NUS. The Executive Committee highlighted that SPARQS is not a representative body and this is evident in the approach taken in the response which largely focuses on the quality of student learning whereas, the NUS response was more focused on articulating students. The Chair explained this is the first phase of the review and so this matter is ongoing. VP GSBS explained his involvement in a focus group for SFC including members from SPARQS, NUS and representatives from SFC which is valuable in providing a broader sense of what the students want. It was noted that other members of the Executive Committee may want to be involved in this.

3. H.E.A.R

The Chair explained to the Executive Committee that a H.E.A.R (Higher Education Achievement Report) is a sophisticated approach to the recording of a student's involvement and achievements beyond their degree which can be used as evidence for future employers. The Chair explained this was a Team Objective for the previous Full Time Officers 2019/20 and the Executive Committee agreed to discuss this as a potential Team Objective for this year, continuing the work from the previous year. It was agreed this would be discussed in the Team and Individual Objectives meeting later in the day. **Action: Full Time Officers**

4. Togetherall (formerly Big White Wall)

The Chair explained the name for Big White Wall has changed to Togetherall which a digital mental health support service available 24/7. It was noted that this was a useful tool in supporting student mental health. Student Life have already put up Communications about this in which the Officers have been tagged and agreed to share this on their social media.

Action: Full Time Officers. The Chair explained some of the functionality of the support available however, it was agreed that VP SCEBE would look into the product further with the Senior Student Adviser to get a better understanding of the product and its functions. It was also agreed VP SCEBE would look at the confidentiality policy of the services and when they may be breached. **Action: VP SCEBE.**

VP SCEBE joined the meeting at 09.54am.

The actions from the previous agenda item were reiterated to VP SCEBE for clarification.

5. Delivery Digital Accessibility

VP SHLS attended a meeting on Delivering Digital Accessibility with Jennifer Dunlop, Professional Adviser, who is the lead on website accessibility. It was noted that although the Students' Association may not have a legal obligation to make the website more accessible, it was agreed by the Executive Committee that this would be beneficial for students regardless. The Chief Executive showed the Executive Committee a demo of what the website would look like with accessibility tools and it was agreed that VP SHLS would work alongside the Chief Executive and Communications Co-ordinator to take this further. **Action: VP SHLS**

6. Online ELIR Visit

The Chair presented the paper on the ELIR (Enhancement-led Institutional Review) which will be taking place online. It was noted that due to the outbreak of Coronavirus, the ELIR visit which was scheduled to take place in March 2020, has been rescheduled to take place virtually from 16th-20th November 2020. It was highlighted that the review will look at how the University has responded to the outbreak of Coronavirus alongside other key considerations such as learning and student experience at GCU. VP GSBS explained that QAA noted ELIR intend to interview the same students who were meant to be interviewed in March 2020 however, there may be some concerns regarding this as some of the students have now graduated. The Chief Executive explained there will be student communications sent about ELIR, clarifying what it is, when it is taking place and what the outcome is. **Action: Chief Executive**

7. NSS 2020: National Headlines (NUS Briefing)

The Chair explained the NSS (National Student Survey) is managed by the OfS (Office for Students) on behalf of the UK funding and regulatory bodies. The survey gathers student opinions on their academic experience, satisfaction with the students' union, academic support etc. It was noted every University across the UK takes part in this and the SA achieved a 56% satisfaction score which is 2 points above the average Scottish sectors. The Executive Committee highlighted some of the problems with the criteria for the survey such as academic interests. It was agreed that the term 'academic interests' means different things to different people. The Committee therefore agreed that the Students' Association should

directly use the term 'academic interest' when communicating with the membership for example, the Advice Centre should focus directly on 'academic interests' when giving students advice and helping with mental health. It was noted that although the Students' Association is not taking part in the NSS Working Group this year, a plan will still be created to develop some of these ideas further.

8. Financial Support for International Students

VP GSBS raised concerns over the limited financial support available to international students. It was noted that the hardship fund provided by the government earlier in the year was only available to local students as the international students were not covered by the legislation. Further, VP GSBS highlighted the issues over lack of resources for example, the Common Good Fund has too many people on the waiting list and limited resources. The Chair noted the University had been provided with more money for digital inclusion and will ask the University if this additional funding will be open to all students, including international students. The Chair also agreed to ask if the funds from the Trade Union strikes, earlier in the year, can be used to support student hardship including international students. **Action: Chair**

9. GCU Induction/Freshers Week

VP SCEBE provided an update on GCU Induction/Freshers' week. It was confirmed that face coverings will be going out in the freshers' packs from the Students' Association after receiving approval from the University. It was also agreed with the University that the Students' Association would take liability over this. VP SCEBE also confirmed the Students' Association will be participating in Hot Tub Time Machine which is an international DJ event which other Universities will also be part of. It was also noted the freshers' fair would be taking place on 29th-30th September 2020 and details of this have been put on the website. A demo of the freshers' fair was shared to the Executive Committee. It was noted the layout of this was easy to navigate and looked really good. The Chief Executive also reminded the Officers to have the content ready for the Induction Talks which will be recorded and put together to be shared at the Generic Induction Talks. It was also noted the Induction Workshops are currently still being developed. There are 3 services are proving difficult to develop which are Nightline, Sports Clubs and Radio Cali. This matter is ongoing.

10. Draft minutes from previous Executive Committee on 21st July 2020 and minutes from the Extraordinary Executive Committee on 2nd July 2020

The Chair called for a vote to approve the minutes taken from the Executive Committee meeting held on 21st July 2020 and minutes from the Extraordinary Executive Committee on 2nd July 2020. **Vote: For: 4; Against: 0; Abstentions: 0.** The minutes from the Executive Committee meeting held on 21st July 2020 and minutes from the Extraordinary Executive Committee meeting on 2nd July 2020 were approved.

11. Matters Arising

11.1. SFC's Review of Coherent Provision and Sustainability

This was added to the agenda. This matter is now resolved.

11.2. Virtual Fresher's Fair Demo

A demo of the virtual freshers' fair was shown to the Officers. This matter is now resolved.

11.3. H.E.A.R

The name of the agenda item was changed to H.E.A.R. This matter is now resolved.

11.4. Potential Student Accommodation Officer

VP GSBS presented the proposed paper for a potential Caledonian Court Officer. VP GSBS highlighted the key points of the paper regarding the function of the Officer and how it would be beneficial in understanding what Caledonian Court students are looking for. It was also noted that the Students' Association could liaise with the Officer to help with leading projects. However, the Executive Committee raised concerns over the democratic elements of the proposal. It was noted this would need to be considered in regards to how the Caledonian Court Officer will be chosen and if there will be restrictions on who can become one. The Executive Committee agreed the proposal should be developed further with the assistance of the Chief Executive and Student Voice Team Leader. This matter is ongoing.

Action: Adil

11.5. Timetabling

The Chair spoke to the Academic Registrar about some of the concerns regarding timetabling. This matter is now resolved.

11.6. Ask The Officer

A draft engagement plan has been created for the Full Time Officers for 2020/21. This includes 'Ask the Officer' and various other engagement activities. This will be added to the agenda for the next Executive Committee meeting. **Action: Clerk**

11.7. Academic Timetables 2020/21

The Chair confirmed academic timetables 2020/21 will be published Monday 24th August 2020. This matter is now resolved.

11.8. Study Spaces

The Chair noted this was already discussed under item 1.2.

11.9. GCU Behaviours Refresh

The survey was shared across social media platforms. This matter is now resolved.

11.10. H.E.A.R

The Chair agreed to circulate the documents from the work carried out on this by the previous year's Full Time Officers 2019/20. This matter is ongoing. **Action: Chair.**

11.11. Big White Wall (BWW) Working Group

This was added to the agenda. This matter is now resolved.

11.12. GCU Digital Accessibility

This was added to the agenda. The matter is now resolved.

12. Life Memberships

There were no applications for Life Memberships.

13. Full Time Officer Reports

The Full Time Officers provided verbal updates on their work.

Student President

- Attended NUS: All Scotland Officers COVID-19 meetings
- Attended Estates Management Group- Planning for a Safe Return to Campus
- Attended Academic and Student Support Delivery (AcSED) Group
- Attended Executive Board
- Attended training sessions for clearing
- Involved in University clearing services
- Filmed for GCU Open Day alongside VP SCEBE & VP SHLS
- Involved in discussion on court effectiveness with the Chair of Court
- Attended Team Development Activities
- Attended NUS: Lead and Change. This was beneficial for areas such as engaging with students
- Involved in discussion on Gender Neutral Toilets. This has been carried forward with the University from 2019/20
- Attended monthly catch-up meeting with the Principal
- Involved in 2 Senate Disciplinary Committee meetings
- Involved in discussing Wider Engagement with Student Mental Health Agreements with Think Positive online
- Attended LTSC for VP SHLS
- Attended meeting with mental health panel member. Details of VP SCEBE were passed on
- Attended GCU Governor Induction meetings with VP SHLS and 3 new Governors

VP GSBS

- Attended ELIR Steering Group Meeting

- Attended GCU Students' Association Meeting
- Attended various SU20 training sessions
- Attended NUS: Lead and Change
- Attended training for Departmental Representative role
- Participated in the Glasgow Student Forum elections for Chair/Vice Chair
- Attended meeting with Dean and Associate Dean
- Attended a catch-up with the External Communications team of GCU
- Attended a discussion on the new Lib/Rep Officer Recruitment plan
- Attended the Freshers' Committee meeting
- Attended in-house training sessions
- Attended Team Development Activities
- Attended meeting with the Student Events Co-ordinator about Welcome Night
- Attended All Scotland Officers Weekly COVID-19 meeting
- Met with the VISA team
- Drafted and circulated a paper on Caledonian Court Officer
- Attended interview with GCU Journeys on Instagram Live
- Discussed ELIR Student Communication plans
- Developed a draft engagement plan with the other Full Time Officers
- Participated in the Scottish Funding Council's Roundtable
- Involved in discussions about the newly proposed MITS policy
- Participated in SPARQS networking session
- Attended the Student Sustainability Leaders Roundtable by the EAUC
- Discussed plans for the Disability Transition Induction

VP SHLS

- Attended the Estates Management Group- Planning for a safe return to campus
- Attended an interview with GCU Journeys
- Attended Team Development Activities
- Attended NUS: Lead and Change
- Involved with University clearing services
- Filmed for GCU Open Day alongside VP SCEBE & Student President
- Attended DLIG meeting
- Attended PGR bi-weekly meeting
- Attended GCU Governor Induction meetings with Student President and 3 new Governors
- Attended the SRTC Comms Co-ordination Group
- Attended the Academic and Student Experience Delivery (AcSED) Group meeting
- Attended meeting with Chair of SHLS Widening Participation Group
- Attended monthly catch-up meeting with the Social Innovation Manager

VP SCEBE

- Involved in shortlisting and conducting interviews for Senior Student Advisor
- Involvement in BUCS affiliation open letter with Stirling Sport President & VP Sport QMU
- Attended NUS: Lead & Change
- Continued involvement in freshers'- meetings with Activities Manager, Chief Executive & Student President
- Attended meeting with the Wellbeing Team. Planning SMHA

- Attended 2 SRUCSA open freshers' meetings
- Attended in-house training sessions
- Continued contact with SCEBE Department Reps. A group chat has been created to support this
- Involved in organising Sports Council training sessions
- Attended Glasgow Student Forum
- Attended Team Development Activities

14. A.O.C.B

14.1. MITS Policy

The Executive Committee discussed the MITS policy and the issues with safeguarding within the proposal from the previous year. It was noted the new MITS policy gives students a reserved attempt which means if the student was to file for a MITS again, the attempt would not be treated as their first. VP GSBS also raised concerns over the 2-day revoke period. It was noted this may not be enough time for the student to decide to apply for MITS however, it was also recognised this may push back marking time and so this needs to be discussed further. It was noted that due to issues with safeguarding, time issues and academic tutor issues, this would need to go to SAGE for wider student thoughts. The Executive Committee also raised concerns over the assumption that 37% of students used MITS as insurance in case they underperformed however, this should not be taken as fact. VP GSBS agreed to work with the Senior Student Adviser on a response to academic quality about this. **Action: VP GSBS**

14.2. Diaries

VP SHLS noted that not all the Officers diary details were visible. It was requested these were made visible as it would be beneficial to see the titles of the meetings attended by the other Officers. The Executive Committee agreed to make the details visible to each other.

The meeting ended at 10.30am.

EXECUTIVE COMMITTEE MEETING



Minutes of the Executive Committee meeting held on Tuesday 8th September 2020 at 3.30pm on Microsoft Teams.

Present:

Susan Docherty, Student President (Chair)

Tabitha Nyariki, Vice President School of Health and Life Sciences (VP SHLS)

Adil Rahoo, Vice President Glasgow School for Business and Society (VP GSBS)

Zoe Nicholson, Vice President School of Computing, Engineering and Built Environment (VP SCEBE)

Apologies:

None

In Attendance:

David Carse, Chief Executive (until item 7)

Raisah Khan, Executive Assistant (Clerk)

1. University Coronavirus Update

The Chair provided an update on the University's response to Coronavirus. The Chair highlighted that she has been attending the following meetings where the members have been discussing similar actions: Executive Board COVID Planning Meeting, the Academic and Student Support Delivery Continuity (AcSED) Group and the SRTC Comms Co-ordination Group. It was agreed the Chair would provide a combined update on the information discussed in these meetings. The Chair explained the planned grid created for student communications about the safe return to campus and teaching in 2020/21 was altered and sent to the SRTC Comms Co-ordination Group and the Executive Board. This was to ensure students were provided with more clarity on what blended learning will be like and the likelihood of them being on campus. It was noted that the amendments to the planned grid for communications were successfully made. There will also be further information and guidance on some of the GCU projects which are restarting and how these may look in practice. The Chair also highlighted the University are planning on adding the student pledge to the GCU Code of Conduct. The pledge asks students to abide by the government guidelines on campus in regards to Coronavirus for example, wearing face coverings, maintaining social distancing, following one way systems in buildings etc. It was noted the University are currently following the government guidelines as closely as possible to ensure the safe return to campus. It is estimated that under 10% of students will be on campus. However, the Chair raised concerns with the University over the absence of the explicit mention of COVID-19 in the student pledge which will need to be included. The Chair agreed to circulate the information on this to the Executive Committee members. **Action: Chair.** The issue of digital poverty has also been under discussion with the University. It was noted the University have agreed to provide laptops as a loan. This means the University will purchase laptops for students who meet a certain criteria and this will be given to them for the duration of their studies and will need be returned at the end. A contract will be signed where the student will agree to take care of the laptop. The Chair raised concerns over those who do not meet the criteria and so the University agreed to speak to a manufacturer to see if they can provide discounted laptops to other students. **Action: Chair.** However, it was noted the financial

support for digital poverty will only be available to students who are registered to get SAAS which means this will not be available to international students. The Chair reassured the Executive Committee that the University are currently looking at other ways to provide financial support to international students. Another action point the University have been discussing is to provide care packages for international students arriving in Glasgow who will need to self-isolate for 14 days. The contents of these packages are still under review as dietary requirements will need to be taken into consideration. **Action: Chair.** The Chair explained the University have also put a pause on testing at the moment and it was highlighted that tests will only be provided to students who are symptomatic. These discussions are still under review and will continue on. The Chair also updated the Executive Committee on the changes to monitoring of attendance for international students under Tier 4. This means international students will now need to have the same attendance requirements as UK students and attendance can be 100% online and does not have to involve in person attendance. These changes will be made clear to students. The Chair has also been encouraging the University to look into providing IT support for students in real time who may have difficulty accessing their classes online. It was noted the University agreed to look into a help function in an attempt to resolve this issue. **Action: Chair.** In regards to recent queries about accommodation, the Executive Committee requested for the Chair to speak to the University about guidance on what students should do if they will have no in person teaching in Trimester A 2020 but have already signed up to private or student accommodation. **Action: Chair.** VP GSBS also agreed to establish a digital campaign with the Senior Student Adviser about the cooling offer period after signing a contract with a private accommodation provider. **Action: VP GSBS.**

2. Sector Briefings

The Chair highlighted various sector briefings that might be of interest to the Full Time Officers. This was the NUS Briefing on Campuses Reopening, Independent SAGE-Behaviour Group Consultation Statement and Scottish Government Coronavirus (COVID 19) Guidance.

3. NUS Scotland Plan for Action 2020/21

The Chair highlighted the NUS Scotland Plan for Action 2020/21 that was presented to The Gathering Conference that was recently attended by the VP SCEBE and VP SHLS. The Student President and VP GSBS were unable to attend this and so it was agreed the notes from this would be circulated to the Executive Committee members. **Action: VP SCEBE & VP SHLS.**

4. DRAFT Full Time Officer Engagement Plan 2020/21

The Chair presented the DRAFT Full Time Officer Engagement Plan 2020/21. The engagement activities included pre-recorded lecture shouts, Ask the Officer, Coffee Break, Vlogs/Blogs, Activities and SA TV. The Committee discussed and agreed amendment to the approach for Trimester A. The amended version would be presented at the next Executive Committee meeting and then promoted via the website, all student email and social media. **Action: Clerk.**

It was agreed that the Full Time Officers will send their preferred 2 hour timeslots to the Executive Assistant. **Action: Full Time Officers.** The final timetable would be sent to the Director of Estates and Director of Library Services.

The Chair explained that 'SA TV' will be used to communicate any wins or breaking news by the Full Time Officers. It was noted this will also be created on an ad hoc basis and will be uploaded to social media. The Chair suggested some potential names for this such as Channel SA, Channel 70 or SA TV. The Executive Committee agreed for the Student President to create a poll on social media and let students vote on this to decide the name. This will be shared on social media by the VP's. **Action: Full Time Officers.**

5. ELISR Student Officer Panel

The VP GSBS explained he had a meeting with the Department of Academic Quality to discuss student panel members on the ELISR (Enhancement-Led Internal Subject Review). He explained that the Department of Academic Quality works with the Academic Rep Co-ordinator to co-ordinate student panel members on the ELISR, Programme Approval and Programme Reviews and Thematic Reviews.

6. GCU Induction/Freshers Week

VP SCEBE provided an overview of Freshers' Week 2020 and the current draft plan of scheduled events. It was noted the Full Time Officers will be involved in freshers' activities such as creating a daily playlist which will be advertised on social media, 'Time for Tea' will be hosted daily and involved in various roundtable discussions. Some of the other events which will be taking place during Freshers Week include the two virtual freshers' fairs, Drag Bingo with the Bingo Babes, a Live DJ Set, a magic show and Mr Motivator. VP SCEBE noted there is also a scheduled shutdown to reduce screen time. The Full Time Officers agreed to share all posts they are tagged in regarding freshers' events and to encourage other people who are participating to also tag the Students' Association. The Chief Executive suggested some of the events will need to be explicitly advertised as family friendly on social media to encourage widening participation.

The Chief Executive left the meeting at 5.10pm.

The VP SCEBE asked the Executive Committee for ideas of potential prizes. The VP SCEBE also requested the Executive Assistant to clear the calendars for the Full Time Officers during freshers' week as they will be busy participating in the freshers' events. **Action: Executive Assistant.**

7. Draft minutes from previous Executive Committee on 21st August 2020

The Chair called for a vote to approve the minutes taken from the Executive Committee meeting held on 21st August 2020. **Vote: For: 4; Against: 0; Abstentions: 0.** The minutes from the Executive Committee meeting held on 21st August 2020 were approved.

8. Matters Arising

8.1. Assurance from the University and Expectations of Students

The Chair explained the University have been following government guidelines and will have approximately less than 10% of students returning to campus for Trimester A 2020. It was

also noted the students' expectations have been managed through communications and the Chair has asked for these to be made even more transparent. This matter is not resolved.

8.2. Study Spaces in CEE Building

The study spaces in the CEE building are now open. This matter is now resolved.

8.3. H.E.A.R

The Chair noted this may be considered for an Individual or Team Objective at a later date. This still needs to be discussed so this matter is ongoing. **Action: Full Time Officers.**

8.4. Togetherall Promotion

The Full Time Officers shared the communications put up by Student Life on social media about Togetherall. This matter is now resolved.

8.5. Togetherall Functionality

It was noted VP SCEBE will look into the product and functionality of Togetherall with the Senior Student Adviser. It was also agreed VP SCEBE would look at the confidentiality policy of the services and when they may be breached. **Action: VP SCEBE.**

8.6. Delivery Digital Accessibility

The VP SHLS agreed to work with the Chief Executive and Communications Co-ordinator on applying accessibility tools to the Students' Association website. This matter is ongoing. **Action: VP SHLS.**

8.7. Online ELIR Visit

The Chief Executive explained there will be student communications sent about ELIR, clarifying what it is, when it is taking place and what the outcome is. This matter is ongoing. **Action: Chief Executive.**

8.8. Financial Support for International Students

The Chair noted this matter was addressed in item 2. The Chair reassured the University is looking at a way to provide more funding in the Common Good fund for international students. This matter is ongoing. **Action: Chair.**

8.9. Potential Caledonian Court Officer

VP GSBS explained the draft paper for a potential Caledonian Court Officer has been revised. It was agreed this would be presented in the next Executive Committee meeting before being submitted to Student Voice. **Action: VP GSBS.**

8.10. Draft Engagement Plan 2020/21

This was added to the agenda. This matter is now resolved.

8.11. H.E.A.R Documents

The Chair agreed to circulate the documents from the work carried out on this by the previous year's Full Time Officers 2019/20. This matter is ongoing. **Action: Chair.**

8.12. MITS Policy

The VP GSBS explained he has been working with the Senior Student Adviser on a response to academic quality about the MITS policy which included feedback provided by the Executive Committee. It was noted that the 2-day revoke period has now been extended to 5 days upon request. It was also noted that students who have been involved in a physical incident which has caused them to apply for MITS, will have their first attempt reserved and be able to apply for MITS again in the future. The VP GSBS agreed to send the information about this to VP SCEBE who will be attending the Academic and Student Experience Delivery (AcSED) Group where this will be discussed. **Action: VP GSBS.**

9. Life Memberships

There were no applications for Life Memberships.

10. Full Time Officer Reports

The Full Time Officers provided verbal updates on their work.

Student President

- Attended Media Training with the University
- Attended Executive Board weekly meeting
- Attended SDG Integration Working Group
- Attended GCU Survey Training with the University
- Attended Academic and Student Experience Delivery (AcSED) Group
- Written Student President report and submitted to governance for University Court
- Attended SRTC Comms Co-ordination Group weekly meeting
- Attended NUS: All Scotland Officers Covid-19 meeting
- Attended Team Development Activities
- Attended meeting with the Director of Academic Development and Student Learning
- Attended Trustee Board training and meeting
- Involved in filming on campus for welcoming new students to the Students' Association
- Participated in #readyforyou campaign to welcome new students to the UK
- Attended Governor Induction meetings with the Executive Board
- Attended Senate Composition meeting
- Actively promoting the Students' Association, GCU and student activities through social media platforms

VP GSBS

- Attended Department Rep training sessions
- Attended Media Training with the University
- Working on Caledonian Court Officer proposal
- Involved with proposing reforms on the proposed MITS update
- Hosted the Transitions Programme for the Disability Group
- Attended the GCU Survey Training with the University
- Attended the Team Development Activity
- Attended the Trustee Board training
- Attended meeting with Radio Caley
- Attended monthly catch-up with the Chief Operating Officer
- Involved in discussion with Dean and Vice Dean of GSBS
- Involved in discussion for the Victoria League Grant with the Senior Student Adviser
- Attended the Finding Your True Colour Activity with Full Time Officers
- Travelled back to Glasgow for work

VP SHLS

- Attended SDC training session
- Attended meeting with FTO's about Individual & Team Objectives
- Attended meeting with Association Dean International SHLS
- Attended SRTC Comms Co-ordination Group
- Attended monthly catch-up meeting with the Chief Operation Officer
- Attended Governors Induction meeting with the Executive Board
- Attended NUS: The Gathering
- Attended Trustee Board training and meeting
- Involved with filming on campus
- Attended meeting with the Director of Academic Development and Student Learning
- Attended Team Development Activity
- Attended NUS: All Scotland Officers Covid-19 meeting
- Attended Data Protection training for Governors
- Attended the University Research Committee
- Attended the GCU Survey training with the University
- Attended Media training with the University
- Attended Department Rep training
- Reading over court papers
- Catch-up meeting with Danny Gallacher, Governor of the University Court
- Catch-up meeting with the Chief Executive & Student President
- Catch-up with VP SCEBE about the Black Lives Matter freshers' activity

VP SCEBE

- Attended wellbeing catch-up meetings
- Involved in induction sessions with SCEBE Department Reps
- Planning SMHA
- Involved with filming on campus for Student Life
- Attended various training sessions

- Attended GCU Media training with the University
- Involved with Sports Council training
- Attended Societies Council Training
- Attended NUS: The Gathering
- Attended Trustee Board training and meeting
- Attended SSS National Forum
- Involved in planning and attending Freshers' week meetings
- Attended SRUCSA Freshers' Open meeting
- Attended meeting with Snowsports
- Attended GBV meeting

11. A.O.C.B

11.1. Black History Month

The VP SHLS provided some details on the preparations for Black History Month. It was noted there will be at least one activity each week for the students to engage with. VP SHLS asked to utilise contacts from the VP's and to look into involving other groups such as the Liberation and Representation Groups. The VP SHLS explained that the first talk on Black Lives Matter coincides with freshers' week and so this has been incorporated within the freshers' schedule. The Student President explained her continuing involvement in the 'We All Stand Together' campaign and how it may be useful to film some of the events during Black History Month to put them together so they can be shared on social media. The Student President agreed to discuss this further with VP SHLS. **Action: Student President & VP SHLS.**

The meeting ended at 5.33pm.

EXECUTIVE COMMITTEE MEETING



Minutes of the Executive Committee meeting held on Thursday 24th September 2020 at 2.30pm on Microsoft Teams.

Present:

Susan Docherty, Student President (Chair)

Tabitha Nyariki, Vice President School of Health and Life Sciences (VP SHLS)

Adil Rahoo, Vice President Glasgow School for Business and Society (VP GSBS)

Zoe Nicholson, Vice President School of Computing, Engineering and Built Environment (VP SCEBE)

Apologies:

None

In Attendance:

David Carse, Chief Executive

Raisah Khan, Executive Assistant (Clerk)

Meg MacDonald, Senior Student Adviser (until item 2)

Sara MacLean, Student Voice Team Leader (until item 5)

The Chair asked for agenda item 7, Safe Taxis Scheme, to be discussed first followed by agenda items 3, 4 and 5. The Executive Committee members agreed to rearranging the agenda items.

1. Safe Taxis Scheme

The Senior Student Adviser explained the updated Safe Taxi Scheme for students. It was agreed the name would be kept the same as the previous year as this is the name present on the back of Student ID cards. It was noted the process has been made simpler for students as they say to Glasgow Taxis that they are a GCU student and will not need to hand in their student ID cards. However, the students will still be required to show their ID card to the driver as a form of identification. The maximum fare for students will be £20 and the Students' Association will be invoiced. The Student President suggested for the taxi drivers to take pictures of the Student ID cards to prevent any abuse of the scheme. The Senior Student Adviser agreed to look into this with Glasgow Taxis who provide the service. The Committee agreed to the revised process and this would be updated on the Students' Association website. **Action: VP SCEBE.**

The Senior Student Adviser left the meeting at 2.45pm.

2. NUS Coronavirus Survey (Second Phase) Results and NUS Briefing

The Student Voice Team Leader presented the NUS Coronavirus Survey (Second Phase) Results paper and highlighted key aspects to the Committee. It was noted that the majority of the respondents were from English institutions. The Committee discussed financial difficulties and unemployment for students due to the current economic climate. It was noted that due to this, the Advice Centre may experience a surge in students seeking financial advice. Some of the students may also experience financial difficulties in relation to accommodation and it was suggested for the Students' Association to consider partnering up with charities such as Shelter Scotland to provide support. Another point highlighted by the

results was that virtual learning has not been successful for some students as 40% of them said they could not access learning due to technological difficulties. There were further concerns raised on issues with quality and whether students are getting value for their money. Some of the other issues raised related to self-confidence and mental health. It was highlighted that a significant amount of students said they experienced a lack of sleep which may be linked to mental health.

3. Proposed Ideas Process

The Student Voice Team Leader presented the proposed changes to the ideas process. It was noted that in 2019/20 a threshold of 10 likes was introduced for the Ideas to go to Student Voice to ensure better quality and ownership to those who proposed them. However, there was no limit set on how long these ideas would remain until they timed out. It was being proposed that Ideas would be live for a year before the Idea times out. The Executive Committee agreed with this proposal however, they asked for clarification on whether this will be across the calendar year or the academic year. It was suggested that the language was tightened up to explain how this would work in practice. The Student President would work with the Student Voice Team Leader and Chief Executive to fix this. **Action: Student President.**

The Student Voice Team Leader made further suggestions about how to improve the Ideas process by creating a fast track for simple ideas which would better streamline ideas going to Student Voice. However, it was agreed by the Executive Committee that this will be put on hold whilst the changes to the timeframe are made.

4. GCU Senate Student Members Composition

The Student Voice Team Leader noted members of the Executive Committee were involved in the discussion regarding GCU Senate Student Members composition. However, the information which was discussed has been put into a document which will be presented to Student Voice. It was noted the 3 tables including the changes to the composition should be combined into one table for clarity. It was further noted that rather than asking for Liberation and Representation Group Officers, the language should be open to members of the Liberation or Representation group. The Student Voice Team Leader agreed to include these changes. **Action: Student Voice Team Leader.** The paper would be taken forward to the next meeting of Student Voice.

The Student Voice Team Leader left the meet at 3.16pm.

5. University Coronavirus Update

5.1. EB Covid Planning Meeting

The Student President provided an update from the Executive Board regarding COVID-19. It was noted the student pledge and communications were discussed at the meeting. The student pledge has been circulated to students. The Student President has also spoken to the University about holding online student focus groups to gather their feedback regarding the

student experience during the Coronavirus outbreak. The Student President will work with the University to see how this can be carried out. **Action: Student President.**

The Chair noted the health and safety of students has been treated as a priority for the limited number of students who will be on campus for learning and teaching purposes. The Chair also explained there will be a significantly large communications plan going out to support the mental health of students this year. The Chair requested for VP SCEBE to provide an update on the SMHA in the next Executive Committee meeting so this can be fed back to the Executive Board. **Action: VP SCEBE.** VP SCEBE also agreed to speak to the Societies Council and Sports Councils about how they can help and address isolation amongst students in the current climate. **Action: VP SCEBE.** In addition to this, the Chair agreed to speak to the University about including a banner for Togetherall under the email signatures for all members of staff. **Action: Student President.**

5.2. Academic and Student Support Delivery Continuity Group Update

The Chair addressed issues previously raised by the Executive Committee in regards to providing help for students who do not meet the criteria for the digital poverty fund. It was noted the University are trying to get them discounted laptops. The Chair has also continued to liaise with the University over creating an IT support service for students in real time. Due to the limited number of staff at the IT services, this would prove difficult. However, the University proposed alternative solution which would involve using IT literature students to provide this service and they will be paid alongside their studies. This is yet to be confirmed and the Chair will contact the Deputy Vice-Chancellor Learning, Teaching and Student Experience to provide an update on this. **Action: Chair.** The Chair explained the University will also be using a Pilot scheme for a year called Pearsons which is a 24-hour online service providing help to students on assignments. This will also be made available to international students only. One of the other points discussed by the group is addressing issues over monitoring online attendance. Due to the various obstacles with technological difficulties, how to monitor attendance is still under review. The Chair also highlighted the University are continuing to look for money to put into the common good fund for international students.

5.3. SRTC Comms Co-ordination Group

The Chair explained there were no updates from this group as she was not able to attend the previous meeting due to her involvement in the freshers' mailing.

6. ELIR 4 Review Visit- Draft Update Report

The Committee noted the proposed revisions by the Student President to the ELIR 4 Review Visit Update Report, which significantly focused on the Universities response to the Coronavirus outbreak. It also included a section on how the Students' Association has responded to the Coronavirus outbreak. The Student President would submit the revisions to the Department of Academic Quality. **Action: Student President.**

7. Proposal for Caledonian Court Officer

The Vice President GSBS presented the revised proposal for Caledonian Court Officer. The VP GSBS explained the paper addresses the rationale for a Caledonian Court Officer and how the role will look in practice. It was highlighted in the proposal that the Officer would have to be one of the 8 Residential Assistants. It was discussed whether the Residential Assistant were paid by the University or received expenses as this could be a potential conflict of interests for the Officer. The Vice President GSBS agreed to look into this and tie up any loose ends before bringing this back to the next Executive Committee meeting for approval. **Action: VP GSBS.**

8. Draft Full Time Officer Engagement Plan 2020/21

The draft Full Time Officer Engagement Plan for Trimester A 2020/21 was presented. The proposed plan included the delivery of 7 pre-recorded lecture shouts, 6 Ask the Officer online sessions, 44 Ask the Officer sessions on campus and 3 Coffee Break sessions. In addition, the Committee agreed to produce regular Blogs/Vlogs. It was agreed that the Full Time Officers would do a test of Facebook Live arranged by the Executive Assistant. **Action: Clerk.** The Chair called for a vote to approve the Full Time Officer Trimester A Engagement Plan 2020/21. **Vote: For: 4; Against: 0; Abstentions: 0.** The Full Time Officer Trimester A Engagement Plan 2020/21 was approved.

9. GCU Induction/Freshers Week

The Vice President SCEBE informed the Executive Committee that the preparation for Freshers Week is almost completed. It was noted that the Students' Association Webinar still needs to be finalised. **Action: VP SCEBE.** The Vice President SCEBE encouraged members of the Executive Committee to continue promoting freshers' events and sign ups.

10. Draft minutes from previous Executive Committee on 8th September 2020

The Chair called for a vote to approve the minutes taken from the Executive Committee meeting held on 8th September 2020. **Vote: For: 4; Against: 0; Abstentions: 0.** The minutes from the Executive Committee meeting held on 8th September 2020 were approved.

11. Matters Arising

11.1. Student Pledge

The Student President explained the student pledge has been emailed to everyone including students. It was noted the document explicitly mentions COVID-19. This matter is now resolved.

11.2. Digital Poverty

The Chair noted this was mentioned under item 5.2. Students experiencing digital poverty who meet the criteria will be able to apply for a laptop from the University under a loan scheme, meaning the laptop will still be the property of GCU. The University is still looking into a provider who can offer discounted laptops for students who do not meet the criteria.

The University are also looking into support for international students with digital poverty. These cases are currently being assessed on an individual basis.

11.3. Care Packages

The Chair noted that the University have been adhering to the government guideline by providing care packages to students who are self-isolating. The contents of these care packages is still under review to ensure all student dietary requirements are catered to. This matter is ongoing. **Action: Chair.**

11.4. IT Support

The Chair noted this was discussed under item 5.2. The University are looking into providing an IT support service for students which will be available to them in real time. This matter is ongoing. **Action: Chair.**

11.5. Guidance for students about Accommodation

The Chair contacted the University about guidance on what students should do if they will have no in person teaching in Trimester A 2020 but have already signed up to student accommodation. The Chair confirmed there will be no financial implications for students at Caledonian Court as they will receive their deposit back and will only be required to pay for the period they lived in the accommodation. This matter is now resolved.

11.6. Cooling Off Period for Private Accommodation

The Vice President GSBS agreed to establish a digital campaign with the Senior Student Adviser about the cooling offer period after signing a contract with a private accommodation provider. This matter is ongoing. **Action: VP GSBS.**

11.7. NUS Scotland Plan for Action 2020/21

The Student President and VP GSBS were unable to attend The Gathering Conference where the NUS Scotland Plan for Action 2020/21 was presented. It was agreed the notes from this would be circulated by VP SCEBE and VP SHLS to the Executive Committee members.

Action: VP SCEBE & VP SHLS.

11.8. DRAFT Full Time Officer Engagement Plan 2020/21

The amended version of the Full Time Officer Engagement Plan 2020/21 was presented at the Executive Committee and approved by the Executive Committee members. This matter is now resolved.

11.9. Preferred Timeslots

The Full Time Officers sent their preferred 2 hour timeslots to the Executive Assistant for Ask the Officer on Campus. This matter is now resolved.

11.10. 'SA TV' Poll

The Executive Committee agreed for the Student President to create a poll on social media and let students decide the name for 'SA TV'. This will be uploaded during freshers' week. This matter is ongoing. **Action: Student President.**

11.11. Full Time Officer Calendars

The Executive Assistant cleared the calendars for the Full Time Officers during Freshers Week. This matter is now resolved.

11.12. H.E.A.R

The Chair noted this may be considered for an Individual or Team Objective. The Executive Committee requested for 'Full Time Officer Objectives' to be added to the next agenda. **Action: Clerk.** Further, the Executive Assistant will arrange for a meeting between the Full Time Officers prior to the next Executive Committee meeting to discuss their Team Objectives. **Action: Clerk.**

11.13. Togetherall Functionality

It was noted that the Vice President SCEBE will look into the product and functionality of Togetherall with the Senior Student Adviser. It was also agreed Vice President SCEBE would look at the confidentiality policy of the services and when they may be breached. This matter is ongoing. **Action: VP SCEBE.**

11.14. Delivery Digital Accessibility

The VP SHLS agreed to work with the Chief Executive and Communications Co-ordinator on applying accessibility tools to the Students' Association website. This matter is ongoing. **Action: VP SHLS.**

11.15. Online ELIR Visit

It was explained the student communications plan has been approved by the ELIR Steering Group. This matter is now resolved.

11.16. Financial Support for International Students

The Student President reassured the University is looking at a way to provide more funding in the Common Good fund for international students. This matter is ongoing. **Action: Student President.**

11.17. Potential Caledonian Court Officer

The updated Caledonian Court Officer paper was presented to the Executive Committee under agenda item 7. This matter is now resolved.

11.18. H.E.A.R Documents

The Chair explained the work done by the previous Full Time Officers 2019/20 on the H.E.A.R documents was verbal and so there are no documents to circulate to the current Full Time Officers. This matter is now resolved.

11.19. MITS Policy

The Vice President GSBS agreed to send the information about the MITS Policy to Vice President SCEBE who attended the Academic and Student Experience Delivery (AcSED) Group where this was discussed. The information was not sent in time and so the matter is unresolved.

11.20. Black History Month

The Student President agreed to work with Vice President SHLS on filming some of the events during Black History Month and putting them together so they can be shared on social media. This matter is ongoing. **Action: Student President & VP SHLS.**

12. Life Memberships

There were no applications for Life Memberships.

13. Full Time Officer Reports

The Full Time Officers provided verbal updates on their work.

Student President

- Attended University Court
- Written and Submitted Student President Report for Court
- Attended Academic and Student Experience Delivery (AcSED) Group
- Attended GCU SDG Committee
- Founded SDG Society
- Attended SDC
- Attended APPC meeting
- Involved in freshers' mailing on campus
- Attended SRTC Comms Co-ordination Group
- Involved in putting together Comms for students
- Attended NUS: All Scotland Officers weekly COVID-19 meeting
- Arranged for the creation of the Generic Induction Talk video
- Filmed content for the Generic Induction Talk
- Attended weekly EB meetings
- Attended and contributed to the mental health campaign from GCU
- Co-ordinated Talent Show for freshers' week
- Created video with a tour guide for international students
- Written and presented a presentation for Court Strategy Day to the Governors
- Attended meeting with the library services to discuss new guidelines

- Liaising with the Executive Assistant about the Engagement Plan 2020/21
- Reading papers for meetings
- Attended ELIR Steering Group
- Prepared Welcome Talk for International Students
- Prepared for International Quiz Night with Student Life
- Filmed a video with the library showing new guidelines
- Attended monthly catch-up meeting with GCU Media & Communications

VP GSBS

- Attended meeting with the new Officer from the Disability Group
- Attended the ELIR Steering Group Meeting
- Prepared for the Sustainability Discussion for freshers' week
- Discussed the potential Victoria League Scotland Grant with the Senior Student Adviser
- Attended monthly catch-up meeting with the Dean and Vice Dean of GSBS
- Attended meetings with multiple Head of Departments of GSBS
- Attended monthly catch-up meeting with the Deputy Vice-Chancellor Learning, Teaching and Student Experience and Deputy Vice-Chancellor Strategy
- Chaired the first meeting of Glasgow Students' Forum
- Prepared and presented a report for the GSBS School Board meeting
- Attended the first APPC meeting of the academic year
- Attended the NUS: All Scotland Officers weekly COVID-19 meeting
- Attended SDC
- Attended Freshers' Committee meeting
- Created a video for the Generic Induction Talk

VP SHLS

- Attended University Court
- Attended monthly PGR meeting
- Filmed video for Generic Induction Talk
- Attended meeting with the Events Co-ordinator and Student President to plan BLM
- Attended meeting with the EDN Officer to plan BHM
- Attended meeting with Trade Unions
- Helped with fresher's mailing
- Participated in the SHLS Psychology Articulation Boot Camp
- Attended Fresher's Committee meeting
- Attended the SHLS Widening Participation Group meeting
- Attended IPSG meeting
- Attended Court Strategy Day
- Attended catch up meeting with the Deputy Vice Chancellor and FTO's
- Attended DLIG
- Attended catch-up meeting with GCU Media & Communications

VP SCEBE

- Attended societies catch-up meeting
- Working on FTO Generic Induction Talk video
- Working on freshers' events

- Working on Student Mental Health Agreement
- Attended Think Positive's Small Grant Scheme Workshop
- Attended Co-ordination of Student Support Arrangements
- Created SA Webinar
- Attended freshers' mailing on campus
- Chaired Freshers' Committee meeting
- Attended SMHA Steering Group
- Attended meeting with Trade Unions
- Attended Events meeting
- Attended SWAG meeting

14. A.O.C.B

14.1. Banded Marketing Task and Finish Group

The University requested a member for on the Banded Marketing Task and Finish Group. The Vice President agreed to attend these meetings. The Student President will send an email introducing Vice President GSBS. **Action: Student President.**

14.2. Corporate Parenting Strategy

The Vice President SCEBE presented proposed amended to the revised Corporate Parenting Strategy. The Chief Executive explained that this paper would usually go to SAGE. However, SAGE will not be meeting until October 2020 and this paper needs to go to the GCU Executive Board before then. The Chair called for a vote to approve the Corporate Parent Strategy. **Vote: For: 4; Against: 0; Abstentions: 0.** The Corporate Parenting Strategy was approved. The Vice President SCEBE would feed back the proposed changes to the GCU School Connect Manager. **Action: VP SCEBE.**

14.3. International Welcome Night Quiz

The Full Time Officers discussed some operational aspects to the International Welcome Quiz. It was noted that the Vice President GSBS will take lead on this as it falls under his remit areas. However, the other Full Time Officers will make some contributions throughout the event.

The meeting ended at 4.43pm.

EXECUTIVE COMMITTEE MEETING



Minutes of the Executive Committee meeting held on Tuesday 6th October 2020 at 10.30am on Microsoft Teams.

Present:

Susan Docherty, Student President (Chair)

Tabitha Nyariki, Vice President School of Health and Life Sciences (VP SHLS)

Adil Rahoo, Vice President Glasgow School for Business and Society (VP GSBS)

Zoe Nicholson, Vice President School of Computing, Engineering and Built Environment (VP SCEBE)

Apologies:

None

In Attendance:

David Carse, Chief Executive

Raisah Khan, Executive Assistant (Clerk)

Sara MacLean, Student Voice Team Leader (until item 2)

The Chair asked for agenda items 3 and 4 to be discussed first to which the Executive Committee members agreed to.

1. Proposed Ideas Process

The Student Voice Team Leader presented a further iteration of the proposed revisions to the Ideas process and to include a cut-off date for Ideas. It was noted that there was still confusion over a calendar or academic year. It was agreed that the meeting arranged between the Student President, Chief Executive and Student Voice Team Leader would continue as planned.

2. Programme Approvals and ELISR

The Student President asked the Full Time Officers if they want to be involved in the GCU Programme Approvals and ELISR. The Vice President GSBS explained to the Executive Committee that he is already involved in the Economic Policy Programme Approval and although it is interesting to participate in, it is also very time consuming. Previously, the Programme approvals were scheduled to take place across a full day. However, they have now been broken down into 2 half day sessions to minimise screen time. It was agreed that participation in a Programme Approval and/or ELISR would add value to understanding quality assurance and enhancement processes.

The Student Voice Team left the meeting at 10:44am.

3. University Coronavirus Update

3.1. EB COVID Planning Meeting

The Student President explained that there were no updates from this meeting as she was

unable to attend due to involvement in Freshers Week. The next scheduled meeting will take place on Thursday 8th October 2020.

3.2. Academic and Student Support Delivery Continuity Group Update

The Student President provided an update from the group in regards to Coronavirus cases in Caledonian Court and the current number of positive case and those self-isolating. The Student President reassured the Executive Committee the University is doing everything it can to help the students by providing individualised support and care packages. The group also confirmed that the laptop scheme and student hardship funds have gone live and were sent out to students via email and on social media. The Student President requested the Full Time Officers to share this on their social media. **Action: Full Time Officers.** The Student President is still in discussion with the University regarding hardship funds for international students. The group also provided an update on IT support services for students in real time. It was noted that the University are currently unable to provide IT support but they are recruiting Student Ambassadors who will be sign posting students online. The Student President agreed to speak to the Executive Board about IT support services. **Action: Student President.** Another matter discussed by the group was the requests from lecturers to use Microsoft Teams instead of Collaborate Ultra for teaching purposes. This request was denied due to issues with attendance monitoring.

3.3. SRTC Comms Co-ordination Group

The Student President explained the SRTC Comms Co-ordination Group have been speaking about the usual matters regarding communications, Freshers Week and the GCU app. The group also discussed an issue regarding an article in the Sunday Post about student accommodation but the Student President reassured this matter has now been resolved.

4. Draft Evaluation Strategy for GCU Going Digital

The proposed Draft Evaluation Strategy for Going Digital was presented to the Executive Committee for feedback. The evaluation aims to examine the transition to online and blended learning from both a students and staff perspective. The Executive Committee raised concerns over issues regarding the references made to the emphasis on how the future and lack of reference on how the transition will effect learning for the current students. The Student President noted the Principal has agreed to carrying out an evaluation to improve learning experience in real time. The Student President also asked for clarity over if the evaluation will include international students. The Full Time Officers agreed to speak to the Director of Academic Development and Student Learning about this. **Action: Student President.**

5. Communications

The Student President introduced the concept of Rose, Bud & Thorn as a reflective exercise which may be useful for the Full Time Officers. The Student President explained what the Rose, Bud & Thorn represent:

- Rose: A highlight, success or achievement

- Bud: The start of a new idea or something you are working on
- Thorn: A challenge or something that is bothering you

The Full Time Officers agreed to engage in this exercise weekly as it would be a good opportunity to communicate and provide feedback. The Executive Assistant will schedule these into the Officers diaries for half an hour for either Thursday or Friday. **Action: Clerk.**

The Chief Executive also noted there are now scheduled informal catch-up meetings alternate weeks to the Executive Committee meetings to ensure communication between the Full Time Officers. It was noted the Full Time Officers would usually work in a room together. However, due to Coronavirus, the Full Time Officers are currently working from home where their communication is limited in comparison to previous years and so these sessions will be used to counter this.

6. DRAFT Team and Individual Objectives

The Full Time Officers have been working on creating their individual and team objectives. The Full Time Officers will have each have 3 team objectives and 3 individual objectives. The Full Time Officers began with providing a list of their potential individual objectives and asked the Executive Committee members for their feedback.

VP SCEBE:

- To work with SCEBE on the Student Experience Action Plan. The Vice President SCEBE wants to find a way to monitor feedback throughout the full year in order to improve student experience in real time and prepare for the NSS results.
- To develop Sports Club Committees and improve training.
- To create a Women's Employment Research Project. This would include understanding the barriers women have in employment and how this can be overcome.
- To create a project for women in sports. It was noted that guest speakers from SFA (Scottish Football Association) could be invited to speak to students. The Vice President SCEBE explained this could also be linked in with the previous idea.

VP GSBS

- To work with GSBS on their Student Experience Action Plan.
- To bring in more sustainability at GCU. However, it was recognised this may prove difficult as there are limited numbers of staff and students on campus at the moment due to the ongoing situation with Coronavirus.
- To improve the equality and diversity of GCU. It was noted this was a general idea which will be developed.
- To ensure a good student experience in a blended learning environment. It was noted this is something all the Officers are already involved in.
- To improve employment opportunities. However, it was noted this may prove difficult due to the lack of opportunities from outside the University at the moment due to the ongoing situation with Coronavirus.

The Vice President SHLS suggested looking at an action point from the tackling racism group and using that as a team objective to drill into which would cover improving equality and diversity in the University.

VP SHLS

- To work with the University on improving the process of dealing with racial discrimination experienced by students. The aim would be to make the process of students seeking support easier.
- To work with and improve induction in the School of Health.
- To work with careers on communicating opportunities, having better trainers and hosting online job fairs.
- To work with SHLS on their action plan.

The Student President noted that the Vice President SHLS may want to work with the Vice President SCEBE on putting together a careers fair.

Student President

- To work on the Students' Association Strategy 2025.
- To find a use for the funding provided from Santander last year for the We All Stand Together Campaign. It was noted there is £1,500 available to utilise which could be put towards a mental health campaign.
- To provide lottery funding for students and staff for training purposes.

The Student President provided an outline of the draft team objectives discussed by the Full Time Officers:

- To work on embedding SDG (Sustainable Development Goals) into the Students' Association. It was noted the Officers will need to plan for how this can be measurable.
- To launch a mental health campaign and how this can be embedded into societies and sports.
- To change University policy and procedures in regards to racism to no tolerance.

It was agreed the individual and team objectives will be put into grids and presented at the next Executive Committee meeting. The Chief Executive offered to review any grids.

7. GCU Induction/Freshers Week

The Vice President SCEBE announced the success of the first virtual Freshers Week 2020 by the Students' Association. The Freshers Fair in particular attracted a lot of students with over 600 students signing up on the first day and over 400 on the second day. It was noted that as a result of the engagement activities and events, there have been over 200 new likes on the Students' Association Facebook page. The Full Time Officers congratulated the Vice President SCEBE for taking lead and putting together a successful Freshers Week 2020.

8. Draft minutes from previous Executive Committee on 24th September 2020

The Chair called for a vote to approve the minutes taken from the Executive Committee meeting held on 24th September 2020. **Vote: For: 4; Against: 0; Abstentions: 0.** The minutes from the Executive Committee meeting held on 24th September 2020 were approved.

9. Matters Arising

9.1. Safe Taxis Scheme

The Vice President SCEBE agreed to look into preventing abuse of the scheme by asking taxi drivers to take pictures of Student ID cards. This will be discussed with Glasgow Taxis who provide the service. The Vice President SCEBE agreed to provide an update on this. This matter is ongoing. **Action: VP SCEBE.**

9.2. Proposed Ideas Process

The Student President will work with the Student Voice Team Leader and the Chief Executive to work on tightening the language in regards to the time out period for ideas. This matter is still ongoing. **Action: Student President.**

9.3. GCU Senate Student Members Composition

The updated paper for GCU Senate Student Members Composition has been submitted for consideration at the next meeting of Student Voice. This action is therefore resolved.

9.4. Student Focus Groups

The Student President has spoken to the University about holding online student focus groups to gather their feedback regarding the student experience during the Coronavirus outbreak. The Student President will work with the University to see how this can be carried out. This matter is ongoing. **Action: Student President.**

9.5. SMHA Update

The Vice President SCEBE explained the SMHA is still in the early stages of development. However, some of the work may also be covered by one of the potential team objectives. This matter is ongoing. **Action: VP SCEBE.**

9.6. Addressing Isolation

The Vice President SCEBE has spoken to the Societies Council and Sports Councils about how they can help and address isolation amongst students in the current climate. This matter is resolved.

9.7. Banner for Togetherall

The Student President has contacted GCU Wellbeing in regards to the Togetherall banner for staff emails and is still waiting on a response. This matter is ongoing. **Action: Student President.**

9.8. IT Support Service

The Student President explained this was addressed under item 3.2. The University are using IT literature students to signpost but there is currently no IT support service available to students in real time. However, the Student President reassured she is continuing to work with the University to provide this. This matter is ongoing. **Action: Student President.**

9.9. ELIR 4 Review Visit- Draft Update Report

The Student President submitted the revisions to the Department of Academic Quality. This matter is now resolved.

9.10. Proposal for Caledonian Court Officer

The Vice President GSBS explained that he has spoken with Caledonian Court and it was confirmed that the Residential Assistants are paid which means there would be a direct conflict of interest. It was therefore agreed that any student, with the exception of Residential Assistants, staying at Caledonian Court could become the Caledonian Court Officer. It was confirmed that the role of Residential Assistants was to provide support to operational issues at Caledonian Court, whereas the Caledonian Court Officer would be a representative role. The Vice President GSBS would revise the Proposal and submit back to the Executive Committee. **Action: VP GSBS.**

9.11. GCU Induction/Freshers Week

The Students' Association Webinar was completed. This matter is now resolved.

9.12. Care Packages

The Student President explained that the University has been providing individualised care for students who are isolating. This includes providing care packages which adhere to students' dietary requirements. This matter is now resolved.

9.13. Cooling Off Period for Private Accommodation

The Vice President GSBS has been working with the Senior Student Adviser in regards to termination of contracts for private accommodation. It was noted that the details of the Coronavirus (Scotland) (No.2) Act 2020 allow students to terminate their accommodation contracts early. The Vice President GSBS will work with the Communications Co-ordinator in regards to circulating communications about this. **Action: VP GSBS.**

9.14. NUS Scotland Plan for Action 2020/21

The Student President and the Vice President GSBS were unable to attend The Gathering Conference where the NUS Scotland Plan for Action 2020/21 was presented. It was agreed the notes from this would be circulated by the Vice President SCEBE and Vice President SHLS to the Executive Committee members. **Action: VP SCEBE & VP SHLS.**

9.15. 'SA TV' Poll

The Executive Committee agreed for the Student President to create a poll on social media and let students decide the name for 'SA TV'. This matter is ongoing. **Action: Student President.**

9.16. Full Time Officer Objectives

The Full Time Officer Objectives were added to the agenda. This matter is resolved.

9.17. Full Time Officer Meeting

The Executive Assistant arranged a meeting between the Full Time Officers to discuss their Team Objectives. This matter is resolved.

9.18. Togetherall Functionality

It was noted that the Vice President SCEBE will look into the product and functionality of Togetherall with the Senior Student Adviser. It was also agreed Vice President SCEBE would look at the confidentiality policy of the services and when they may be breached. This matter is ongoing. **Action: VP SCEBE.**

9.19. Delivery Digital Accessibility

The VP SHLS agreed to work with the Chief Executive and Communications Co-ordinator on applying accessibility tools to the Students' Association website. This matter is ongoing. **Action: VP SHLS.**

9.20. Financial Support for International Students

The Student President reassured the University is looking at a way to provide more funding in the Common Good Fund for international students. Meanwhile, they are still providing funding to international students on a case by case basis. This matter is ongoing. **Action: Student President.**

9.21. Black History Month

The Student President and Vice President SHLS were involved in the BLM round table discussion. They also agreed to work together on filming some of the events during Black History Month and putting them together so they can be shared on social media. This matter is ongoing. **Action: Student President & VP SHLS.**

9.22. Banded Marketing Task and Finish Group

The University requested a member to sit on the Banded Marketing Task and Finish Group. The Vice President GSBS agreed to attend these meetings. The Student President sent an email introducing Vice President GSBS. This action is resolved.

9.23. Corporate Parenting Strategy

The Corporate Parenting Strategy was approved in the previous Executive Committee meeting. The Vice President SCEBE provided feedback to the GCU School Connect Manager.

Action: VP SCEBE.

10. Life Memberships

There were no applications for Life Memberships.

11. Full Time Officer Reports

The Full Time Officers provided verbal updates on their work.

Student President

- Attended NUS Scotland: Emergency COVID-19 meeting
- Attended and participated in over 15 freshers' events
- Co-ordinated the Freshers' Talent Show
- Judge on panel for Talent Show
- Presented Talent Show final results
- Attended weekly SRTC Comms Co-ordination Group
- Attended virtual freshers' fair
- Took pictures of stalls and shared on social media to sign post the fair
- Attended weekly Academic and Student Experience Delivery (AsCED) Group
- Attended the Caledonian Residents' Town Hall with students from Caledonian Court and members of the University
- Attended catch-up meeting with Campus Security & Services
- Attended Trustee budget meeting
- Took part in BLM Roundtable Discussion
- Attended meeting on plagiarism
- Contributed to GCU Mental Health Campaign
- Participated in GCU Open Day
- Helped volunteers deliver parcels to Caledonian Court
- Attended the Co-ordination of Student Support Arrangements weekly meeting
- Attended the SDG Integration Work Group
- Launched the newly approved SDG Society
- Attended the Chairing Meetings training session
- Attended meeting with the new GCU Interim Head of Governance
- Attended meeting with the Principal
- Attended Team Objectives Discussion with Full Time Officers

- Active on social media
- Responded to student queries

VP GSBS

- Attended virtual freshers' fair (Sports Clubs)
- Hosted a Sustainability Discussion for freshers' with external guests from UN
- Attended virtual freshers' fair (Societies and Groups)
- Chaired Glasgow Students' Forum meeting
- Attended multiple freshers' events
- Produced induction talk for students
- Prepared for Economic Policy Programme Approval meeting
- Talked to students about GCU Open Day
- Attended Economic Policy Programme Approval meeting
- Attended the Chairing Meetings training session
- Attended a meeting with Caledonian Court Management regarding the proposal for Caledonian Court Officer
- Attended meeting with the Student Voice Team Leader in regards to the written proposal for Caledonian Court Officer
- Discussed team objectives with the Full Time Officers
- Attended meeting with the Senior Student Adviser in regards to producing communication about the legislation on terminating contracts in private accommodation

VP SHLS

- Attended NUS Scotland: Urgent COVID-19 meeting
- Attended monthly catch-up with the Social Innovation Manager
- Attended fresher's events
- Hosted 'Time for Tea'
- Attended GCU Peoples Committee
- Hosted the Black Lives Matter Panel discussion with the Ethnic Diversity Network
- Attended the Smart Thinking Project meeting
- Attended Chairing Meetings training
- Attended introductory meeting with GCU Interim Head of Governance and the Student President.
- Attended Team Objectives Discussion with the FTO's

VP SCEBE

- Attended freshers' events
- Hosted freshers' events
- Attended Sports Council meeting
- Attended Societies Council meeting
- Attended World Mental Health Day Planning meeting
- Created GCU Open Day talk
- Recorded Students' Association Webinar

12. A.O.C.B

12.1. Show Racism the Red Card

The Student president reminded the Full Time Officers to wear red on Friday 16th October 2020 as part of the 6th annual Wear Red Day. The Vice President SHLS will be putting together communications about this. The Student President agreed to send the video from the previous year and work with the Vice President SHLS on this. **Action: Student President & Vice President SHLS.**

The meeting ended at 11:53am.

EXECUTIVE COMMITTEE MEETING



Minutes of the Executive Committee meeting held on Tuesday 20th October 2020 at 9.30am on Microsoft Teams.

Present:

Susan Docherty, Student President (Chair) (after item 4)

Tabitha Nyariki, Vice President School of Health and Life Sciences (VP SHLS)

Adil Rahoo, Vice President Glasgow School for Business and Society (VP GSBS)

Zoe Nicholson, Vice President School of Computing, Engineering and Built Environment (VP SCEBE)

Apologies:

None

In Attendance:

David Carse, Chief Executive

Raisah Khan, Executive Assistant (Clerk)

Sara MacLean, Student Voice Team Leader (item 1)

The Vice President SHLS chaired the meeting until agenda items 4. The Chair asked for agenda items 3 and 4 to be discussed first to which the Executive Committee members agreed to.

1. Liberation/Representation Officer and Group Review

The Student Voice Team Leader presented the topics and themes to explore within the Liberation and Representation Thematic Review 2020/21. The purpose of the review is to improve the Liberation and Representation groups making them stronger. The list of themes and topics included the purpose of Liberation and Representation Groups/Officers, roles and responsibilities of Lib/Rep Officers, selection process, training, accountability etc. It was proposed removing the purpose of the Liberation and Representation groups as this was well established and it was agreed not to be included in the review. The Student Voice Team Leader explained the process and timescales for the review before a paper is submitted to Student Voice in March 2021. It was made clear to the Executive Committee the paper is still on the consulting phase and will be reviewed by the different stakeholders within GCU and the Students' Association. The paper will be presented to the Equality and Diversity Committee. The members requested for an updated on progress is brought back to the Executive Committee.

The Student Voice Team Leader left the meeting at 09.58am

2. Proposal for Caledonian Court Officer

The Vice President GSBS presented the final version of the Caledonian Court Officer paper to be presented to Student Voice. The Chair called for a vote to approve the Proposal for Caledonian Court Officer. Vote: For: 3; Against: 0; Abstentions: 0. **The Proposal for Caledonian Court Officer Idea was approved by the Executive Committee and would be submitted to Student Voice.** The Vice President GSBS will take this to the next Student Voice meeting on 9th November 2020. **Action: VP GSBS.**

The Student President joined the meeting at 10.17am.

3. University Coronavirus Update

The Student President provided a combined update on the items discussed at the Executive Board COVID planning meeting and Academic and Student Experience Delivery (AcSED) Group. The Student President explained the change of terminology of digital poverty to digital inclusion as this title was better suited to the scheme. The criteria for the scheme remains the same. However, those who are not eligible such as international students will be considered on a case by case basis and should make submissions via the GCU Coronavirus Helpline.

The Student President provided an update on assessments. It was confirmed students will not be provided blanket extra time as the University aims to return to normality. Previously, the blanket extra time was awarded as a response to the outbreak of Coronavirus and the uncertainty around the situation. However, the University have agreed to continue with open book assessments. The University are also working on using proctors who will act as invigilators in exams. It was noted this would be a method of normalising online examinations. The Student President also made provided clarity over marking coursework assessments which are due in January 2021. It was noted that some students may submit coursework before Christmas to ensure a break over the Christmas/New Year break. However, the 3 week marking period will not begin until after the date of submission to ensure staff are not working over Christmas.

The Student President highlighted some of the key discussions about Christmas. The Student President suggested to the Executive Board and the Chief Operating Officer to host a Christmas dinner on Christmas day for students staying in student accommodation. This idea is intended to support student mental health over Christmas and tackle problems of isolation which some students may experience. It was noted this decision has not yet been confirmed as the University are looking into the number of students who will be staying in student halls over Christmas. Students who wish to travel home over Christmas to a household with vulnerable members, will be advised to self-isolate for 2 weeks prior to travelling. The Executive Committee discussed whether NUS Scotland should be lobbying for students to get tested before visiting home. It was noted this could prove complicated as the virus takes time to develop which may lead to false negative results.

The University have also been working on a performance rights settlement with the intention of moving towards a completely recorded learning and teaching experience. It was noted this is still under development. The Student President also raised student concerns about people having their screens off during online classes which prevents students from engaging and limits their learning experience. The University also fed back information from lecturers who have been experiencing a sense of alienation when delivering lectures to a group of students who all have their cameras off. The Student President has been involved in discussions with the Deputy Vice-Chancellor Learning, Teaching and Student Experience about how to tackle this. It was noted the students' policy should state that screens should be turned on unless there is a presentation and microphones should be off. If the student is experiencing technical difficulties, these should be referred to the Module Leader. It was further noted this would encourage students to get out of bed and ready for the day which would improve student

mental health. In order to support student mental health, the University will also be delivering rolling mental health training which will be provided by SAMH. The training will begin with staff who are directly in contact with students. It is currently being established if this training is open to the Students' Association. The Student President agreed to speak to the University about this. **Action: Student President.**

4. **DRAFT Team and Individual Objectives**

The Full Time Officers have been working on creating their individual and team objectives. The Full Time Officers will have each have 3 team objectives and 3 individual objectives. The Student President began with providing a list of their draft team objectives.

Team Objectives:

- The Full Time Officers agreed to changing 'Embedding SDG's into the Students' Association' to 'To Include the SDG's the Strategic Plan and Operational Plan'. There were further changes to the actions making the language more specific and clear. The Executive Committee members agreed to these changes.
- The Full Time Officers agreed to changing 'Mental health campaign building communities' to 'Supporting students' mental health and communicating the benefits of participation in the GCU community, such as through our clubs, societies, groups'.
- The Full Time Officers had an in-depth discussion on how to focus their draft objective about 'Zero Tolerance on Racism'. The Officers were unable to reach a decision and agreed to meet regarding this. **Action: Full Time Officers.** The Clerk will arrange a meeting for the Full Time Officers where this can be discussed further. **Action: Executive Assistant.**

The Full Time Officers ran out of time and were not able to provide an update on their draft individual objectives.

5. **Draft minutes from previous Executive Committee on 6th October 2020**

The Chair called for a vote to approve the minutes taken from the Executive Committee meeting held on 6th October 2020. Vote: For: 3; Against: 0; Abstentions: 0. **The minutes from the Executive Committee meeting held on 6th October 2020 were approved.**

6. **Matters Arising**

6.1. **Laptop Scheme and Student Hardship Funds**

The Full Time Officers shared the information regarding the laptop scheme and student hardship fund on their social media. This matter is resolved.

6.2. **IT Support Services**

The Student President agreed to speak to the Executive Board about IT support services for students in real time. This matter is ongoing. **Action: Student President.**

6.3. Draft Evaluation Strategy for GCU Going Digital

The Student President asked for clarity over if the evaluation will include international students. The Full Time Officers agreed to speak to the Director of Academic Development and Student Learning about this. **Action: Student President.**

6.4. Communications

The Executive Assistant scheduled an informal catch-up meeting for the Full Time Officers for half an hour every Friday. This matter is resolved.

6.5. Safe Taxis Scheme

The Vice President SCEBE said the Safe Taxis Scheme is now live on the website. This matter is resolved.

6.6. Proposed Ideas Process

The Student President will work with the Student Voice Team Leader and the Chief Executive to work on tightening the language in regards to the time out period for ideas. This matter is still ongoing. **Action: Student President.**

6.7. Student Focus Groups

The Student President has spoken to the University about holding online student focus groups to gather their feedback regarding the student experience during the Coronavirus outbreak. The Student President will work with the University to see how this can be carried out. This matter is ongoing. **Action: Student President.**

6.8. SMHA Update

The Vice President SCEBE explained some of the work will be incorporated into one of the team objectives. The Vice President SCEBE agreed to come back to the next Executive Committee meeting with a draft plan for the SMHA 2020/21. **Action: VP SCEBE.**

6.9. Banner for Togetherall

The Student President has contacted GCU Wellbeing in regards to the Togetherall banner for staff emails. This matter is ongoing. **Action: Student President.**

6.10. IT Support Service

The University are using IT literature students to signpost students but there is currently limited additional IT support service available to students in real time. However, the Student President is continuing to work with the University to provide this. This matter is ongoing. **Action: Student President.**

6.11. Proposal for Caledonian Court Officer

The revised version of the paper was submitted to the Executive Committee. This matter is resolved.

6.12. Terminating Accommodation Contracts

The Vice President GSBS noted that the details of the Coronavirus (Scotland) (No.2) Act 2020 allow students to terminate their accommodation contracts early. The Vice President GSBS has been working in regards to circulating communications about this. This matter is resolved.

6.13. NUS Scotland Plan for Action 2020/21

The Student President and the Vice President GSBS were unable to attend The Gathering Conference where the NUS Scotland Plan for Action 2020/21 was presented. The Vice President SHLS and Vice President SCEBE circulated the notes to the Executive Committee members. This matter is resolved.

6.14. 'SA TV' Poll

The Student President explained the name for 'SA TV' will remain the same. This matter is resolved.

6.15. Togetherall Functionality

It was noted that the Vice President SCEBE will look into the product and functionality of Togetherall with the Senior Student Adviser. It was also agreed Vice President SCEBE would look at the confidentiality policy of the services and when they may be breached. This action has been completed and the information will be circulated to the Full Time Officers.

6.16. Delivering Digital Accessibility

The Vice President SHLS agreed to work with the Chief Executive and Communications Co-ordinator on applying accessibility tools to the Students' Association website. This matter is ongoing. **Action: VP SHLS.**

6.17. Financial Support for International Students

The Student President reassured the University is looking at a way to provide more funding in the Common Good Fund for international students. Meanwhile, they are still providing funding to international students on a case by case basis. The Vice President GSBS raised concerns over recent queries regarding international students finding it difficult to contact the University about financial support. The Student President suggested referring students to the Coronavirus helpline who will be able to provide them with financial support. The Student President agreed to continue liaising with the University over this. **Action: Student President.**

6.18. Black History Month

The Student President and Vice President SHLS agreed to work together on filming some of the events during Black History Month and putting them together so they can be shared on social media. This matter is ongoing. **Action: Student President & VP SHLS.**

6.19. Corporate Parenting Strategy

The feedback in regards to the Corporate Parenting Strategy was communicated to the GCU School Connect Manager by the Vice President SCEBE. This matter is resolved.

6.20. Show Racism the Red Card

The Vice President SHLS put together communications for Wear Read Day on Friday 16th October 2020. A video from the previous year was also incorporated into this by the Student President and Vice President SHLS. This matter is resolved.

7. Life Memberships

There were no applications for Life Memberships.

8. Full Time Officer Reports

The Full Time Officers provided verbal updates on their work.

Student President

- Attended weekly SRTC comms meetings with the University
- Attended weekly Academic and Student Experience Delivery (AsCED) Group
- Attended catch-up meeting with Campus Security and Services
- Written and submitted Trustee Board Report
- Attended Trustee Board meeting
- Filmed for International Contract Cheating Day to warn students against plagiarism
- Contributed to upcoming GCU Mental Health campaign
- Finalised team objectives discussion
- Created and shared Social media posts on all platforms
- Responded to messages from students with a range of issues including Caledonian Court, International Students, Safe return to Campus and Induction
- Attended Coffee Break with the other Full Time Officers
- Filmed a thank you video on campus to Student Ambassadors and volunteers for all their help at Caledonian Court as well as donations from local churches and the Co-op
- Attending meeting with the GCU Disability Advisors to see how we could interact and work together throughout the year
- Attended Governance and Nominations Committee and took part in discussions
- Ask the Officer Online
- Attended ETSE Subgroup-Student Voice
- Attended EB and raised any live concerns in relation students
- Smarthinking-Pearsons demo for pilot for new students

- Attended NUS Scotland COVID-19 all officer weekly meetings
- Took part in the event for Santander that showcased their huge contribution to GCU and the students
- Attended meeting with Patrick MSP to discuss issues facing students
- Took part in Show Racism the Red Card by wearing red and promoting on social media
- Attended Senate
- Attended Financial and General Purpose Committee
- Attended Audit and Financial and General Purpose Committee
- Read papers for committee meetings, Senate, Trustee Board and Exec Committee
- Attended Executive Committee
- Attended bi-weekly meeting with Student Life

VP GSBS

- Worked on Team Objectives with the FTOs
- Revised the Caledonian Court Officer Paper
- Attended in-house SA Budget training session
- Attended SAGE preparation meetings
- Attended Equality & Diversity preparation meetings
- Attended meeting with the Director of Academic Development and Student Learning for SAGE ideas and priorities
- Attended Trustee Board meeting
- Participated in the online campaign for Show Racism the Red Card Campaign with the FTOs
- Attended meeting with Head of Department for GSBS
- Attended the Rose, Bud and Thorn meeting with the FTOs
- Prepared, convened and chaired a Glasgow Students Forum meeting
- Attended meeting with the Senior Student Adviser and the FTOs
- Filmed a video on campus for the Anti-contract Cheating Campaign with Student Life
- Attended meeting with Abbie Meehan, Chief Editor for The EDIT
- Attended the MOCK Panelist training for the SCEBE Athena Swan Silver application
- Attended GSBS School Board meeting
- Attended catch-up meeting with FTOs
- Attended meeting with the Vice-Chair of Glasgow Students Forum to discuss agenda for the next meeting
- Attended meeting with Department Reps prior to GSBS School Board meeting
- Attended NUS Scotland: All Scotland Officers COVID-19 meeting
- Attended meeting with the Student Voice Team Leader to discuss the Lib/Rep Review
- Attended meeting with Head of Radio Caley to discuss their plans
- Attended meeting with the Societies Co-ordinator to discuss the Student Media Groups
- Attended the 2-day BA (Hons) Economic Policy Programme Review
- Attended meeting with the GCU Disability Mentors
- Attended meeting with the Senior Student Adviser and Communications Co-ordinator regarding accommodation termination regulations
- Attended FTO Coffee Break
- Attended the Banded Marking Task and Finish Group

- Attended meeting with GCU finance regarding the International Payment Plans available for students
- Attended meeting with the Chief Executive to discuss database required for Caledonian Court Officer elections
- Prepared report for the Trustee Board
- Attended an introductory meeting with the new Ethical and Environmental Officers
- Attended meeting with the Dean of GSBS and Associate Dean
- Attended meeting with the Minister of Education and Science, Richard Lochhead, regarding issues of students in Glasgow
- Attended the Ask the Officer Online
- Attended introductory meeting with the new International Students' Officer

VP SHLS

- Attended SHLS Fitness to Practice
- Attended an Open discussion on challenges of BME Inclusion with FJSS Group and MP Hannah Bardell from the Livingston Constituency
- Attended Coffee Break with the Full Time Officers
- Attended meeting with the Disability Mentors
- Attended meeting with SHLS Department Reps
- Attended Senate Disciplinary Committee
- Attended Ask the Officer Online with the Full Time Officers
- Attended the SHLS School Board
- Attended the NMC accreditation review event of Return to Practice module
- Attended FTO catch-up meeting
- Attended GCU Remote Lab Demo
- Attended a SLP catch-up meeting with the Students' Association Co-ordinator
- Filmed on campus
- Attended monthly catch-up meeting with the Chief Operating Officer
- Attended the Lib/Rep social event
- Attended catch-up meeting with University Governor, Danny Gallacher
- Attended catch-up meeting with the Senior Student Adviser
- Involved in Show Racism the Red Card Campaign
- Attended in-house Students' Association budget training
- Attended audit and F&GP meeting
- Attended Audit Committee
- Attended Trustee Board meeting

VP SCEBE

- Developed individual objectives
- Developed team objectives
- Attended in-house Students' Association budget training
- Restarted Mindful Mondays as part of SMHA and WMD
- Attended Coordination of Student Support Meeting
- Attending Trustee Board
- Completed writing the first draft of the Student Voice report
- Attended Show Racism the Red Card Officer picture session

- Encouraged Sports teams and Societies to get involved in SRTRC
- Worked with GCU Wolves on SRTRC
- Attended individual and FTO catch-up with Senior Student Advisor
- Attended SCEBE Leads and Management meeting
- Attended monthly catch-up meeting with the Chief Operating Officer
- Filmed on campus
- Attended NUS Scotland- all Officers COVID- 19 meeting
- Recorded lecture shout video
- Attended Glasgow Taxis Cup meeting
- Attended SSS webinar
- Attended Coffee Break
- Hosted Ask the Officer Online
- Attended SCEBE L&T event
- Attended Societies catch-up
- Attended Sports catch-up
- Attended SCEBE catch-up with Dean, AD and ADLTQ
- Attended SSS Sabb Forum
- Attended Sports Scotland COVID Officer training

9. A.O.C.B

9.1. Instalment Fees for Students

The Vice President GSBS reported a student query about creating an instalment plan. The Vice President GSBS was referred to the GCU Fees and Refund Policy to establish the process currently in place and to establish whether there was an issue. The Vice President GSBS agreed to pass this information onto the student. **Action: VP GSBS.**

9.2. Return to Campus

The Executive Committee discussed their views on students returning to campus. The Full Time Officers support the view that new students (1st year undergraduate and direct entry students) and international students should have some limited in person learning and teaching on campus as it assists in providing a sense of belonging to the University and allows students to settle in. It supports students to make friends and support networks that will support progression and retention. In addition, students who cannot undertake online learning and teaching, such as practical training or lab work should attend campus. The numbers should be limited in numbers, such as the 10% limit set by the University, and where students are physically distanced on campus. The Student President agreed to create a draft statement from the Student' Association. **Action: Student President.**

The meeting ended at 11:56am.

EXECUTIVE COMMITTEE MEETING



Minutes of the Executive Committee meeting held on Tuesday 3rd November 2020 at 9am on Microsoft Teams.

Present:

Susan Docherty, Student President (Chair)

Tabitha Nyariki, Vice President School of Health and Life Sciences (VP SHLS)

Adil Rahoo, Vice President Glasgow School for Business and Society (VP GSBS)

Zoe Nicholson, Vice President School of Computing, Engineering and Built Environment (VP SCEBE)

Apologies:

None

In Attendance:

David Carse, Chief Executive

Raisah Khan, Executive Assistant (Clerk)

Sara MacLean, Student Voice Team Leader (item 2 and 6)

Meg MacDonald, Senior Student Adviser (item 6)

The Chair asked to change the order of the agenda items to which the Executive Committee members agreed to.

1. Team and Individual Objectives

The Student President presented the draft Team and Individual Objectives to the Committee for discussion. The Student President highlighted that the first individual objective for the Vice President GSBS, regarding students being able to go home for Christmas is already being addressed by NUS Scotland. The Vice President GSBS explained that lobbying through GSF to the Scottish parliament may also help this. It was agreed that the Vice President GSBS will keep this individual objective as well as adding another one which would mean a total of 4 individual objectives. There were also some minor formatting changes to the rest of the paper.

The Chair called for a vote to approve the Team and Individual Objectives subject to minor changes. **Vote: For: 4; Against: 0; Abstentions: 0.** The Team and Individual Objectives were approved.

The Student Voice Team Leader joined the meeting at 9.12am.

2. Student Voice Papers

The Committee discussed the Matters Arising, Standing Policy and Proposed Ideas Process papers being discussed at the next Student Voice Meeting. It was noted that some of the matters arising could not be progressed due to the Coronavirus pandemic. The Full Time Officers discussed the Standing Policy and identified policy (motions) that they would seek to extend at Student Voice. It was confirmed that the Proposed Ideas Process paper had been updated based on the feedback of the Committee.

The Chair called for a vote to approve the Proposed Ideas Process paper. **Vote: For: 4; Against: 0; Abstentions: 0.** The Proposed Ideas Process was approved and would be presented to Student Voice for approval.

The Student Voice Team Leader left the meeting at 9.32.

3. Remit of the International Committee

The Vice President GSBS raised with the Committee that he felt that the GCU International Committee focused on strategy and recruitment of international students but there is nothing in place monitor and enhance the international student experience. It was agreed this is particularly important during the challenging circumstances under the Coronavirus outbreak. The Vice President GSBS agreed to raise this issue with the International Committee via the Pro Vice-Chancellor Research & Enterprise and Vice-Principal. **Action: Vice President GSBS.**

4. ELIR Reflective Analysis Update Paper

The Chair shared the final version of the ELIR Reflective Analysis Update Paper that was submitted to the Department of Academic Quality. The Committee noted all the agreed changes.

5. Enhancement Themes

The Chair asked the Committee to note the paper outlining the roll out of new enhancement themes, Resilient Learning Communities. Resilient Learning Communities explores the changing needs and values of an increasingly diverse student community, and a rapidly changing external environment. The Committee noted the paper.

The Student Voice Team Leader and Senior Student Adviser joined the meeting at 9.47am.

6. MITS at UWS

The Senior Student Adviser explained that the Student Voice Team Leader has been in contact with the Student Support and Wellbeing Services at UWS (University of West Scotland) to talk through their Extenuating Circumstances Submission (ECS) procedure. The UWS operates a 'fit to sit' or 'fit to submit' approach, which means that by submitting a piece of coursework or completing an examination or class-test the student is confirming that they are 'fit to sit' and wish any mark achieved for that assessment to stand, unless they submit an ECS within the 48 hour deadline. Any submission of an ECS after 48 hours from the hand-in date or exam date will be viewed as invalid and discounted. There is no requirement for the student to state a reason or attach evidence with your ECS. A mark of 0% would be awarded and the student would normally be given the opportunity to resit the assessment at the next available opportunity. The UWS expects their students to complete all the assessments associated with a module within 2 years and there are slight differences in the number of attempts a student is allowed to pass each assessment in an undergraduate (x4 attempts) or postgraduate (x3 attempts) module. If a student misses the deadline they can submit an appeal to ECS deadline if a valid reason for not meeting this deadline, evidence is provided to support the appeal and it is submitted prior to the sitting of the School Assessment Board. The appeal may be

considered with or without the need for an appeal hearing, that the student has the right to be accompanied. A student cannot submit a second ECS for the same exam/assessment if already submitted one.

It was noted that GCU are currently reviewing their Mitigating Circumstances Policy and are trying to make it similar to the policy at UWS. It was highlighted that the Students' Association had concerns about the proposed GCU approach, particularly relating to duty of care of students and did not have an appeal process.

The Students' Association at UWS highlighted that students were not always aware of the knock-on effect of submitted an ECS, i.e. If the ECS was submitted at Tri 3 then the next attempt may not be until Tri 1 or 2 of next academic year, if a 3rd yr student or 4th yr due to graduate they may not have thought that this will delay progress to 4th yr or graduation. They also highlighted that at the next attempt if the student still isn't fit due to ill health/personal circumstances they would recommend the student takes a Medical Interruption to 'stop the clock' and return/re-engage with their studies when they are ready/able.

The Committee agreed that the best approach would be submit a proposal to the Department of Academic Quality on revising the mitigating circumstances process. It was agreed that any proposals would be discussed at SAGE. It was noted that there may still be the need for RetroMITs. The Vice President GSBS would take forward with the Senior Student Adviser and Student Voice Team Leader a document with the overview of MITS/Fit to Sit changes to provide to the Executive Committee. **Action: Vice President GSBS.**

The Student Voice Team Leader and Senior Student Adviser left the meeting at 10.06am.

7. Coronavirus Update

The Student President explained that the Vice President SHLS attended the Academic and Student Experience Delivery (AcSED) meeting in her absence. The Vice President SHLS highlighted the keys items which were discussed at this meeting. It was noted that the University will be contacting students who have essential on campus teaching in week 11 & 12 of Trimester A to assess who will be in quarantine for 2 weeks and how many students will be on campus. There were also discussions about moving from using Collaborate Ultra for teaching to Microsoft Teams due to technical issues experience by staff and students when using Collaborate Ultra. In terms of assessments, the University have reduced their times for assessments from the previous assessment period. For example, students will be given 3 hours to do their essays. This will be used to tackle problems of cheating reported from the previous assessment period. The University also explained that the laptops for the digital inclusion scheme have now all arrived. It was confirmed that communications regarding this will be sent out to students in the next couple of weeks. The University are also working on communications for Christmas and information on assessment deadlines around Christmas. Moving forward, the University are also considering changing the newsletter from weekly to fortnightly as there are now limited things to report on.

8. Draft minutes from previous Executive Committee on 20th October 2020

The Chair called for a vote to approve the minutes taken from the Executive Committee meeting held on 20th October 2020 subject to the following changes: Item 3 to explicitly state

that cameras should be turned on and microphones should be turned off during lectures. Item 6.10 to highlight that there is currently limited additional IT support available to students in real time. **Vote: For: 4; Against: 0; Abstentions: 0.** The minutes from the Executive Committee meeting held on 20th October 2020 were approved.

9. Matters Arising

9.1. Proposal for Caledonian Court Officer

The Vice President GSBS will take the Proposal for Caledonian Court Officer to the next Student Voice meeting on 9th November 2020. This matter is resolved.

9.2. Staff Mental Health Training

In order to support student mental health, the University will be delivering mental health training which will be provided by SAMH. The training will begin with staff who are directly in contact with students. The Student President confirmed that the training will also be available to Students' Association staff who are in contact with students. This matter is resolved.

9.3. Team Objectives

The Full Time Officers attended a meeting to discuss their team objectives. This matter is resolved.

9.4. Team Objectives Meeting

The Executive Assistant had arranged a meeting for the Full Time Officers to discuss their team objectives. This matter is resolved.

9.5. IT Support Services

The Executive Board confirmed that 4 extra staff members have been providing IT support to students. However, it was noted that this would be reviewed if the demand for IT support changes. This matter is resolved.

9.6. Draft Evaluation Strategy for GCU Going Digital

The Student President asked for clarity over if the evaluation will include international students. The Full Time Officers agreed to speak to the Director of Academic Development and Student Learning about this. **Action: Student President.**

9.7. Proposed Ideas Process

The Student President worked with the Student Voice Team Leader and the Chief Executive on the Proposed Ideas Process paper. The paper has now been submitted to the next Student Voice meeting. This matter is resolved.

9.8. Student Focus Groups

The Student President confirmed that the University will be conducting a survey which will gather feedback regarding student experience during the Coronavirus outbreak. Further from this, the University will also be conducting a town hall style discussion with students where students will be given the opportunity to ask questions. This matter is resolved.

9.9. SMHA Update

The Vice President SCEBE agreed to circulate the SMHA draft plan 2020/21 with the Full Time Officers. **Action: VP SCEBE.** The Full Time Officers will communicate any feedback or suggestions directly to the Vice President SCEBE.

9.10. Banner for Togetherall

The Student President has the Togetherall banner for staff emails from GCU wellbeing. An email was sent to all Full Time Officers on the 6th October 2020. This matter is resolved.

9.11. Delivering Digital Accessibility

The Vice President SHLS agreed to work with the Chief Executive and Communications Co-ordinator on applying accessibility tools to the Students' Association website. This matter is ongoing. **Action: VP SHLS.**

9.12. Financial Support for International Students

The Student President confirmed that she will be attending a meeting with the Director of Finance regarding providing financial support to international students. The Executive Committee were reassured that international students can still access financial support if they contact the Coronavirus helpline and will be provided support on a case by case basis. This matter is ongoing. **Action: Student President.**

9.13. Black History Month

The Student President and Vice President SHLS worked together on filming some of the events during Black History Month and shared these on social media. This matter is resolved.

9.14. Instalment Fees for Students

The Vice President GSBS passed on information from the GCU Fees and Refund Policy to the student who had sent a query regarding this. This matter is resolved.

9.15. Return to Campus

The Executive Committee discussed their views on students returning to campus. The Full Time Officers support the view that new students (1st year undergraduate and direct entry

students) and international students should have some limited in person learning and teaching on campus as it assists in providing a sense of belonging to the University and allows students to settle in. The Student President will review this with the Chief Executive and create a draft statement from the Students' Association. **Action: Student President.**

10. Life Memberships

There were no applications for Life Memberships.

11. Full Time Officer Reports

The Full Time Officers provided verbal updates on their work.

Student President

- Attended weekly SRTC Comms Co-ordination Group
- Attended weekly Academic and Student Experience Delivery (AsCED) Group
- Attended meeting with Student Comms team
- Attended meeting with the Deputy Vice-Chancellor Learning, Teaching and Student Experience and the Deputy Vice-Chancellor Strategy
- Arranged and liaised with students to attend the GCU Court governors meeting, put together an agenda of key issue for discussion and attended the event
- Attended Strategy 2030 meeting with Strategy and Planning
- Attended catch-up meeting with the Academic Registrar
- Attended GCU London Student Reps meeting
- Attended catch-up meeting with GCU Campus Security and Services
- Attended weekly Executive Board meeting
- Attended the Principal's Surgery
- Filmed induction video
- Discussion for the provision of Ask the Officer in the Library with the Head of Library Services
- Attended Ask the Officer Online
- Attended FTO Objectives meeting
- Created SDG Society video for GSBS and society
- Attended Students' Association meeting with key staff
- Annual Leave for 6 working days

VP SHLS

- Attended monthly catch-up meeting with the FTO's, the Deputy Vice Chancellor Strategy and the Deputy Vice-Chancellor Learning, Teaching and Student Experience
- Attended the Principals Surgery
- Hosted Ask the Officer Online
- Attended meeting with the FTO's and the Chief Executive to discuss Team Objectives
- Attended interview on the Common Good Podcast
- Attended monthly catch-up meeting with the Research Innovation Officer
- Attended ETSE meeting
- Attended GBV meeting
- Attended SRTC Comms meeting

- Attended NUS Scotland: All Scotland Officers COVID-19 meeting
- Attended weekly Academic and Student Experience Delivery (AsCED) Group
- Attended SHLS School International Team meeting
- Attended Ask the Officer on Campus
- Attended the monthly PGR, PVC and DGS meeting
- Attended catch-up meeting with the GCU Student Communications and Engagement Assistant
- Attended meeting with the EDN Officer
- Attended Blogging and Social Media Training

VP SCEBE

- Attended Glasgow Taxis Cup meeting
- Attended Co-ordination of Student Support meeting
- Attended Mental Health and Wellbeing catch-up meeting
- Attended SMHA catch-up meeting
- Attended meeting with Care Experienced Officer
- Attended meeting with the Women's Officer
- Hosted Ask the Officer on Campus
- Attended FTO: Rose, Bud and Thorn catch-up meeting
- Attended Social Media and Blogging training
- Chaired Health & Safety Committee
- Attended Sports Council training
- Attended SCEBE School Board
- Attended School Board prep
- Filmed Student Pulse Survey video
- Attended societies catch-up meeting
- Attended SSS Women in Sport meeting

VP GSBS

There was no Full Time Officer Report submitted.

12. A.O.C.B

12.1. The Herald Interview

The Vice President SCEBE explained that the Project Officer for Student Mental Health and the Senior Communications Officer have requested for an interview with a journalist from The Herald regarding student mental health. The Student President advised Vice President SCEBE to speak to the Head of Communications and Public Affairs before confirming. **Action: VP SCEBE.** It was agreed that Vice President SCEBE would take lead in the interview if it is approved and the Student President will provide input if necessary.

12.2. Remote Lab Access

The Vice President SHLS attended the Remote Lab Access and explained that the lab is easy to access and interesting. The Vice President SHLS agreed to share the link with the Executive Committee members. **Action: VP SHLS.**

12.3. International Students

The Vice President SHLS attended a meeting with the Associate Dean International from the school of SHLS. There were concerns raised over international students experiencing isolation following feedback from students who came to a meeting on campus. The Vice President SHLS will be attending the next meeting on campus with international students on 4th December 2020 where she can speak to them directly. Further from this, the Executive Committee members discussed ways to address isolation experienced by international students. The Full Time Officers agreed to host a Coffee Break just for international students. **Action: Full Time Officers.** The Executive Assistant will schedule this for the end of November/start of December 2020. **Action: Executive Assistant.**

The meeting ended at 10:33am.

EXECUTIVE COMMITTEE MEETING



Minutes of the Executive Committee meeting held on Tuesday 1st December 2020 at 9.30am on Microsoft Teams.

Present:

Susan Docherty, Student President (Chair)

Tabitha Nyariki, Vice President School of Health and Life Sciences (VP SHLS)

Adil Rahoo, Vice President Glasgow School for Business and Society (VP GSBS)

Zoe Nicholson, Vice President School of Computing, Engineering and Built Environment (VP SCEBE)

Apologies:

None

In Attendance:

David Carse, Chief Executive

Raisah Khan, Executive Assistant (Clerk)

Sara MacLean, Student Voice Team Leader (Items 2,7 & 8)

Meg MacDonald, Senior Student Adviser (Items 6 & 7)

The Chair asked to change the order of the agenda items to which the Executive Committee members agreed to.

1. Coronavirus Update

1.1. Executive Board Update

The Student President explained that the Executive Board have been discussing the walk through COVID-19 test centre located at the GCU's ARC sports centre and the communications plan 2020/21. There were no other updates from the Executive Board.

1.2 Academic and Student Experience Delivery (AsCED) Group

The Student President explained that the notes from the Academic and Student Experience Delivery (AsCED) Group had been circulated to the Executive Committee members. The notes highlighted the main items discussed which were Glasgow moving into Tier 4 restrictions, assessment guidance, guidance during Christmas for students, the ELIR visit, using Microsoft Teams for learning and teaching and communications to students over Christmas. The Student President explained that the University are looking at moving learning and teaching to Microsoft Teams following complaints from academic staff over technical issues experienced on Collaborate Ultra. It was noted that some staff have already started delivering teaching on Microsoft Teams if they prefer to do so. However, the University still need to work out how to monitor attendance before moving all of learning and teaching. The Student President confirmed that the University have agreed to provide students 15 minutes extra time per hour for their exams and this will be provided to everyone regardless of if a student has already been granted adjustments. The Executive Committee agreed this is important to communicate to students. The Student President has already contacted the Deputy Vice-Chancellor Learning, Teaching and Student Experience about this and will feedback her response to the Executive Committee members. **Action: Student President.** The Vice

President SHLS asked what provisions have been put in place to address the issue over time difference in exams for international students. The Student President reassured that the University are ensuring examinations are taking place at a reasonable time for international students which will also mean IT support will be available to them if they are having issues. The Student President explained that one of the main items discussed by the Group was in relation to student mental health. It was noted that Edinburgh University Sports Union have put together a video addressing mental health which has received high levels of positive engagement. The Student President agreed to circulate the link to the Executive Committee members to see if they would be interested in recreating something for students at GCU.
Action: Student President.

1.3 SRTC Comms Co-ordination Group

The Student President confirmed that she has been consulted on upcoming student communications. The Student President has requested to include more information on what teaching and learning will be like in Trimester B. Further from this, it also agreed that a campaign would be launched on services at the Advice Centre.

The Student Voice Team Leader joined the meeting at 9.44am.

2. Team/Individual Wins for NSS Action Plan

The Student Voice Team Leader asked the Full Time Officers about their achievements which have impacted the GCU learning and student experience. It was noted these achievements will be communicated as part of the NSS action plan.

Members highlighted some of the achievements which were COVID-19 related:

- No detriment policy
- No penalty for students leaving their accommodation contract early
- MITs- not having to submit any evidence for MITs
- Digital Inclusion for students including access to laptops and dongles
- Students going home for Christmas
- Study Spaces on Campus
- Extra time per hour for exams in 2020/21
- Graduations- securing a physical graduation ceremony for students in the future

It was noted that the Student President would be sending a specific email to all students outlining the achievements made by the Students' Association in responding to the Coronavirus pandemic. **Action: Student President.**

Members also highlighted achievements which were non COVID-19 related:

- Safe Return to Sports- linked to a focus on student mental health
- Caledonian Court Officer (once it has been approved by Student Voice)
- Disability Month- the campus will light up with purple lights
- Recommendations from Tackling Racism Short Life Working Group
- ELIR outcome

It was agreed that the Vice President SCEBE would write a blog on the safe returning to sporting activities. **Action: VP SCEBE.** The Vice President GSBS would write a blog on the creation of the Caledonian Court Officer position and a joint blog with the Disabled Students Officer on Disability Month. **Action: VP GSBS.** The Student President agreed to write a blog on the outcome of the ELIR. **Action: Student President.** The Vice President SHLS agreed to write a blog on the recommendations and work of the Tackling Racism Short Life Working Group. **Action: VP SHLS.** The blogs would be on the website and shared in the all student email and across social media.

The Student Voice Team Leader left the meeting at 09.57am.

3. JISC Student Survey

The Student President presented the proposal for GCU to participate in the one-year pilot of the JISC Digital Experience Insight (DEI) service during the academic year 2020/2021 commencing in Trimester B to survey students, teaching staff and professional services staff. The Committee discussed the proposal and thought it would be insightful and beneficially especially for the GCU Going Digital Strategy.

The Chair called for a vote to approve the Proposal for GCU to participate in the JISC Digital Experience Insight Surveys in 2020/21. **Vote: For 4; Against: 0; Abstentions: 0.** The Proposal for GCU to participate in the JISC Digital Experience Insight Surveys in 2020/21 was therefore approved. The Student President would advise the Head of Academic Development. **Action: Student President.**

4. Online Social Events for Students over Festive Period

The Student President proposed hosting online activities over Christmas for students, primarily for those who will not be going home. It was highlighted that this engagement will be important in supporting student mental health and addressing issues of isolation. All the Full Time Officers offered to assist but it was noted this may be dependent on the time zones of the countries that the Officers are based over the festive period. It was noted that a draft engagement plan had already been created and this would be circulated to members for feedback. **Action: Student President.** It was noted that this would be required to be included in the all student email being sent on 9th December 2020 and would be communicated to the University. **Action: Student President.**

5. Full Time Officer Engagement Plan Interim Review

The Committee discussed the interim progress made against the Full Time Officer Trimester A 2020/21 Engagement Plan. It was noted that not all Full Time Officers were engaging sufficiently across all engagement methods and each individual Officers should reflect on how they can contribute more. As previously discussed on the agenda, it was agreed that the Full Time Officers should increase their number of blogs to communicate their individual work progress and achievements. The weekly video updates target numbers were on track. It was agreed that blogs and the weekly video updates were amongst the most useful methods to communicate to members. It was noted that the Ask the Officer on campus was challenging due to the ongoing Coronavirus pandemic and the low number of students on campus and

particularly that students needed to book a study space in advance within the library and that there was little engagement from students. It was agreed that this would continue to the end of Trimester A but unlikely to continue in Trimester B. It was agreed the Vice President GSBS timeslot would change to 10am to 12noon on a Wednesday. It was established that the Ask the Officer on campus target numbers were not on track. It was agreed that the Ask the Officer Online on Facebook (using Stream Yard) were useful and created live engagement from members. These sessions are saved on Facebook and You Tube and can be watched at a later time by members. The Ask the Officer Online target numbers were on track. The Coffee Break engagement sessions were on track to meet target numbers but did have particularly high engagement.

The Senior Student Adviser joined the meeting at 10.36am.

6. NUS Scotland Student Mental Health and Wellbeing

The Senior Student Adviser presented the paper from NUS following research on student mental health and wellbeing in Scotland. It was noted that this research was carried out before the outbreak of Coronavirus so some things may have changed. However, the paper produces some relevant points and recommendations to take into consideration. The Senior Student Adviser highlighted some key factors which were recognised as having an impact on student mental health. One of these factors was financial support provided by college/universities and how this can impact student mental health and wellbeing. The research showed that students who were worried about access to money/income/bursaries experienced a negative impact on their mental health and wellbeing. The Senior Student Adviser has been working with the Vice President GSBS to see how access to financial support can be improved at GCU. The Vice President GSBS confirmed that he is working with the Deputy Vice-Chancellor Strategy and the Deputy Vice-Chancellor Learning, Teaching and Student Experience on addressing recent queries from students about the wait time for hearing back from the Finance Department. It was confirmed that the University are currently looking into redeploying staff from the Campus Life Desk to help the Finance Department and ensure student queries are being dealt with as soon as possible. Further from this, it was noted that the Common Good Fund is currently closed. However, the Student President reassured that international students are still being provided with financial support on a case by case basis. The Student President agreed to speak to the Principal about the Common Good Fund and will feedback to the Executive Committee. **Action: Student President.** One of the other factors highlighted from the survey results was that the level of workload and lack of work/life balance results in a negative impact on student mental health and wellbeing. The Student President confirmed that work load has been discussed in meetings with the University and has been raised with the Deputy Vice-Chancellor Learning, Teaching and Student Experience. Another factor from the research was that students benefit from positive social interactions which improves their mental health and wellbeing. The Senior Student Adviser highlighted that the Students' Association is good at providing social connections and will work to maintain this during the Coronavirus pandemic. It was noted that one of the ways the Students' Association has achieved this is through the safe return to sports which will be a good opportunity for students to start building connections. This would also help counter problems of isolation experienced by some students. One of the factors identified by almost half of respondents as areas of challenge were a lack of confidence, and, relatedly, avoidance of undertaking tasks due to a fear of failure. It was confirmed that the Advice Centre will be organising building confidence

sessions through Lifelink for students at GCU. It was also noted that male students are less likely to reach out and access the support services available to them. The Advice Centre have a split of 60% female users of the service to 40% male users whereas the counselling service at the University have almost twice as many female users in comparison to male users. The Student President confirmed that the Full Time Officers will be creating a video, similar to the one created by Edinburgh University Sports Union, addressing male mental health. The final point raised by the Senior Student Adviser was the transition out of University and support available to students once they have left. The Chief Executive explained that students will still be able to access some of the Students' Association services such as the Student Leaders Programme which might be useful to graduates, if they purchase a Life Membership. It was suggested that Life Memberships should be advertised and encouraged to students before they graduate to ensure they know how to access the services and redeem this at a discounted price of £15 for the first 3 years after their studies.

The Student Voice Team Leader joined the meeting at 11.08am.

7. Overview of MITS/Fit to Sit

The Overview of the MITS/Fit to Sit paper presented a table comparing the current MITS process with the proposed changes through the Fit to Sit process. The paper also provided suggested improvements to the proposed model at GCU. These changes will allow students to self-declare as being unfit to have completed the assessment for up to 5 working days after the submission/exam date without having to provide a statement/evidence. It was suggested that once a student submits for this, to ensure the duty of care, students should automatically receive information about support services available to them. It was noted that the proposal suggests changes to proposed policy in particular the addition of a Late Appeal (ie. Retro_MITs) process, similar to the model at UWS (University of West Scotland) who have an Extenuating Circumstances Submission (ECS) procedure. The Late Appeal Process will allow students to declare unfit if they miss the 5 working days window, but they will be required to provide evidence. A further suggestion to the proposed process was that if the student requires another opportunity to declare unfit at the next diet for the same assessment, they should be able to use a late appeal process which would require submitting evidence to preserve their attempt. The Committee raised concerns over issues with students who might abuse this procedure. It was noted that the current maximum period of registration regulations allows for a maximum period of additional 2 years and therefore if the student continues to underperform or use the late appeal process they will not have unlimited attempts. It was agreed that the proposal should be discussed at SAGE and a member from the Department of Academic Quality would be invited to participate in discussions. The Senior Student Adviser and the Student Voice Team Leader would also be invited to this. **Action: Vice President GSBS.**

The Senior Student Adviser left the meeting at 11.23am.

8. Student Voice

The Committee discussed the Matters Arising paper and although it is more challenging to progress some actions due to the current Coronavirus pandemic that meetings could still be arranged with GCU colleagues within Trimester B 2020/21.

The Student Voice Team Leader left the meeting at 11.39am.

Due to time restrictions, the Executive Committee agreed to discuss agenda item 7, DRAFT SMHA Plan, in the next Executive Committee meeting.

9. Draft minutes from previous Executive Committee on 3rd November 2020

The Chair called for a vote to approve the minutes taken from the Executive Committee meeting held on 3rd November 2020 subject to the following changes: Item 8 to explicitly state the changes made to the previous draft minutes from the Executive Committee on 20th October 2020. Item 9.5 to be updated to highlight that 4 extra staff members have been providing IT support to staff and have been available to students. Item 9.10. IT Support Services, to be deleted as this had been repeated. **Vote: For: 4; Against: 0; Abstentions: 0.** The minutes from the Executive Committee meeting held on 3rd November 2020 were approved.

10. Matters Arising

10.1. Remit of the International Committee

The Vice President GSBS agreed to raise the issue in regard to having provisions to monitor and enhance the international student experience with the International Committee via the Deputy Vice-Chancellor Strategy. This matter is ongoing. **Action: VP GSBS.**

10.2. MITS at UWS

The overview of MITS/Fit to Sit paper was presented to the Executive Committee. This matter is resolved.

10.3. Draft Evaluation Strategy for GCU Going Digital

The Student President asked for clarity over if the evaluation will include international students. The Full Time Officers agreed to speak to the Director of Academic Development and Student Learning about this. This matter is ongoing. **Action: Student President.**

10.4. SMHA Plan

The SMHA draft plan 2020/21 was added to the agenda and the paper for this was circulated to the Executive Committee members. This matter is resolved.

10.5. Delivering Digital Accessibility

The Vice President SHLS attending a meeting with the Chief Executive and Communications Co-ordinator on applying accessibility tools to the Students' Association website. This matter is resolved.

10.6. Financial Support for International Students

The Student President confirmed that she will be attending a meeting with the Director of Finance regarding providing financial support to international students. The Executive Committee were reassured that international students can still access financial support if they contact the Coronavirus helpline and will be provided support on a case by case basis. It was also agreed that money saved from the Trade Union strikes should be discussed at this meeting. This matter is ongoing. **Action: Student President.**

10.7. Return to Campus

The Executive Committee discussed their views on students returning to campus. The Full Time Officers support the view that new students (1st year undergraduate and direct entry students) and international students should have some limited in person learning and teaching on campus as it assists in providing a sense of belonging to the University and allows students to settle in. The Student President will review this with the Chief Executive and create a draft statement from the Students' Association. **Action: Student President.**

10.8. The Herald Interview

The Vice President SCEBE contacted the Head of Communications and Public Affairs in regard to an interview with a journalist from The Herald about student mental health. This matter is resolved.

10.9. Remote Lab Access

The Vice President SHLS explained that she is waiting on receiving the link to the Remote Lab Access before sharing it with the Executive Committee members. This matter is ongoing. **Action: VP SHLS.**

10.10. International Students Coffee Break

The International Students Coffee Break took place on Monday 23rd November 2020. This matter is resolved.

11. Life Memberships

The Clerk confirmed that 2 Life Memberships had been submitted.

A Life Membership had been submitted by Adam Currie. The Chair called a vote to approve the Life Membership. **Vote: For 4; Against: 0; Abstentions: 0.** The Life Membership for Adam Currie was therefore approved.

A Life Membership had been submitted by Ian Brooks. The Chair called a vote to approve the Life Membership subject to verification. **Vote: For 4; Against: 0; Abstentions: 0.** The Life Membership for Ian Brooks was therefore approved.

12. Full Time Officer Reports

The Full Time Officers deferred to their written reports provided for the meeting of Student Voice on 7th December 2020.

13. A.O.C.B

13.1. STAR Awards Lead

The Student President asked if any of the Full Time Officers wanted to take lead on the STAR Awards. It was noted that the Vice President SCEBE was already involved in the Sports Awards and the Teaching Awards. The Vice President GSBS agreed to take lead on the STAR Awards. The Clerk would notify the Societies Co-ordinator. **Action: Clerk.**

The meeting ended at 11:53am.

EXECUTIVE COMMITTEE MEETING



Minutes of the Executive Committee meeting held on Tuesday 15th December 2020 at 9.30am on Microsoft Teams.

Present:

Susan Docherty, Student President (Chair)

Tabitha Nyariki, Vice President School of Health and Life Sciences (VP SHLS)

Zoe Nicholson, Vice President School of Computing, Engineering and Built Environment (VP SCEBE)

Apologies:

Adil Rahoo, Vice President Glasgow School for Business and Society (VP GSBS)

In Attendance:

David Carse, Chief Executive

Raisah Khan, Executive Assistant (Clerk)

1. Coronavirus Update

1.1. Executive Board Update

The Student President explained that she discussed her objective at Executive Board about seeking external funding to establish a Mind Your Mate programme to support student mental health and encourage students to look out for one another. It was also agreed at the Caledonian Student Voice meeting on 7th December 2020 that student suicides should be tracked to identify where to put in prevention techniques and actions. The Student President spoke to the Executive Board about this. However, it was highlighted that the sensitive nature of this may prove problematic and counteract the purpose. It was agreed that the Vice President SCEBE will speak to SMHA and present research on this to the University. **Action: Vice President SCEBE.**

1.2 Academic and Student Experience Delivery (AsCED) Group

The Student President explained that the notes from the Academic and Student Experience Delivery (AsCED) Group had been circulated to the Executive Committee members. The notes highlighted the achievement by the Students' Association for securing an increase in time for the library spaces during study period from 3 hours to 4 hours. It was further noted that if a student does not return after 2 hours then the study space will be made available to someone else. The Vice President SCEBE asked for details on the procedure and how this will be monitored for students who are leaving for lunch breaks. The Student President agreed to speak to the University about this and provide further information to the members. **Action: Student President.** There has also been a quick printer system introduced on 7th December 2020 which allows students to book a printer for 30 minutes to avoid waiting in queues. It was confirmed that the virtual GCU Townhall meeting will be taking place in January 2021 which the Student President will be attending and will ask if the other Full Time Officer can also be invited. The Student President will offer the use of Streamyard for this so the session can be hosted live on numerous platforms. **Action: Student President.** The Student President has asked that the Students' Association Building (potentially NH208) is included in the bid for dual mode teaching rooms and that the Student President would update on this. **Action:**

Student President. The second Pulse Survey results had been released and the Student President will ask the University to share the results. **Action: Student President.** In the final meeting of the year, the Group confirmed details of the University guidance for learning and teaching in Trimester B and it was confirmed that the Trimester B timetable will be sent out to students the w/c 14th December 2020. There will be COVID-19 testing for students for 6 weeks in January 2021 and guidance will be provided to residents at Caledonian Court.

2. Draft SMHA Plan

The Vice President SCEBE presented the Student Mental Health Agreement (SMHA) Project Diary and Project Overview 2020/22. It was noted that some areas were still blank as these were still under review. The timeline highlighted key dates for the project which is aiming to be launched in May 2021. The Executive Committee asked how this will be handed over to the new elected Full Time Officer. The Vice President SCEBE reassured that the project diary contains the necessary information to handover to the next Full Time Officer making the transition clear. The Chief Executive highlighted the potential for mental health to significantly feature in the next Strategic Plan. The Executive Committee asked for clarity on what the 'time4you' event is and the Vice President SCEBE agreed to look into this. **Action: Vice President SCEBE.** The Chief Executive asked why the SMHA did not run as part of the Student Leaders Programme and the Vice President SHLS agreed to look into this. **Action: Vice President SHLS.** It was also noted that the funding for the Mental Health First Responder Scheme Pilot will be reviewed.

3. Christmas Engagement Plan

The Student President presented the Christmas Engagement Plan 2020 which consists of 9 events and there will be prizes available for the winners. These have been advertised on the website, social media and included in the all student email. It was noted that there may be an event on Christmas day but this is yet to be confirmed. The blurbs for the events will be added to the website and social media. The Student President confirmed that a Facebook Messenger chat has been created with students who are interested in attending. The Full Time Officers were asked to attend the events on a voluntary basis when they could.

4. Refreshers Induction Webinars

The Vice President SCEBE asked if the Full Time Officers would be interested in hosting live webinars during induction week in Trimester B to programmes with new students. It was agreed that all the Full Time Officers will host the live webinars, one on GCU Learn (Collaborate Ultra and one on Streamyard). The Welcome Video created for Generic Induction Talks in October 2020 will be re-used for the Generic Induction Talks in January 2021.

[Clerks Note: The Head of Student Enquiries, Advice and Events explained that the Generic Induction Talks will be taking place live and pre-recorded content will not be shared due to previous feedback regarding the lack of engagement. The Full Time Officers agreed to attend the Generic Induction Talks taking place on 20th January 2021 and will host one only live webinar during induction week on Facebook Live.]

5. **Blackboard Assist**

The Vice President SHLS explained that Blackboard Assist is a new function on GCU Learn. Users will be notified this function has been added when they log in for the first time after the update. Screenshots of the functionality were shared with the Committee members. The Student President noted that the Nightline service had the GCU logo and asked if this could be changed to the Students' Association logo. The Vice President SHLS agreed to request for this to be changed. **Action: Vice President SHLS.** It was confirmed that the different services will have access to changing things on blackboard and a template will be available for guidance on how the information should be presented. The Student President will talk through this at the next Employee Team meeting as it may be useful for some of the services at the Students' Association. **Action: Student President.**

6. **Draft minutes from previous Executive Committee on 1st December 2020**

The Chair called for a vote to approve the minutes taken from the Executive Committee meeting held on 1st December 2020. **Vote: For: 3; Against: 0; Abstentions: 0.** The minutes from the Executive Committee meeting held on 1st December 2020 were approved.

7. **Matters Arising**

7.1. **Extra Exam Time**

The Student President confirmed that the University have agreed to provide students 15 minutes extra time per hour for their exams and this will be provided to everyone regardless of if a student has already been granted adjustments. This has been communicated to students and will be included into the handbook. Details of this will also be published on GCU Learn. This matter is resolved.

7.2. **Edinburgh University Sports Union Video**

The Edinburgh University Sports Union have put together a video addressing mental health which has received high levels of positive engagement. The Student President agreed to circulate the link to the Executive Committee members to see if they would be interested in recreating something similar for students at GCU. **Action: Student President.**

7.3. **Team/Individual Wins for NSS Action Plan**

An email from the Student President will be circulated to all students on Thursday 17th December 2020 outlining the achievements made by the Students' Association in responding to the Coronavirus pandemic. This matter is resolved.

7.4. **Safe Return to Sporting Activities Blog**

It was agreed that the Vice President SCEBE would write a blog on the safe returning to sporting activities. This matter is ongoing. **Action: VP SCEBE.**

7.5. Caledonian Court Officer & Disability Month Blog

The Vice President GSBS agreed to write a blog on the creation of the Caledonian Court Officer position and a joint blog with the Disabled Students Officer on Disability Month. This matter is ongoing. **Action: VP GSBS.**

7.6. ELIR Blog

The Student President agreed to write a blog on the outcome of the ELIR visit. This will be posted in 2021 once the ELIR Technical Report has been published and is in the public domain. This matter is ongoing. **Action: Student President.**

7.7. Tackling Racism Short Life Working Group Blog

The Vice President SHLS agreed to write a blog on the recommendations and work of the Tackling Racism Short Life Working Group. This matter is ongoing. **Action: VP SHLS.**

7.8. Jisc Digital Experience Insight Surveys in 2020/21

The Proposal for GCU to participate in the JISC Digital Experience Insight Surveys in 2020/21 was approved at the previous Executive Committee meeting and the Student President advised the Head of Academic Development about this. This matter is resolved.

7.9. Draft Christmas Engagement Plan

The Student President circulated the draft Christmas Engagement Plan to the members for feedback. This matter is resolved.

7.10. Advertise Events for Students over Festive Period

The events were included in the all student email being sent on 9th December 2020 and were communicated to the University. This matter is resolved.

7.11. Common Good Fund

The Student President has spoken to the Principal and confirmed that the Common Good Fund will be re-opening in January 2021. The email regarding this will be circulated to the members. **Action: Student President.**

7.12. Proposal for Change to MITS/Fit to Sit

It was agreed that the proposal for changes to the MITS/Fit to Sit will be discussed at the SAGE Committee meeting taking place on Wednesday 16th December 2020 and a member from the Department of Academic Quality would be invited to participate in discussions. The Senior Student Adviser and the Student Voice Team Leader would also be invited to this. This matter is ongoing. **Action: Vice President GSBS.**

7.13. Remit of the International Committee

The Vice President GSBS agreed to raise the issue in regard to having provisions to monitor and enhance the international student experience with the International Committee via the Deputy Vice-Chancellor Strategy. This matter is ongoing. **Action: VP GSBS.**

7.14. Draft Evaluation for GCU Going Digital

The Student President asked for clarity over if the evaluation will include international students. The Full Time Officers agreed to speak to the Director of Academic Development and Student Learning about this. This matter is ongoing. **Action: Student President.**

7.15. Financial Support for International Students

The meeting between the Student President and the Director of Finance regarding financial support to international students will be taking place next year. However, the Student President discussed the money saved from the Trade Union Strikes with the Principal and confirmed that this will be taken further with the Chief Operating Officer. This matter is ongoing. **Action: Student President.**

7.16. Return to Campus

The Executive Committee discussed their views on students returning to campus. The Full Time Officers support the view that new students (1st year undergraduate and direct entry students) and international students should have some limited in person learning and teaching on campus as it assists in providing a sense of belonging to the University and allows students to settle in. The Student President will review this with the Chief Executive and create a draft statement from the Students' Association. This will be added to the Coronavirus page on the Students' Association website. **Action: Student President.**

7.17. Remote Lab Access

The Vice President SHLS explained that she is waiting on receiving the link to the Remote Lab Access before sharing it with the Executive Committee members. This matter is ongoing. **Action: VP SHLS.**

7.18. STAR Awards Lead

The Vice President GSBS agreed to take lead on the STAR Awards. The Clerk would notify the Societies Co-ordinator. **Action: Clerk.**

8. Life Memberships

There were no Life Memberships submitted.

9. Full Time Officer Reports

Student President

- Attended catch-up meeting with the Principal
- Attended the Academic and Student Experience Delivery (AcSED) Group
- Attended SDG work stream meeting
- Attended Festive Buddies Scheme meeting
- Attended catch-up meeting with Campus Security & Services
- Filmed video and sent to the Executive Assistant
- Attended Muhammed Yunus webinar
- Attended Ask the Officer Online
- Created script for elections video
- Attended Coffee Break
- Attended GCU Finance and General meeting
- Attended SRTC Comms Group
- Attended NUS Scotland: all officer COVID-19 meeting
- Attended Points of Pride 2020 Event
- Wrote a blog on COVID-19 and achievements
- Wrote an email with the Chief Executive about COVID-19
- Attended Executive Board
- Attended Lib/Rep Review with the Full Time Officers and the Student Voice Team Leader
- Attended interview with journalism students
- Attended Smart thinking Project Team meeting
- Attended London Council
- Attended the Sports Awards Night 2019-20
- Attended meeting with the Deputy Vice Chancellor Strategy and the Deputy Vice-Chancellor Learning, Teaching and Student Experience
- Chaired Trustee Board

VP SCEBE

- Attended Trustee Board
- Attended monthly catch-up meeting with the Deputy Vice Chancellor Strategy and the Deputy Vice-Chancellor Learning, Teaching and Student Experience
- Planned for Sports Awards
- Hosted the Sports Awards Night 2019-20
- Attended SSS Women in Sport meeting
- Attended Sports Council Meeting
- Attended the Lib/Rep Review with the Full Time Officers and Student Voice Team Leader
- Attended SCEBE School Board meeting
- Attended meeting with Academic Reps before the SCEBE School Board meeting
- Attended SSS Fixtures Forum- Midseason Review
- Attended the Full Time Officer catch-up meeting
- Attended BUCS AGM
- Chaired the Health and Safety Committee meeting
- Attended catch-up meeting with the Student Adviser, Student Wellbeing Adviser and Project Officer for Student Mental Health

- Attended Ask the Officer on Campus
- Attended the LGBT Sport Meeting
- Attended the Glasgow Taxis Cup meeting
- Attended Coffee Break

VP SHLS

- Filmed Individual Objective Video
- Attended liV Steering Group Introductory Session
- Attended Ask the Officer on Campus
- Attended meeting with ADI & HLS international students
- Attended Coffee Break
- Attended SHLS Fitness to Practise
- Prepped for SHLS School Board
- Attended the Points of Pride 2020 Event
- Attended meeting with the Glasgow Legacy programme for young people Lead
- Attended the Academic and Student Experience Delivery (AcSED) Group on behalf of the Student President
- Attended the SHLS School Board meeting
- Attended the Full Time Officer catch-up meeting
- Attended the Lib/Rep Review with the Full Time Officers and the Student Voice Team Leader
- Attended Ask the Officer on Campus
- Attended the Blackboard Assist demo
- Attended the People Committee Brief and Meeting
- Attended Sports Awards Night 2019-20
- Attended catch-up meeting with the Deputy Vice Chancellor Strategy and the Deputy Vice-Chancellor Learning, Teaching and Student Experience
- Attended Trustee Board

10. A.O.C.B

10.1. Santander's Black Inclusion Programme

The Student President explained that she has been contacted about Santander's Universities Black Inclusion Programme which will be available to 3,000 university students and graduates. They will be entered into a chance to win free access to 8 hours of online development programmes and the opportunity to win a £1,500 Santander Scholarship. The Vice President SHLS agreed to take lead on this.

The meeting ended at 10:40am.

EXECUTIVE COMMITTEE MEETING



Minutes of the Executive Committee meeting held on Monday 25th January 2021 at 9.30am on Microsoft Teams.

Present:

Susan Docherty, Student President (Chair)

Tabitha Nyariki, Vice President School of Health and Life Sciences (VP SHLS)

Zoe Nicholson, Vice President School of Computing, Engineering and Built Environment (VP SCEBE)

Adil Rahoo, Vice President Glasgow School for Business and Society (VP GSBS)

Apologies:

None

In Attendance:

David Carse, Chief Executive

Sara MacLean, Student Voice Team Leader (Item 2 & 3)

Raisah Khan, Executive Assistant (Clerk)

1. Coronavirus Update

1.1. Executive Board Update

The Student President provided an update from the Executive Board on the new library opening hours. The library will be open from 10am-1pm and 2pm-5pm and will close from 12pm-1pm to allow for cleaning. The Student President explained that the Students' Association was not consulted on this change and she will speak to the University about this. The Student President explain that she produced a Coronavirus Update Blog on recent discussions with the University and includes discussions on rent rebates and refunds for students unable to return to Caledonian Court due to the ongoing situation with Coronavirus. Students who are experience difficulties due to COVID-19 will be able to submit Mitigating Circumstances in Trimester A for 2020/21. Instead of submitting evidence, the student will be asked to provide a statement on the impact of the Coronavirus on their studies. The Executive Board also discussed student poverty and hardship and reassured that student applications will be looked at on a case by case basis if they do not fit the criteria for the University hardship funds. The Student President also raised concerns from students on placement who need to shield from family members and the University addressed concerns by allocating available rooms where possible.

1.2 Academic and Student Experience Delivery (AsCED) Group Update

The Student President presented the latest minutes with key items discussed at the Academic Student Experience Delivery (AsCED) group. The group discussed the latest government guidance and its impact on students. It was noted that GCU has been successful in a bid to take part in a pilot training from AdvanceHE as part of the SFC funded Tackling Racism on Campus project which will help inform GCU's ongoing discussion about race equality. It was noted that the Strategy for Learning was being reviewed for GCU Strategy 2030. The Student President will ask how the University will consult the Students' Association. **Action: Student President.** The Committee discussed that the University does not specifically have a No

Detriment Policy. There were various views on the approach the University was to take to no detriment during the Coronavirus pandemic and the potential confusion students have on this issue. The Student President explained that an extraordinary meeting should be agreed to discuss this issue further and arrange to meet the University to discuss further. **Action: Clerk.**

1.3 SRTC Comms Co-ordination Group Update

The Student President explained that the SRTC Comms Co-ordination group discussed matters such as the online etiquette video, wellbeing and support available to students and student funding web pages. The Student President confirmed that the student funding web pages will be updated to make it easier to access information on student funding. The Student President agreed to circulate this to the Executive Committee members once it has been created. **Action: Student President.** Some of the other communications have included information on changes to library services and rebating students if they are not in their accommodation due to the government guidelines. The Vice President GSBS asked when the Common Good Fund will be open to students again and that this was already a matters arising action. The Student President has also spoken to the Chief Operating Officer about international students who are struggling to pay their tuition funds. The Chief Operating Officer reassured that students will be provided with support on a case by case basis if they contact the Student Funding Team.

The Student Voice Team leader joined the meeting at 9.45am.

2. National Student Survey (NSS) Email

The Student Voice Team Leader explained that the Students' Association annually sends an email to final year students who complete the NSS outlining the recent achievements of the Students' Association in representing students' academic interests. The NSS is launched at GCU on Thursday 11th February 2021. A discussion took place on when best to send the email, either before or after the survey is launched. It was decided to send on Friday 12th February 2021. The Student Voice Team leader would circulate the email from last year and asked the Full Time Officers to propose amendments for this year. **Action: Full Time Officers.** The final draft of the email would be presented at the next meeting of the Executive Committee. **Action: Clerk.** It was also discussed that previous achievements could be communicated by social media on the lead up to the launch of the survey.

3. Student Voice Matters Arising

The Student Voice Team Leader presented the matters arising for the next Student Voice meeting taking place on Monday 8th February 2021. The Full Time Officers had some updates to provide on areas they had started carrying out work towards.

It was decided by the Full Time Officers to explain to Student Voice the challenges in progressing some actions during the Coronavirus pandemic and to agree with Student Voice whether some actions could either be dropped or picked up again in Trimester B 2021/22. It was recognised that Student Voice would need to take a vote on these decisions. **Action: Full Time Officers.**

It was suggested that the Vice President GSBS speak to the GCU Sustainability Officer with the Student Voice Team Leader to progress relevant actions, as these discussions and outcomes could also be included within the Green Impact audit submission. **Action: VP GSBS.**

The Student Voice Team Leader left the meeting at 10.20am.

4. Brit 2021 Challenge

The Student President explained that the Brit 2021 Challenge is a fundraising challenge which the University are keen to participate in. The aim of the challenge is for individuals from across the University to work working as a team to cover a 2,021 mile distance by either hand-cycling, cycling, wheelchair pushing, swimming, walking, jogging, running, rowing or paddling (canoeing, kayaking or paddle-boarding). It was noted that as well as a fundraiser, the challenge improves mental health and fitness. The Student President asked the Executive Committee whether this is something they would be interested in taking forward and encouraging clubs, societies, groups and other colleagues to take part, such as through Healthy Working Lives. The Vice President SCEBE and Student President agreed to discuss further on how this could be progressed within the wider University community and the Vice President SCEBE would take a decision on signing up. **Action: VP SCEBE.**

5. FTO Student Engagement Plan Trimester B 2020/21

The Executive Committee discussed adapting their approach from Trimester A on their Student Engagement Plan for Trimester B based on their experience. It was agreed that the Ask the Officer on Campus would not take place in Trimester B due to the current Government restrictions. It was agreed that the Ask the Officer Online would continue to take place weekly by one Full Time Officer, instead of all Full Time Officers together. There would be 12 Ask the Officer Online events in total and they would take place on a Thursday at 2pm using StreamYard. The Student President discussed that she planned to invite guests, such as the NUS Scotland President, Principal and other members of the GCU Executive Board. It was agreed to advise other Full Time Officers if guests were being invited so it was a coordinated approach. It was noted that guests were not required for the Ask the Officer Online events. The Student President agreed to do the first Ask the Officer Online in Trimester B on Thursday 28th January 2021.

It was agreed to continue to record Full Time Officer Updates that would be included within the All Student Emails and across social media, noting that it was not possible to do lecture shouts. There would be 6 updates during Trimester B.

It was agreed that the Coffee Breaks events would not continue but a monthly Pub Quiz would start and led by a Full Time Officer. These would take place on the last Friday of each month at 4pm and there would be 4 in total. The Vice President SHLS agreed to lead the first on Friday 29th January 2021 at 4pm on Microsoft Teams. The Full Time Officer had the ability to choose the theme and whether it was hosted with a club, society or group.

The Chair called for a vote to approve the Full Time Officer Engagement Plan Trimester B 2020/21: **For: 4; Against: 0; Abstentions: 0.** The Full Time Officer Engagement Plan Trimester B 2020/21 was approved.

The Executive Assistant would schedule the events and social media. **Action: Clerk.**

6. sparqs Briefing: Review of Coherent Provision and Sustainability

The Chair presented the sparqs briefing on the SFC Review of Coherent Provision and Sustainability and its objectives, phased approach and the themes established from the phase one consultation. The Chair advised that the Students' Association had submitted a response written by the Student President for the phase one consultation. It was noted that the SFC are consulting further in phase two with student officers through sparqs and with NUS Scotland. The Full Time Officers were encouraged to engage within this national debate. It was also noted that Senior Managers in Students' Association are meeting with the SFC to discuss how students' associations as organisations can have better direct engagement with the SFC, instead of indirectly through sector agencies or the institution.

7. Draft minutes from previous Executive Committee on 15th December 2020

The Chair called for a vote to approve the minutes taken from the Executive Committee meeting held on 15th December 2020. **Vote: For: 3; Against: 0; Abstentions: 1.** The minutes from the Executive Committee meeting held on 15th December 2020 were approved.

8. Matters Arising

8.1. Tracking Student Suicides

It was agreed at the Student Voice meeting on 7th December 2020 that student suicides should be tracked by the University to identify where to put in prevention techniques and actions. The Vice President SCEBE agreed to speak to SMHA and present research on this to the University. It was noted that the University had recently launched the GCU Suicide Safer Task Group, whether this conversation could take place. This matter is ongoing. **Action: Vice President SCEBE.**

8.2. Study Spaces

The Executive Committee had previously raised concerns about study spaces being given to someone else if the student does not return after 2 hours. The Vice President SCEBE had asked how this will be monitored for students who are leaving for lunch breaks. The Student President explained that due to the changes in library opening hours, there will be an hour where the facilities are closed for a lunch break and so this will no longer be a problem. This action is resolved.

8.3. GCU Townhall Meeting

The Student President explained that the GCU Townhall meeting was not able to take place in January 2021 due to other University priorities. The Student President will ask the

University when this will be taking place and will offer the use of StreamYard for this so the session can be hosted on numerous platforms. **Action: Student President.**

8.4. Dual Mode Teaching Rooms

The Student President confirmed that the Students' Association Building (potentially NH208) will be included in the bid for dual mode teaching rooms and will be attending a meeting with the Director of Estates about this. This matter is resolved.

8.5. Pulse Survey Results

The second Pulse Survey results have been released and the Student President will ask the University to share the results. This matter is ongoing. **Action: Student President.**

8.6. 'Time4You' Event

The Vice President SCEBE confirmed that she will be attending a meeting where she will ask for clarity on what the 'time4you' event is. This will be fed back to the Executive Committee. **Action: Vice President SCEBE.**

8.7. Student Leaders Programme

The Chief Executive asked why the SMHA did not run as part of the Student Leaders Programme and the Vice President SHLS agreed to look into this. This matter is ongoing. **Action: Vice President SHLS.**

8.8. Blackboard Assist

The Vice President SHLS explained that Blackboard Assist will be relaunching this week due to technical issues which were identified. The Student President noted that the Nightline service had the GCU logo and asked if this could be changed to the Students' Association logo. The Vice President SHLS agreed to request for this to be changed. **Action: Vice President SHLS.**

8.9. Blackboard Assist discussed at Employee Team Meeting

The Student President confirmed that Blackboard Assist had been discussed in the previous Employee Team meeting as it may be useful for some of the services at the Students' Association. This matter is resolved.

8.10. Edinburgh University Sports Union Video

The Student President shared the link to the video addressing mental health by the Edinburgh University Sports Union. This matter is resolved.

8.11. Safe Return to Sporting Activities Blog

The Vice President SCEBE has submitted a blog on the safe returning to sporting activities. This matter is ongoing. However, due to the changes in current government restrictions, this may be updated.

8.12. Caledonian Court Officer & Disability Month Blog

The Vice President GSBS has to write a blog on the creation of the Caledonian Court Officer position and a joint blog with the Disabled Students Officer on Disability Month. This matter is ongoing. **Action: VP GSBS.**

8.13. ELIR Blog

The Student President agreed to write a blog on the outcome of the ELIR review. This will be posted in later in Trimester B once the ELIR Technical Report has been published and is in the public domain. This matter is ongoing. **Action: Student President.**

8.14. Tackling Racism Short Life Working Group Blog

The Vice President SHLS has written a blog on the recommendations and work of the GCU Tackling Racism Short Life Working Group. This matter is resolved.

8.15. Common Good Fund

The Student President has spoken to the Principal and confirmed that the Common Good Fund will be re-opening for Trimester B, once teaching commences. This matter is resolved.

8.16. Proposal for Change to MITS/Fit to Sit

The Vice President GSBS said that the proposal for changes to the MITS/Fit to Sit was not discussed at the SAGE Committee on Wednesday 16th December 2020 and would be presented at its next meeting. A member from the Department of Quality Assurance and Enhancement would be invited to participate in discussions. The Senior Student Adviser and the Student Voice Team Leader would also be invited to this. This matter is ongoing. **Action: Vice President GSBS.**

8.17. Remit of the International Committee

The Vice President GSBS explained that he has attended a meeting with the Deputy Vice Chancellor Strategy regarding having provisions to monitor and enhance the international student experience with the International Committee. It was confirmed that the Deputy Vice Chancellor Strategy will be bringing this up in the next International Committee. In the meantime, any international student concerns will be addressed by him personally. This matter is ongoing. **Action: VP GSBS.**

8.18. Draft Evaluation for GCU Going Digital

The Student President asked for clarity over if the evaluation will include international students. The Full Time Officers agreed to speak to the Director of Academic Development and Student Learning about this. This matter is ongoing. **Action: Student President.**

8.19. Financial Support for International Students

The Student President discussed the money saved from the Trade Union Strikes with the Principal and confirmed that this will be taken further with the Chief Operating Officer. This matter is ongoing. **Action: Student President.**

8.20. Return to Campus

The Full Time Officers support the view that the students' health and safety is the first priority and the number of students on campus should be limited. The Student President will review the Executive Committee statement on the Students' Association website based on current government guidance and that only students with essential course requirements should be on campus. **Action: Student President.**

8.21. Remote Lab Access

The Vice President SHLS explained that she is waiting on receiving the link to the Remote Lab Access before sharing it with the Executive Committee members. This matter is ongoing. **Action: VP SHLS.**

8.22. STAR Awards Lead

The Clerk confirmed that the Societies Co-ordinator has been notified that the Vice President GSBS has agreed to take lead on the STAR Awards. This matter is resolved.

9. Life Memberships

There were no Life Memberships submitted.

10. Full Time Officer Reports

Student President

- Attended Autumn Academic Rep Gathering Review meeting to discuss feedback about the Autumn Academic Rep Gathering event
- Attended weekly meetings with the Senior Student Communications Officer and Student Life
- Attended SAGE and provided an update on ELIR
- Attended Students' Association Health and Safety meeting
- Attended launch of Strategy 2030 meeting with GCU
- Created elections video to give the top 10 reasons why you should run for elections'
- Attended weekly Executive Board meetings with the University executives
- Took part in Ask the Officer live on the Students' Association social media pages
- Interviewed on Instagram by GCU Journey

- Created 9 events for engagement plan for over the holidays (see table A)
- Hosted the 9 events with assistance from the Vice President SCEBE and Vice President SHLS
- Hosted a joint event with GCU Alumni on Christmas Day
- Circulated communications about gaining feedback from students on issues in the New Year
- Took student issues to the Executive Board and posted results on social media
- Written a blog with feedback and solutions on the Students' Association website
- Attended weekly Academic and Student Experience Delivery (AsCED) Group
- Attended weekly SRTC Comms Co-ordination Group
- Attended ETSE (Enhancing the Student Experience) Steering Group
- Attended monthly catch up meeting with the GCU Principal to discuss student issues
- Prepared a presentation for the GCU Strategy 2030 launch
- Put together an induction presentation with the Vice President SCEBE
- Presented a talk about the Students' Association at the International Student Induction
- Hosted International Student Quiz with the Vice President SCEBE
- Attended Strategy Launch Preparation meeting with GCU
- Attended Induction Webinars Planning meeting with the Vice President SCEBE
- Created Trimester 1 Report
- Attended monthly catch up meeting with the Chief Operating Officer
- Attended monthly catch up meeting with the Deputy Vice Chancellor Strategy and the Vice President SCEBE
- Attended web stakeholder meeting to consult with the University the Students' Association input into the new GCU website
- Attended SDG Integration Working Group meeting with GCU
- Attended monthly catch up meeting with the Head of Communications and Public Affairs
- Consulted with the University on outcome agreement
- Put together presentation on Tackling Racism at GCU with the Vice President SHLS
- Created PowerPoint for GCU Court Strategy Day and presented talk on tackling racism
- Attended GCU Court Governance & Nominations Committee
- Took part in the Induction webinar on Students' Association Facebook Live with the Vice President SCEBE
- Attended filming on campus for the NSS Video for students in their final year with the Vice President SCEBE

VP SCEBE

- Attended catch up meeting with the SCEBE Dean, Vice Dean and ADLTQ
- Chaired Refreshers Committee meeting
- Attended BUCS and Scottish SU meeting
- Edited the Freshers' webinar and updated it for Refreshers
- Presented at the International Welcome Talk with the Student President
- Hosted the International Welcome Night with the Student President
- Advertised Refreshers week including the activities
- Attended Refreshers Drag Bingo
- Attended the GCU Wolves Refreshers Quiz of the Year
- Attended the Wellbeing catch up meeting

- Attended NUS SU Officers meeting
- Attended Glasgow Taxi Cup meetings
- Attended Induction on Facebook live with the Student President and the Vice President SHLS
- Attended Sports Council meeting
- Attended filming on campus with the Student President for the NSS Survey

VP SHLS

- Attended catch up meeting with the Senior Student Communications Officer and FTO's
- Attended SAGE
- Attended Refreshers Committee meeting
- Attended Autumn Academic Rep Gathering Review meeting
- Attended meeting with the Students' Association Co-ordinator for a SLP Update
- Hosted Ask the Officer on Campus
- Hosted Ask the Officer Online
- Attended Student Presidents' Christmas engagement activities
- Attended the Tackling Racism Group meeting
- Attended Advance He Racism Group training
- Attended Bi-weekly PGR rep meeting with PVC and DGS
- Attended the FTO Induction Webinar on Facebook Live
- Attended meeting with the Academic Rep Co-ordinator for PGR Rep short-listing
- Attended Smart-thinking Project team meeting
- Attended Skills Development Scotland's Skills for Future/ SLP meeting
- Filmed a video for Smart Thinking Services

VP GSBS

- Attended meeting with the Deputy Vice Chancellor Strategy to discuss the International Committee's remits
- Attended the Refreshers Committee
- Hosted Ask the Officer
- Chaired the second meeting of SAGE
- Attended the GSBS School Board meeting
- Attended Ask the Officer Online
- Attended the SDG Workstream Working Group

11. A.O.C.B

11.1. Senate Disciplinary Committee

The Student President asked if the Executive Assistant can be contacted directly about Full Time Officer availability for the Senate Disciplinary Committee. The Executive Assistant would review the Full Time Officers diaries to assess availability. The Executive Assistant agreed to make contact with the GCU Governance Officer about this. **Action: Clerk.**

The meeting ended at 11:25am.

EXECUTIVE COMMITTEE MEETING



Minutes of the Executive Committee meeting held on Tuesday 9th February 2021 at 9.30am on Microsoft Teams.

Present:

Susan Docherty, Student President (Chair)

Tabitha Nyariki, Vice President School of Health and Life Sciences (VP SHLS)

Zoe Nicholson, Vice President School of Computing, Engineering and Built Environment (VP SCEBE)

Adil Rahoo, Vice President Glasgow School for Business and Society (VP GSBS)

Apologies:

None

In Attendance:

David Carse, Chief Executive

Sara MacLean, Student Voice Team Leader (Item 1)

Raisah Khan, Executive Assistant (Clerk)

The Chair requested to change the order of the agenda to which the Executive Committee members agreed to.

1. National Student Survey (NSS) Email

The Student Voice Team Leader shared the NSS Email from 2019/20 and ask members to outline any changes required to the email for 2020/21, including achievements made this academic year. It was acknowledged that there was a lot of wins from partnership working with the University on responding to the Coronavirus pandemic. The members made various suggestions on what could be included in the email. It was agreed that the graduation video in the email will be replaced with an updated video from the Student President about the Fair Assessment Approach. **Action: Student President.** The final draft email will be sent to final year undergraduate students on Friday 12th February 2021.

The Student Voice Team Leader left the meeting at 09:50am.

2. Full Time Officer Reports

The Full Time Officers provided a verbal update on things they have been working on.

Student President

- Attended launch of Strategy 2030
- Hosted Ask the Officer with special guest, Matt Crilly, NUS Scotland President
- Interviewed live with GCU Journeys
- Attending Executive Board meetings
- Working on developing Students' Association Strategic Plan 2025
- Started writing external funding bid for Mind You Mate
- Working on Sustainable Development Goals (SDG's). Video will be created to explain what SDG's are and the Full Time Officers will share this on their social media. **Action: Full Time Officers**

- Discussed collaboration events within the liberation and representation groups, specifically the LGBT+ Group who will be holding their Glitter Ball
- Attended meeting with the Vice President SHLS on how to produce an inclusion legacy video
- Pledged the Students' Association to take part in the SOS-UK Global Goals Teach In.
- Working as champion of LGBT+ Group to help promote the group and benefits to the LGBT+ community and allies
- Sharing the Vice President SCEBE's Feel Fab Feb and Vice President SHLS work on tackling racism on all social media platforms
- Created a presentation with the Vice President SHLS which was presented on behalf of the Vice President SHLS to University Court on the work carried out by the Students' Association on tackling racism
- Attended meeting with Estates to discuss brass handles and gender neutral toilets
- Attended APPC meeting
- Wrote Trimester A report. Student President Court Report will be presented at Court
- Attended meeting with the LGBT+ Officer to discuss LGBT+ Month and the Glitter Ball
- Attended weekly meeting with the Senior Student Communications Officer
- Attended Academic and Student Experience Delivery (AsCED) Group
- Attended SRTC meetings
- Attended Enhancing the Student Experience Steering Group meeting
- Attended web stakeholder meeting to consult with University about the Students' Association input into the new GCU website
- Attended monthly catch-up with the Principal
- Attended Student Voice meeting
- Created Student Voice Report

VP SHLS

- Attended Audit Committee
- Involved in interviews for PGR Reps. It was noted that PGR Reps for SCEBE and London will be recruited later
- Attended Advance HE Student Governor event
- Attended Tackling Racism Working Group. Working on creating a system to report racism.
- Attended meeting with Director of Academic Development and Student Learning about student engagement
- Attended GCU Strategy 2030- Technology Support Plan. The draft will be taken to the next SAGE meeting
- Attended Glasgow Student Forum
- Hosted online Pub Quiz
- Attended lecture shouts about National Student Survey (NSS)
- Attended regular catch-up meeting with the Social Innovation Adviser
- The Social Innovation Adviser has been invited to Ask the Officer on 25th February to talk about how students can access services
- Attended Extraordinary Executive Committee
- Attended Academic and Student Experience Delivery (AsCED) on behalf of the Student President
- Created Full Time Officer update video

- Attended Pre SHLS School Board Catch-up
- Attended SHLS School Board meeting
- Attended Fair Assessment Approach meeting with the Deputy Vice-Chancellor Learning, Teaching and Student Experience
- Hosted Ask the Officer
- Attended Student Voice

VP SCEBE

- Planned SCEBE listening event
- Sent out Teaching Awards panellist invites
- Attended Student Voice
- Attended World Mental Health Day Planning meeting
- Launched Feel Fab Feb
- Attended Ask the Officer to talk about Feel Fab Feb
- Attended meeting with FTOs and GCU regarding the Fair Assessment approach
- Attended GCU Suicide Safer Task Group meeting
- Created a Video for SDG's
- Worked with GCU Cheerleading to create SGD video
- Attended SSS Sabb Forum
- Attended NUS Scotland Officer meeting
- Attended catch-up meeting with the Deputy Vice-Chancellor Learning, Teaching and Student Experience
- Attended West Regional catch-up meeting
- Attended GTC meeting
- Attended Advice Centre team meeting
- Attended meeting with GCU Athletics
- Attended SRTC Comms meeting
- Wrote/updated Return to Sport blog
- Attended SSS fixtures forum
- Hosted All Sports Clubs General meeting
- Attended Teaching Awards meeting
- Attended monthly mental health catch-up meeting
- Attended the Pub Quiz hosted by the Vice President SHLS
- Attended Glasgow Taxis Cup meeting
- Attended 1st Sports Awards meeting
- Working towards organising women in employment conference. Potentially link this with International Women's Day

VP GSBS

- Attended a meeting with the Director of Estates about campus parking
- Attended a meeting with the Sustainability Officer about climate change training in the curriculum
- Attended International Committee meeting
- Attended Fair Assessment Approach meeting with the FTO's and the Deputy Vice-Chancellor Learning, Teaching and Student Experience
- Attended NUS Scotland Officer meeting

- Chaired Equality and Diversity meeting
- Attended meeting to organise Accommodation Week
- Chaired Glasgow Student Forum
- Attended APPC
- Attended Extraordinary Executive Committee
- Attended catch-up meeting with the Dean of GSBS
- Attended meeting with the Head of Campus Services about student parking spaces. The Vice President GSBS will look into promoting information on companies the University already works in partnership with. The Student President also suggested communicating information on renting out bikes with NextBike at a discounted price of £30 a year for students. **Action: Vice President GSBS.**
- Will start work on microwaves on campus as part of objectives
- Will write a blog on Disability History Month and Caledonian Court Officer
- Attended International Committee. The Vice President GSBS confirmed that international student experience was discussed at the meeting. The outcome of the discussion was that student experience will become the first standing agenda item at the International Committee where student issues and areas of concern can be addressed. The Vice President SHLS highlighted that the ISB (International Student Barometer) is not running this year. The Vice President GSBS agreed to speak to Strategy and Planning about what the rationale was for discontinuing the ISB and how they plan to capture the international student experience. **Action: Vice President GSBS.**

The Student President requested if the Full Time Officer Reports can be placed as the first standing agenda item in future Executive Committee meetings. **Action: Clerk.**

3. Coronavirus Update

3.1. Executive Board Update

The Student President provided an update from the Executive Board on discussions in regards to a no detriment policy. It has been agreed with the University that a Fair Assessment Approach will be introduced. This will be similar to the no detriment approach from the previous academic year but it was agreed at the SRTC Comms meeting that communications from the University will explicitly refer to the policy as the Fair Assessment Approach and will not mention the term 'no detriment'. However, the University have permitted the Students' Association to use the term 'no detriment approach' in brackets followed by an explanation on what a no detriment approach does not mean. The Fair Assessment Approach will be approved in the next GCU Executive Board meeting. The Student President also noted that their attendance at GCU Executive Board meetings will be changing from fortnightly to monthly as they are no longer required to take place as regularly and will be phased out during Trimester B.

1.2 Academic and Student Experience Delivery (AsCED) Group Update

The Student President presented the key items discussed at the Academic Student Experience Delivery (AsCED) group. The group discussed the classifications for 3rd and 4th year students and what measures will be included in the Fair Assessment Approach. The Student President

agreed to write a blog on the Fair Assessment Approach making it clear to students what it is once it has been approved. **Action: Student President.** Another key item discussed was graduations. Due to the ongoing situation with Coronavirus, it was confirmed that graduates of 2020 and 2021 will not be given a physical graduation. However, the University recognises that graduations are an important and special occasion for students and so will look into an online platform which provides different kinds of functionality to host a virtual graduation for 2021. Once the government restrictions change, graduates from 2020 and 2021 will be given the opportunity to go on campus for a photo opportunity with their graduation gown. The Vice President SHLS suggested allowing students to take the gown away for a period of time so students can take pictures elsewhere and limit the number of people on campus. The Student President agreed to pass this suggestion onto the University. **Action: Student President.** AsCED had raised issues over the rise in cases of plagiarism. It was noted that a plagiarism video had already been created and shared by the Advice Centre. However, this was raised to the GCU Executive Board for attention and will be monitored and addressed again if necessary.

1.3 SRTC Comms Co-ordination Group Update

The Student President explained that the SRTC Comms Co-ordination group will be discontinuing. However, the Student President has requested for the communications grid to be shared with the Students' Association.

4. Developing Strategic Plan 2025

The Chief Executive advised that the Students' Association would be working with Inspiring Scotland who will be facilitating two events as part of the strategic planning process. A Strategic Themes Workshop would take place on Saturday 20th February and a workshop to revisit the Mission, Vision and Values would take place on Tuesday 23rd February 2021. In addition, a briefing session has been organised on the Sustainable Development Goals (SDGs) on Tuesday 9th February 2021. The Full Time Officers are members of the Strategic Planning Group and had been asked to create an individual SWOT Analysis on the Students' Association. **Action: Full Time Officers.**

5. STAR Awards

The Vice President GSBS presented the proposed categories for the STAR Awards, that would take place online in 2021. He advised that the STAR Awards and London Awards would be merged for 2021 and that not all the awards categories could go ahead due to the Coronavirus pandemic and certain activities not being able to take place. It was highlighted that the current awards are outlined within the Societies Policy Document, The EDIT Policy Document and Radio Caley Policy Document and therefore consultation is required with the Societies Council, The EDIT Committee and Radio Caley Committee. **Action: Vice President GSBS & SCEBE.** The Vice President SHLS would establish the awards related to the Student Leaders Programme. **Action: Vice President SHLS.**

6. Draft minutes from previous Executive Committee on 25th January 2021 & Extraordinary Executive Committee on 26th January 2021

The Chair called for a vote to approve the minutes taken from the Executive Committee meeting held on 25th January 2021 and the Extraordinary Executive Committee meeting held on 26th January 2021. **Vote: For: 4; Against: 0; Abstentions: 0.** The minutes from the Executive Committee meeting held on 25th January 2021 and the Extraordinary Executive Committee meeting held on 26th January 2021 were approved.

7. Matters Arising

7.1. Strategy for Learning 2030

It was noted that the Strategy for Learning was being reviewed for the GCU Strategy 2030. The Student President confirmed that the Director of Academic Development and Student Learning presented the GCU Strategy 2030 for consultation at the Student Voice meeting on Monday 8th February 2021 and this will also be presented for further consultation at the Executive Committee and SAGE meeting. This matter is resolved.

7.2. Extraordinary Meeting

The Extraordinary Executive Committee was arranged by the Clerk to discuss the no detrimental policy. This matter is resolved.

7.3. Student Funding Web Pages

The Student President circulated the link for the student funding pages to the Executive Committee members. This matter is resolved. Further from this, the Student President has created a blog with information about finance and funding. Since the blog, the GCU finance department have experienced an increase in student queries and so have an additional member of staff to assist with the demand. The Student President also spoke to the Director of Development & Global Engagement about the Common Good fund. The Student President explained to the Executive Committee that the Common Good fund is a way of raising funds which are distributed annually and is not something students can apply for.

7.4. National Student Survey (NSS) Email Amendments

The Full Time Officers proposed amendments for the National Student Survey (NSS) email from last year. This matters is now resolved.

7.5. Draft National Student Survey (NSS) Email

The final draft email was not presented at the Executive Committee meeting. This matter was not completed.

7.6. Student Voice Matters Arising

The Full Time Officers explained to Student Voice the challenges in progressing some actions during the Coronavirus pandemic and it was agreed by Student Voice that the actions can be postponed until the academic year 2021/22. However, the Full Time Officers will continue to provide updates on actions they are able to work on. If the situation with the Coronavirus

pandemic continues, the Student Voice may be asked if the actions can be postponed even further. This matter is now resolved.

7.7. Meeting with GCU Sustainability Officer

The Vice President GSBS has spoken to the GCU Sustainability Officer with the Student Voice Team Leader on how to progress relevant actions from Student Voice. This matter is now resolved.

7.8. BRIT 2021 Challenge

The Student President has spoken to the Head of the Vice-Chancellor's Office about involving the wider community in GCU to take part in the BRIT 2021 Challenge. The Student President was asked to take this forward but has agreed to work with the Vice President SCEBE on this. This matter is resolved.

7.9. FTO Student Engagement Activities Trimester B 2020/21

The Executive Assistant scheduled the Full Time Officer engagement events on the website and social media. This matter is resolved.

7.10. Tracking Student Suicides

It was agreed at the Student Voice meeting on 7th December 2020 that student suicides should be tracked by the University to identify where to put in prevention techniques and actions. The Vice President SCEBE has attended the first meeting of the GCU Suicide Safer Task Group. The discussion on tracking student suicides is still ongoing. **Action: Vice President SCEBE.**

7.11. GCU Townhall Meeting

The Student President explained that the GCU Townhall meeting was not able to take place in January 2021 due to other University priorities. The Student President offered the use of StreamYard for this so the session can be hosted on numerous platforms and is waiting on a response. This matter is ongoing. **Action: Student President.**

7.12. Pulse Survey Results

The second Pulse Survey results have been released and the Student President is waiting on approval from APPC before circulating them with the Executive Committee members. This matter is ongoing. **Action: Student President.**

7.13. 'Time4You' Event

The Vice President SCEBE confirmed that she will be attending a meeting where she will ask for clarity on what the 'time4you' event is. This will be fed back to the Executive Committee. **Action: Vice President SCEBE.**

7.14. Student Leaders Programme

The Vice President SHLS confirmed that the SMHA did not run as part of the Student Leaders Programme because the NHS do not have the capacity to run this. This matter is resolved.

7.15. Blackboard Assist

The Vice President SHLS confirmed that the Students' Association logo has been added to the Nightline service. This matter is resolved.

7.16. Caledonian Court Officer & Disability Month Blog

The Vice President GSBS has to write a blog on the creation of the Caledonian Court Officer position and a joint blog with the Disabled Students Officer on Disability Month. This matter is ongoing. **Action: VP GSBS.**

7.17. ELIR Blog

The Student President agreed to write a blog on the outcome of the ELIR review. This will be posted later in Trimester B once the ELIR Technical Report has been published and is in the public domain. This matter is ongoing. **Action: Student President.**

7.18. Proposal for Change to MITS/Fit to Sit

The Vice President GSBS said that the proposal for changes to the MITS/Fit to Sit was not discussed at the SAGE Committee on Wednesday 16th December 2020 and would be presented at its next meeting. A member from the Department of Quality Assurance and Enhancement would be invited to participate in discussions. The Senior Student Adviser and the Student Voice Team Leader would also be invited to this. This matter is ongoing. **Action: Vice President GSBS.**

7.19. Remit of the International Committee

The Vice President GSBS explained that the remit of the International Committee was discussed in item 2. It was confirmed that student experience will become the first standing agenda item at the International Committee where student issues and areas of concern can be addressed. This matter is resolved.

7.20. Draft Evaluation for GCU Going Digital

The Student President spoke to the Director of Academic Development and Student Learning and it was confirmed that the evaluation will include international student. This matter is resolved.

7.21. Financial Support for International Students

The Student President discussed the money saved from the Trade Union Strikes with the Principal and confirmed that this will be taken further with the Chief Operating Officer. This matter is ongoing. **Action: Student President.**

7.22. Return to Campus

The Full Time Officers support the view that the students' health and safety is the first priority and the number of students on campus should be limited. The Student President will review the Executive Committee statement on the Students' Association website based on current government guidance and that only students with essential course requirements should be on campus. **Action: Student President.**

7.23. Remote Lab Access

The Vice President SHLS circulated the link to the Remote Lab Access to the Executive Committee members. This matter is now resolved.

7.24. Senate Disciplinary Committee

The Executive Assistant made contact with the GCU Governance Officer about the Senate Disciplinary Committee. This matter is now resolved.

7.25. Guidance on the GCU Website

The Executive Committee looked at the FAQs on online learning, assessment feedback and results for students on the GCU website and the guidance appeared dated. The Student President spoke to Academic and Student Experience Delivery (AsCED) Group and the Executive Board about this. This matter is resolved.

7.26. No Detriment Policy

The Student President arranged a meeting with the Deputy Vice-Chancellor Learning, Teaching and Student Experience and the Full Time Officers to discuss the no detriment policy. This matter is resolved.

8. Life Memberships

There were no Life Memberships submitted.

9. A.O.C.B

11.1. Santander Universities Black Inclusion Programme

The Vice President SHLS reminded the Executive Committee members about Santander Universities Black Inclusion Programme. The Vice President SHLS asked the Full Time Officers to share information about this on their social media. **Action: Full Time Officers.**

The meeting ended at 11:25am.

Minutes of the Extraordinary Executive Committee meeting held on Monday 22nd March 2021 at 11am on Microsoft Teams.

Present:

Susan Docherty, Student President (Chair)

Zoe Nicholson, Vice President School of Computing, Engineering and Built Environment (VP SCEBE)

Tabitha Nyariki, Vice President School of Health and Life Sciences (VP SHLS)

Adil Rahoo, Vice President Glasgow School for Business and Society (VP GSBS)

Apologies:

None

In Attendance:

Sara MacLean, Student Voice Team Leader

David Carse, Chief Executive

Raisah Khan, Executive Assistant (Clerk)

1. Honorary Life Membership

The Chair explained that five student nominations had been submitted for Honorary Life Memberships. It was noted that the initial deadline for submitting Honorary Life Memberships was Monday 8th March 2021 but this had been extended to Monday 22nd March 2021 at 9am. The Chair reminded members that there can be six recommendations (4 GCU students and 2 non-students) that can be proposed to Student Voice to be ratified by the Executive Committee. The Vice President GSBS asked if any new student nominations could be made but the Chair explained that the deadline had already passed and that there were student nominations to consider. After a lengthy discussion it was decided that the following GCU students would be proposed to Student Voice:

- Bethany Thomson (proposed by Vice President SCEBE)
- Kweki Bram-Larbi (proposed by Student President)
- Kathinka Mumme (proposed by Student President)
- Serena Piotta (proposed by Vice President SHLS)

The Chair called for a vote to approve the 4 GCU student nominations for Honorary Life Memberships. **Vote: For 3; Against: 1; Abstentions: 0.** The 4 GCU student nominations for Honorary Life Memberships were approved.

The Chair advised that there were no nominations submitted for non-students and so the Executive Committee would discuss recommendations to make to Student Voice. After a lengthy discussion it was decided that the following non-students will be presented to Student Voice:

- Nicola Andrew, Head of Quality Assurance and Enhancement (proposed by Student President)
- Valerie Webster, Deputy Vice-Chancellor Learning, Teaching and Student Experience (proposed by Student President)

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

The Student President will speak to the Deputy Vice-Chancellor Learning, Teaching and Student Experience before making the nomination public. **Action: Student President.**

A paper will be presented on the proposed Honorary Life Members from the Executive Committee for ratification by Student Voice. **Action: Clerk.**

The meeting ended at 11.16am.

EXECUTIVE COMMITTEE MEETING



Minutes of the Executive Committee meeting held on Tuesday 23rd February 2021 at 9.30am on Microsoft Teams.

Present:

Susan Docherty, Student President (Chair)

Tabitha Nyariki, Vice President School of Health and Life Sciences (VP SHLS)

Zoe Nicholson, Vice President School of Computing, Engineering and Built Environment (VP SCEBE)

Adil Rahoo, Vice President Glasgow School for Business and Society (VP GSBS)

Apologies:

None

In Attendance:

David Carse, Chief Executive

Sara MacLean, Student Voice Team Leader (Item 1)

Melanie Cowell, Communications Co-ordinator (Item 1 & 2)

Raisah Khan, Executive Assistant (Clerk)

The Chair requested to change the order of the agenda to which the Executive Committee members agreed to.

1. COP26

It was noted that the 26th UN Climate Change Conference of the Parties (COP26) will be taking place in Glasgow on 1st to 12th November 2021. The COP26 summit will bring countries together to accelerate action towards the goals of the Paris Agreement and the UN Framework Convention on Climate Change. The initial conversation and work towards this has begun by the Ethical and Environmental Committee. The opportunity to volunteer has also been shared by the Students' Association across its social media. It was suggested that the Ethical and Environmental Committee should send a call out for participation to give other sports clubs, societies and groups to get involved. **Action: VP GSBS.** It was also proposed that the Ethical and Environmental Committee create an action plan for COP26. **Action: VP GSBS.**

The Student Voice Team Leader left the meeting at 09:41am.

2. Full Time Officers Social Media Accounts/Posts and Ask the Officer Strategic Approach

It was established that the IT and Social Media Policy requires to be updated to reflect how the Full Time Officers should use work associated social media accounts. The Students' Association will continue to tag Full Time Officers into posts, using their work associated social media accounts. The Chief Executive explained the Students' Association will not tag or promote Full Time Officers personal accounts. It was agreed that it is up to the individual Full Time Officer to decide whether to follow each other's social media accounts, however the Chief Executive explained that it is not appropriate to block another Full Time Officer or the Students' Association from a work associated social media account. It was decided that all Full Time Officers are strongly encouraged to share each other's posts and Students' Association posts so that communications are shared as widely as possible. It was agreed that

where posts are not original content that the source should be cited. The Chief Executive agreed to work on updating the policy and will circulate the draft for feedback before submitting this to the Trustee Board for approval. **Action: Chief Executive.**

It was agreed that the Full Time Officer work social media accounts will be created by the organisation for Facebook, Instagram and Twitter for the Full Time Officers 2021/22. **Action: Chief Executive.** These accounts would be handed over from Full Time Officer each year and accessible by the Students' Association.

The Committee also discussed how Ask the Officer events should operate. It was agreed that individual Full Time Officers will primarily focus on updating on what they are working on. It was agreed there are benefits in promoting the work of the other Full Time Officers and the Students' Association to improve communications to the membership, however this would be at the discretion of the Full Time Officer hosting the Ask the Officer event. It was agreed that the Full Time Officer could ask the other Full Time Officers for any updates they would like promoted, however this was optional and the Full Time Officer could not be held to account if they did not raise the work of other Full Time Officers.

The Chief Executive also suggested for this discussion to be built into the beginning of each year's academic year to ensure clarity and agreement amongst the Full Time Officers.

The Chair called for a vote to approve the approach to the use of Full Time Officers Social Media Accounts/Posts and Ask the Officer. **Vote: For: 4; Against: 0; Abstentions: 0.** The approach to the Full Time Officer Social Media Accounts/Posts and Ask the Officer were approved.

The Communications Co-ordinator left the meeting at 10.02am.

3. Full Time Officer Reports

The Full Time Officers provided a verbal update on things they have been working on.

Student President

- Written Blogs for the GCU Students' Association: LGBT History Month 2021, Final Year Students: Complete the NSS 2020, Funding, Finance and I.T. for Home, UK, EU & International Students, Fair Assessment Approach & Smarthinking: Academic Writing and Mathematic Support.
- Asked the University to create a single funding page with all the information to make it simpler and easier to access for students. The Student President confirmed that the Winter Covid Fund is open, anyone except for nursing students can apply and this is being promoted. However, the Vice President GSBS raised concerns over queries from international students who were denied access to this. The Executive Committee suggested this might be due to the requirement of UK bank details on the application form. The Student President agreed to ask the University for clarity over this. **Action: Student President.**
- Communicated information on the Fair Assessment policy in every student engagement opportunity.
- Working on Trimester 1 report for University Court.

- Written a blog on LGBT History Month 2021. Trying to promote the upcoming Glitter Ball and asked the Full Time Officers to also help with promotion. **Action: Full Time Officers.**
- Working with the Student Advisor on Mind Your Mate. A draft has been created and this will be submitted.
- It was noted that International Women's Day will be taking place on Monday 8th March 2021 and there will be different ways for everyone to get involved.
- Attended catch-up meeting with the Chief Operating Officer.
- Attended the Academic and Student Experience Delivery (AcSED) weekly meeting.
- Attended catch-up meeting with the Senior Student Communications Officer.
- Attended Strategic Planning Group meeting.
- Attended catch-up meeting with the Deputy Vice Chancellor Strategy and the Deputy Vice Chancellor Learning, Teaching and Student Experience.
- Attended Senate Disciplinary Committee.
- Attended GCU Student Representative meeting.
- Attended meeting with the Director of Library Services.
- Attended GCU University Court.
- Attended Strategic Themes Workshop.
- Chaired Trustee Board meeting.

VP SHLS

- Involved in Advanced HE training with the University on racism. Attended a catch-up meeting to discuss how this would be implemented and how workshops would be delivered within departments. The Deputy Vice-Chancellor Learning, Teaching and Student Experience will be taking this to the Executive Board.
- Invited by the Associate Dean International to work on Scottish Cultural module course on GCU Learn. It was noted the pilot for this will be going live in June 2021.
- Highlighted that GCU is ahead on its work carried out towards tackling racial harassment and racism on campus. Continuing to work with the University on this.
- Working on promoting NSS by attending lecture shouts and speaking to students about what the NSS is.
- Attended catch-up meeting with the Chief Operating Officer.
- Attended the first meeting of GCU's institutional team for the new national Enhancement Theme "Resilient Learning Communities".
- Attended meeting with the Deputy Vice-Chancellor Learning, Teaching and Student Experience about racism training and the next steps.
- Attended Learning and Teaching Conference Planning meeting.
- Attended Strategic Planning Group meeting.
- Attended catch-up meeting with the Deputy Vice Chancellor Strategy and the Deputy Vice Chancellor Learning, Teaching and Student Experience.
- Attended GCU Student Representative meeting.
- Attended SHLS International Forum.
- Attended GCU University Court.
- Attended Smarthinking Project Team meeting.
- Attended Focus Group Discussion: EHRC Racial Harassment in Higher Education.
- Attended catch-up meeting with the Social Innovation Manager.
- Attended Trustee Board meeting.

VP SCEBE

- The Vice President SCEBE reminded the Executive Committee that it is the last week of Feel Fab Feb. There has been lots of involvement from sports clubs. Data will be collected on Feel Fab Feb and will be shared in a blog post. **Action: Vice President SCEBE.**
- Attended SCEBE listening event. Involved in conversations on negative feedback in programmes. This work will aid in fulfilling the individual objective to improve student learning experience within SCEBE, including progression and retention and student satisfaction.
- Attended meeting with Department Reps.
- Working on Glasgow Taxis Cups. This was cancelled last year due to the outbreak of Coronavirus. However, this year it will take place online.
- The Student Minds Charter has not been awarded. However, moving forward, the Vice President SCEBE will work more closely with the Director of Student Life and the Head of Student Wellbeing. The Senior Student Advisor will also be invited to discussions to ensure continuity in the future when the Full Time Officer team changes. **Action: Vice President SCEBE.**
- Attended catch-up meeting with the Chief Operating Officer.
- Attended the first meeting of GCU's institutional team for the new national Enhancement Theme "Resilient Learning Communities".
- Attended Student Minds Charter meeting.
- Attended Sports Awards Sub-Group.
- Attended meeting about the Co-ordination of Student Support Arrangements.
- Attended catch-up meeting with the Deputy Vice Chancellor Strategy and the Deputy Vice Chancellor Learning, Teaching and Student Experience.
- Attended the IWD 2021 Campaign - progress meeting.
- Attended GCU Student Representative meeting.
- Attended SSS Wellbeing Working Group.
- Attended Strategic Themes Workshop.
- Attended Trustee Board meeting.
- Attended SCEBE School Board pre-meeting catch-up.

VP GSBS

- Glasgow Student Forum is considering sending a proposal to all Students' Associations. This will include a way of bringing together companies and getting students connected to relevant companies.
- Looking into sustainable travel and student park on campus. The University has been convinced to look into cheaper methods of parking for students. However, the current Glasgow Levi prevents this so will need to be actioned after Coronavirus. To ensure sustainability, the Vice President GSBS has also suggested looking into the necessity of student travel by car for example by monitoring how far the student has to travel. The Student President also suggested looking into park and ride services available at Subway stations in Glasgow.
- Attended catch-up meeting with the Chief Operating Officer.
- Attended Star Awards 2021 meeting.
- Attended Ethical and Environmental Committee meeting.
- Hosted Ask the Officer.
- Attended Glasgow Student Forum.

- Attended Strategic Planning Group meeting.
- Attended GSBS School Board pre-meeting catch-up.
- Attended catch-up meeting with the Deputy Vice Chancellor Strategy and the Deputy Vice Chancellor Learning, Teaching and Student Experience.
- Attended SDG' Briefing Session.
- Attended GCU Student Representative meeting.
- Attended GSBS School Board meeting.
- Attended Strategic Themes Workshop.
- Attended monthly Student Media catch-up meeting.
- Attended Trustee Board meeting.

4. Coronavirus Update

4.1. Executive Board Update

The Student President provided an update from the Executive Board. The communications grid which was previously discussed at the SRTC Comms Co-ordination Group, was taken to the Executive Board for feedback. The Executive Board presented a social media presentation which made reference to Generation Z. The Student President has requested to include other generations to reflect the diverse demographic of GCU students. The University have started forward planning for teaching and how this will look moving forward. The Student President had previously raised concerns with the University over GCU buildings being named entirely after men. This has been raised to the Universities attention again to ensure equality by changing 50% of the names of buildings to women's names. The University have agreed to look into this and will potentially be carried forward to the following academic year.

1.2 Academic and Student Experience Delivery (AsCED) Group Update

The Student President presented the key items discussed at the Academic Student Experience Delivery (AsCED) group. The group discussed issues with the Apps Anywhere app but they have received £10,000 from Microsoft to improve the software. The University have confirmed there will be a 24-hour window for timed assessments to allow for some flexibility for students with other commitments. However, once the exam has started this will need to be completed in one sitting. The Trimester B assessment guidance will be updated and communicated to students the following week. The Student President confirmed that the MITs proposal for deadline extensions has been approved by Senate. It was noted that the lack of physical graduations has made it possible to have extensions and if students are denied an extension within a school, these can be reported to the University. The group also discussed funding of 1.6 million provided by the government available for use until March 2021. It was confirmed that all students except nursing students can apply for this in through the Winter COVID Fund. Students seeking any hardship fund will be guided to this page first to ensure it is used by March 2021. The Head of Student Enquiries, Advice and Events has explained that the Digital Inclusion Equipment Loan Scheme is not available for international students but the Executive Committee highlighted that there are pages on the GCU funding pages which suggest otherwise. The Student President agreed to ask for clarity on the Digital Inclusion Equipment Loan Scheme and will ask for outdated funding pages on the GCU website to state they are no longer valid to prevent confusion. **Action: Student President.**

1.3 SRTC Comms Co-ordination Group Update

The Student President confirmed that the SRTC Comms Co-ordination group has been discontinued. However, the communications grid will be taken to the Executive Board for approval. This will be taken off as a standing agenda item. **Action: Clerk.**

5. Learning Teaching Conference

The Vice President SHLS explained that the Learning and Teaching Conference is coming up and the University would like to centre this around Strategy for Learning 2030. The University are considering holding this in May 2021. However, the Executive Committee raised concerns over lack of student engagement due to student deadlines at the start of May 2021. The Vice President SHLS will work with the University to arrange for a more convenient time for students. An action plan for the events has been created which will be circulated to the Executive Committee members. **Action: Vice President SHLS.** The Chief Executive also suggested reusing some of the sessions created for Programme Leaders working with Academic Reps remotely.

6. Draft GCU Research Strategy

The Vice President SHLS presented the draft Glasgow Caledonian University's Research Strategy; a supporting strategy for the University's Strategy 2030. The document highlighted the strategic goals and how the University resources will be targeted at facilitating the highest quality research within and across centres. The draft GCU Research Strategy is currently being circulated to students for feedback in particularly PGR Reps as they have a better understanding about research.

7. Draft minutes from previous Executive Committee on 9th February 2021

The Clerk explained that the draft minutes taken from the Executive Committee meeting held on 9th February 2021 are still under review.

The Chair called for a vote for the minutes taken from the Executive Committee meeting held on 9th February 2021 to be approved at the next Executive Committee meeting. **Vote: For: 4; Against: 0; Abstentions: 0.** The minutes from the Executive Committee meeting held on 9th February 2021 will be approved in the next meeting taking place on Tuesday 9th March 2021.

8. Matters Arising

The Executive Committee agreed that the Matter Arising will be discussed in the next Executive Committee meeting taking place on Tuesday 9th March 2021.

9. Life Memberships

There were no Life Memberships submitted.

The meeting ended at 11:06am.

EXECUTIVE COMMITTEE MEETING



Minutes of the Executive Committee meeting held on Friday 9th April 2021 at 10am on Microsoft Teams.

Present:

Susan Docherty, Student President (Chair)

Tabitha Nyariki, Vice President School of Health and Life Sciences (VP SHLS)

Zoe Nicholson, Vice President School of Computing, Engineering and Built Environment (VP SCEBE)

Adil Rahoo, Vice President Glasgow School for Business and Society (VP GSBS)

Apologies:

None

In Attendance:

David Carse, Chief Executive

Meg McDonald, Senior Student Adviser (Item 4)

Raisah Khan, Executive Assistant (Clerk)

1. Full Time Officer Reports

The Full Time Officers provided a verbal update on things they have been working on.

Student President

- Working with the University on virtual graduations. Working with the Academic Registrar on creating merchandising such as alumni badges as a keepsake for students. The Student President confirmed that the University intend to host a re-union on campus which will take place in a staggered approach and in line with government guidance. The University are also exploring different ways of taking graduation pictures but information on this will be confirmed when further government guidance is released.
- Attended Academic and Student Experience Delivery (AcSED) Group.
- Attended Extraordinary University Senate to discuss Strategy for Learning 2030. The Full Time Officers provided their recommendations.
- Working on the external funding bid for Mind Your Mate to be submitted soon.
- Attended a meeting with the Head of Library Services to ask for increased library opening hours. As a result, the library opening hours have been extended to 8pm, Monday-Friday. The Student President explained that the lower levels of the library will be closed between 1-2pm but Level 4 will be open during this time so students have a space to have their lunch. The Student President and Vice President SHLS will create a video communicating these changes to students. **Action: Student President & Vice President SHLS.**
- Attended NUS UK Conference.
- Gained feedback on SWOT and PESTLE analysis from GCU Governors and fed back into Strategic Planning Group.
- Contacted company for lanyards for the money awarded in the previous year for the Think Positive award. Received a copy of the quote and passed this to the Vice President SCEBE to order as the mental health and wellbeing lead.

- Took part in GSBS CQA Accreditation panel for the European Foundation for Management Development Peer Review of GCU.
- Attended GCU External Audit meeting regarding student engagement in responding to Coronavirus pandemic.
- Feedback to Professor Bob Gilmour regarding the Athena Swan application.
- Hosted Ask the Officer online with special guests. Students discussed the best and worst of the past year and COVID.
- Prepared for QAA Annual ELIR meeting.

Vice President SHLS

- Attended catch-up meeting with the GCU Social Innovation Adviser.
- Attended GCU Tackling Racism Group.
- Attended Scottish/GCU Culture Module Workshop.
- Attended PGR Reps Group meeting.
- Attended Senate Disciplinary Committee.
- Attended Strategic Planning Group.
- Hosted an Online Pub Quiz.
- Attended meeting on Decolonising the Curriculum.
- Attended GCU Audit Committee.
- Attended Enhancement Theme Team Leaders Group meeting. Working with the Vice President SCEBE on this.
- Attended NUS UK Conference.

Vice President GSBS

- Attended GCU Tackling Racism Group.
- Attended Glasgow Student Forum.
- Attended Strategic Planning Group.
- Attended a meeting with the Director of Academic Development and Student Learning to look at SDG's and the student perspective.
- Attended Senate Disciplinary Committee.
- Preparing for the STAR Awards. The shortlist has been finalised and made public. The STAR Awards will be taking place on 15th April 2021 at 5pm. There will be a dress rehearsal.
- Working closely with the academic reps of GSBS to resolve a range of problems.
- Working on COP26. Attempting to get all students together across the city to create a city wide initiative.
- Hosted Ask the Officer Online.

Vice President SCEBE

- Attended Glasgow Taxis Cup debrief. The Vice President SCEBE congratulated everyone who got involved at GCU and highlighted their achievements.
- Working towards the Teaching Awards which will be taking place on 13th May 2021. There have been over 1,000 nominations for Teaching Awards this year.
- Participating in shortlisting for the STAR Awards.
- Attended Strategic Planning Group.
- Attended GCU Induction Planning Steering Group.

- Attended Learning and Teaching Conference.
- Working with sports clubs to post regular achievements and positive news on social media.

2. University Coronavirus Update

The Student President provided a combined written report on the key items discussed at the Executive Board and the Academic and Student Experience Delivery (AcSED) Group. One of the items discussed was learning and teaching for the academic year 2021/22. The University want to provide students with some sort of experience on campus. However, any classroom teaching will be designed to be readily moved online so there are no changes to the timetable. This decision was taken to prepare for any future government restrictions and lockdowns. The University are also intending to release the timetable for Trimester 1 2021/22 by August to ensure students have time to prepare. The Student President asked for an update on applications to the Winter COVID Fund and whether international students can apply for this. The University confirmed that international students can apply to this and have requested students to flag that they are an international student in the notes part of the application. However, following the AcSED Group meeting on 24th March 2021, the Head of Student Enquiries, Advice & Events explained that the Winter COVID fund page has been taken off the website as it reached 73% quota and there were over 500 applications still to be processed. The University will look into a process of prioritising students who are not eligible for other hardships funds to ensure all students are receiving some form of financial support from the University. The Student President also raised concerns over confusion caused by outdated funding pages on the GCU website. The University agreed to include a link at the top of each funding page to redirect students to the most recent pages. Students can also access the links to GCU funding pages in a blog by the Student President called, 'Funding, Finance and I.T. for Home, UK, EU & International Students', which was published on the GCU Students' Association website on Tuesday 16th February 2021.

3. Tackling Racism Group Update

The Vice President SHLS provided an update on the work of the Tackling Racism Group. The Group has been devolved into various groups and subcommittees to work towards long term ambitions of the group. There were 8 recommendations made to the University which have been assigned to Executive members. The GCU Head of Communications and Public Affairs is currently working on a communications strategy. It was highlighted that although the University staff community have been really involved, the University are looking to include more student engagement. The Vice President SHLS explained that the University would like the Students' Association to contribute to their action plan. The Chief Executive suggested looking at inclusiveness and how to ensure the wide demographic of GCU is being included and considered when arranging activities. The Vice President SHLS will speak to the Investing and Volunteering Steering Group about this to receive honest feedback about how to ensure genuine inclusiveness across all activities. **Action: Vice President SHLS.** It was agreed by the Executive Committee that it would be beneficial to communicate continuous progress on the work of the Tackling Racism Group and so it will be added as a standing agenda item for future Executive Committee meetings. **Action: Clerk.**

The Senior Student Adviser joined the meeting at 10.27am.

4. **Full Time Officer Orientation, Handover and Induction**

The Senior Student Adviser will be taking lead on the Full Time Officer induction process. A brief summary of the process was provided to the Executive Committee and the members were asked to reflect on their experience and provide feedback which can be incorporated into the inductions for 2021/22. There will be a 2-week Handover and the Executive Committee members were asked if they could provide a handover document going through each of their policy areas individually and the keys contacts they have in these areas. The Senior Student Adviser explained that if the document is created in time for the start of the Full Time Officer handover period then the incoming Officers will have the opportunity to ask the current Officer questions about areas they are unsure about. The Executive Committee flagged that this may not be possible due to annual leave and other workload. It was agreed that the Full Time Officers will complete as much of their handover document as possible with key details by Friday 14th May 2021. **Action: Full Time Officers.** The Vice President SHLS and Vice President GSBS will take lead on introducing the Full Time Officers 2021/22 during the Meet and Greet sessions which have been scheduled during the Handover. Following this, the Full Time Officers 2021/22 will attend a series of induction workshops to prepare them for their role in office. The Senior Student Adviser shared a draft list of the induction workshops and asked the Executive Committee to reflect on their experience and provide feedback. The Executive Committee requested a session on filling out HR forms such as the Flexi-Time Spreadsheet. The Senior Student Adviser will circulate the draft list of Induction Workshops 2021/22 and the Full Time Officers will provide feedback by the end of April 2021. **Action: Full Time Officers.**

The Senior Student Adviser left the meeting at 10:48am.

5. **Draft minutes from previous Executive Committee on 9th February 2021, Executive Committee on 23rd February 2021 & Extraordinary Executive Committee on 22nd March 2021**

The Chair called for a vote to approve the minutes taken from the Executive Committee meeting held on 9th February 2021. **Vote: For: 4; Against: 0; Abstentions: 0.** The minutes from the Executive Committee meeting held on 9th February 2021 were approved.

The Chair called for a vote to approve the minutes taken from the Executive Committee meeting held on 23rd February 2021. **Vote: For: 4; Against: 0; Abstentions: 0.** The minutes from the Executive Committee meeting held on 23rd February 2021 were approved.

The Vice President GSBS raised a matter of accuracy within the Extraordinary Executive Committee minutes on 22nd March 2021. The Vice President GSBS proposed the following amendment to be included into the minutes: *'When discussing the Honorary Life Membership Nominations, the Student President intervened and stated that "I am the Chair of the Executive Committee and get the last say on who gets Honorary Life Membership"'*.

The Vice President SCEBE said she did not recall this being said and Vice President SHLS also said she did not recall this being said, however she remembers the Student President explaining that as Student President she remained Chair of the Executive Committee until her

term in office finished. The Student President also stated that this was an inaccurate statement by VP GSBS and she did not at any time or point say she had the last say on who gets Honorary Life Membership.

The Chair called for a vote to add the amendment proposed by the Vice President GSBS. **Vote: For: 1; Against: 3; Abstentions: 0.** The amendment was therefore not approved.

The Chair called for a vote to approve the minutes taken from the Extraordinary Executive Committee meeting held on 22nd March 2021. **Vote: For: 3; Against: 0; Abstentions: 1.** The minutes from the Executive Committee meeting held on 22nd March 2021 were approved.

6. Matters Arising

6.1. National Student Survey (NSS) Email

The graduation video in the National Student Survey (NSS) email 2020/21 was updated with a video from the Student President about the Fair Assessment Approach. This matter is resolved.

6.2. Sustainable Development Goals (SDG's) Video

The Full Time Officers have been working on a Sustainable Development Goals (SDG's) video. However, this has not been shared yet as they are waiting on involvement from the Ethical and Environmental Committee. This matter is ongoing. **Action: Full Time Officers.**

6.3. Discounted NextBike for Students

The Vice President GSBS will look into promoting information on companies the University already works in partnership with. The Student President also suggested communicating information on renting out bikes with NextBike at a discounted price of £30 a year for students. The Vice President GSBS has a meeting scheduled with Head of Campus Services to discuss this. **Action: Vice President GSBS.**

6.4. International Student Experience

The Vice President GSBS agreed to speak to Strategy and Planning about what the rationale was for discontinuing the ISB (International Student Barometer) and how they plan to capture the international student experience. This matter is ongoing. **Action: Vice President GSBS.**

6.5. Full Time Officer Reports

The Full Time Officer Reports have been placed as the first standing agenda item for Executive Committee meetings. This matter is resolved.

6.6. Fair Assessment Approach Blog

The Student President has written a blog on the Fair Assessment Approach making it clear to students what it is. This matter is resolved.

6.7. Graduation Gowns

The Student President suggested to the University to allow students to take their graduation gowns away for a period of time so they can take pictures elsewhere and limit the number of people on campus. The University contacted Ede & Ravenscroft graduation services and confirmed that this will be possible. This matter is resolved.

6.8. Strategic Planning Group

Most Full Time Officers has submitted individual SWOT Analysis on the Students' Association as part of the Strategic Planning Group. This matter is resolved.

6.9. STAR Awards

The current STAR Awards are highlighted within the Societies Policy Document, The EDIT Policy Document and Radio Caley Policy Document. The Vice President SCEBE and Vice President GSBS consulted the Societies Council, The EDIT Committee and Radio Caley Committee about potential changes. The Societies Policy Document was updated and approved by Student Voice on 22nd March 2021. This matter is resolved.

6.10. Student Leaders Programme

The Vice President SHLS established the STAR Awards relating to the Student Leaders Programme. This matter is resolved.

6.11. Tracking Student Suicides

It was agreed at the Student Voice meeting on 7th December 2020 that student suicides should be tracked by the University to identify where to put in prevention techniques and actions. The Vice President SCEBE attended the GCU Suicide Safer Task Group and after lengthy discussions, the University denied the request to track student suicides. This matter is resolved.

6.12. GCU Townhall Meeting

The Student President explained that the GCU Townhall meeting did not take place as feedback was already submitted by students through surveys. The positive responses did not raise any urgency to hold a Townhall meeting. This matter is resolved.

6.13. Pulse Survey Results

The second Pulse Survey results have been released and the Student President will circulate these to Executive Committee members. This matter is ongoing. **Action: Student President.**

6.14. 'Time4You' Event

The Vice President SCEBE confirmed that she will be attending a meeting where she will ask for clarity on what the 'time4you' event is. This will be fed back to the Executive Committee.

Action: Vice President SCEBE.

6.15. Caledonian Court Officer & Disability Month Blog

The Vice President GSBS has written a blog on the creation of the Caledonian Court Officer position and a blog on Disability Month. This matter is resolved.

6.16. ELIR Blog

The Student President has written a blog on the outcome of the ELIR review. This matter is resolved.

6.17. Proposal for Change to MITS/Fit to Sit

The Vice President GSBS said that the proposal for changes to the MITS/Fit to Sit has not yet been added to the agenda for SAGE. **Action: Vice President GSBS.** The Clerk should leave with the Clerk to SAGE to ensure that the Senior Student Adviser and the Student Voice Team Leader should be invited to this meeting. **Action: Clerk.**

6.18. Financial Support for International Students

The Student President discussed the money saved from the Trade Union Strikes with the Chief Operating Officer who explained that the money was already been spent in the previous financial year. This matter is resolved.

6.19. Return to Campus

The Full Time Officers support the view that the students' health and safety is the first priority and the number of students on campus should be limited. The Student President will review the Executive Committee statement on the Students' Association website based on current government guidance and that only students with essential course requirements should be on campus. **Action: Student President.**

6.20. Santander Black Inclusion Programme

The Full Time Officers shared information about Santander Universities Black Inclusion Programme on their social media. This matter is resolved.

6.21. Ethical and Environmental Committee COP26 Call Out

The Vice President GSBS confirmed that the Ethical and Environmental Committee has sent a call out for participation to get other sports clubs, societies and groups to get involved with COP26. This matter is resolved.

6.22. COP26 Action Plan

The Vice President GSBS has asked the Ethical and Environmental Committee to create an action plan for COP26. This matter is resolved.

6.23. IT and Social Media Policy Update

The Chief Executive will update the IT and Social Media Policy following the previous discussion at the Executive Committee meeting. The draft IT and Social Media Policy will be circulated to the Executive Committee members for feedback and added to a future Executive Committee agenda. **Action: Chief Executive.**

6.24. Full Time Officer Social Media Accounts 2021/22

It was agreed that the Full Time Officer work social media accounts will be created by the organisation for Facebook and Instagram for the Full Time Officers. Twitter accounts already exist. This matter is ongoing. The Clerk will liaise with the Communications Co-ordinator. **Action: Clerk.**

6.25. Winter COVID Fund

The Vice President GSBS had raised concerns over queries from international students who were denied access to the Winter COVID Fund. The Student President asked the University for clarity over this and confirmed that international students can access this by flagging that they are an international student and including their IBAN number in the notes section of the application. The Student President reassured that the funding page was updated to include these instructions. This matter is resolved.

6.26. Promoting the Glitter Ball

The Full Time Officers promoted the Glitter Ball event on their social media. This matter is resolved.

6.27. Feel Fab Feb

The Vice President SCEBE will collect data on Feel Fab Feb and share this in a blog post. This matter is ongoing. **Action: Vice President SCEBE.**

6.28. Meetings with the Director of Student Life and the Head of Student Wellbeing

The Vice President SCEBE will be working closely with the Director of Student Life and the Head of Student Wellbeing. The Senior Student Advisor has also been invited to discussions to ensure continuity in the future when the Full Time Officer team changes. This matter is resolved.

6.29. Digital Inclusion Equipment Loan Scheme

The Student President confirmed that information in her blog post, 'Funding, Finance and I.T. for Home, UK, EU & International Students' was up to date and accurate. The University have agreed to include a link at the top of outdated funding pages, linking them to the most recent page. The University assured that the website will be updated soon. This matter is resolved.

6.30. SRTC Comms Co-ordination Group Update

The SRTC Comms Co-ordination group has been discontinued. This was taken off as a standing agenda items. This matter is resolved.

6.31. Learning and Teaching Conference

The Vice President SHLS explained that the Learning and Teaching Conference is coming up and the University would like to centre this around Strategy for Learning 2030. An action plan for the events has been created and this will be circulated to the Executive Committee members. This matter is ongoing. **Action: Vice President SHLS.**

6.32. Honorary Life Member Nomination

The Student President spoke to the Deputy Vice-Chancellor Learning, Teaching and Student Experience before the Honorary Life Members nominations were made public. This matter is resolved.

6.33. Proposed Honorary Life Members

The proposed Honorary Life Members from the Executive Committee were submitted to Student Voice for ratification on Monday 22nd March 2021. This matter is resolved.

7. Life Memberships

There were no Life Memberships submitted.

The meeting ended at 11:05am.

EXECUTIVE COMMITTEE MEETING



Minutes of the Executive Committee meeting held on Tuesday 4th May 2021 at 9.30am on Microsoft Teams.

Present:

Susan Docherty, Student President (Chair)

Tabitha Nyariki, Vice President School of Health and Life Sciences (VP SHLS)

Zoe Nicholson, Vice President School of Computing, Engineering and Built Environment (VP SCEBE)

Adil Rahoo, Vice President Glasgow School for Business and Society (VP GSBS)

Apologies:

None

In Attendance:

David Carse, Chief Executive

Melanie Cowell, Communications Co-ordinator (Item 1)

Raisah Khan, Executive Assistant (Clerk)

The Chair asked for agenda item 5, Revised IT and Social Media Policy, to be discussed first to which the Executive Committee members agreed to.

1. Revised IT and Social Media Policy

The Chief Executive presented the revised IT and Social Media Policy and asked the Executive Committee for feedback. He explained that the guidance was The key changes included providing clearer guidance to Full Time Officers on the use of work associated social media accounts.

The Vice President GSBS raised concerns about the limit of 5,000 friends on Facebook accounts. The Vice President SHLS suggested creating a Facebook page, such as a Public Figure, instead to overcome these limitations and members can be invited to the page. The Chief Executive and Communications Co-ordinator will consider these suggestions when setting up these accounts.

The Communications Co-ordinator left the meeting at 9.44am.

2. Full Time Officer Reports

The Full Time Officers provided a verbal update on things they have been working on.

Student President

- Filmed a video with the Vice President SHLS about the extended library opening hours.
- Filmed a video with NUS Scotland about the Student Guarantee.
- Involved in longlisting process for the Teaching Awards.
- Completed objective to write a funding bid submission for delivery of 'Mind Your Mate' Programme.
- Attended the STAR Awards ceremony.
- Attended ETSE Steering Committee with the Vice President SHLS.

- Took part in the Big Student Election Debate with NUS Scotland.
- Appointments Committee for Student Trustee recruitment.
- The Full Time Officers have created a video thanking the schools and their staff for their hard work over the past year. This will be shared on social media by the Executive Assistant. **Action: Clerk.**
- Began work towards the Athena SWAN charter in the previous year 2019/20. The Student President congratulated Glasgow Caledonian University for being achieving a silver award.

Vice President SHLS

- Involved with the longlisting process and attended a shortlisting group for the Teaching Awards.
- Working on the Student Leaders Programme.
- Attended SAGE.
- Attended last School Board meeting. Informed the Executive Committee that there will be changes to the Senior Management team at SHLS.
- Hosted Ask the Officer event and invited the incoming Full Time Officers 2021/22 as special guests.
- Attended STAR Awards.
- Attended ETSE Steering Committee.
- Attended a meeting with the Coalition for Racial Equality and Rights (CRER). This is a Scottish strategic racial equality charity, based in Glasgow. The Vice President SHLS discussed Black History Month and will work with them in the future to help promote the Students' Association events more widely.
- Attended various committees for tackling racism.

Vice President GSBS

- Attended the last International Committee meeting 2020/21.
- Involved in longlisting process for the Teaching Awards.
- Attended the SDG Working Group. Has been looking at the progress on embedding SDG's.
- Working with the management at Caledonian Court on resolving student issues.
- Prepared and hosted the STAR Awards. The Vice President GSBS has received lots of positive feedback from students.
- Chaired SAGE meeting.
- Attended School Board meeting.
- Started meeting people in preparation for future role as the Student President 2021/22.
- Attended GCU University Court.
- Started a new SDG Working Group. The Vice President SHLS asked to be invited to this. The Vice President GSBS agreed to make contact with the information when this is ready. **Action: Vice President GSBS.**

Vice President SCEBE

- Has spent a lot of time working on the Teaching Awards event which will be taking place on Thursday 13th May 2021 at 4-5pm. The Vice President SCEBE asked the Full Time Officers to share and promote the event on social media. **Action: Full Time Officers.** The Vice President SCEBE also asked the Full Time Officers to get in contact with her if they would be interested in co-hosting the Teaching Awards. **Action: Full Time Officers.**

- The Sports Awards have been postponed by the Sports Council and will be taking place at the end of May 2021.
- The SCEBE Department Rep interviews will be taking place the following week and the Vice President SCEBE will be involved in this.
- Working towards the SMHA (Student Mental Health Agreement) with the Student Adviser.

3. University Coronavirus Update

The Student President provided a written report on the key items discussed at the Academic and Student Experience Delivery (AcSED) Group. The group discussed the significant increase in plagiarism and collusion. The University will consult the Students' Association and will create clear guidance on this. The University are also working on the Timetable for Trimester A & B 2021/22. Any in-person teaching will be designed to be readily moved online due to the uncertainty around the situation with Coronavirus and Government guidance. The University will be paying particular attention to cleaning and social distancing rules to ensure the safety of staff and students. The Student President suggested that all students should have the opportunity to be on campus and that the language on 'blended learning' should be revisited for 2021/22. This will be discussed at the next GCU Executive Board meeting. Some of the other key items discussed were issues with accessibility resources for staff and Inductions for 2021/22.

4. Tackling Racism Group Update

The Vice President SHLS provided an update from the Tackling Racism Group. The Head of Communications and Public Affairs has created a sub group for communications. The Vice President SHLS has been invited to join the group and will provide updates on communication on Tackling Racism in future Executive Committee meetings.

5. Gender Based Violence

The Student President highlighted the existence of an external Gender Based Violence social media page where members of GCU had reported their personal experiences. The Student President reassured that the University are aware of these stories and are working on addressing them. Following these issues and the reported death of Sarah Everard, the Student President is working with the Principal on organising the opportunity to film a Reclaim the Night video with members from GCU. The University are keen to participate in this and will monitor numbers to ensure the safety of everyone involved.

6. Draft minutes from previous Executive Committee on 9th April 2021

The Student President suggested the following amendment to be included in Item 5, Draft minutes from previous Extraordinary Executive Committee on 22nd March 2021: *'The Student President also stated that this was an inaccurate statement by VP GSBS and she did not at any time or point say she had the last say on who gets Honorary Life Membership.'*

The Chair called for a vote to approve the amended minutes taken from the Executive Committee meeting held on 9th April 2021. **Vote: For: 3; Against: 0; Abstentions: 1.** The

amended minutes from the Executive Committee meeting held on 9th April 2021 were approved.

7. Matters Arising

7.1. Extended Library Opening Hours

The Student President and Vice President SHLS created a video communicating the changes to the library opening hours. This matter is resolved.

7.2. Investing and Volunteering Steering Group

The Vice President SHLS will speak to the Investing in Volunteering Steering Group to receive on addressing genuine inclusiveness across all activities. This matter is ongoing. **Action: Vice President SHLS.**

7.3. Tackling Racism Group

Tackling Racism Group was added as a standing agenda item. This matter is resolved.

7.4. Full Time Officer Handover

It was agreed at the previous Executive Committee meeting that the Full Time Officers will complete as much of their handover document as possible with key details by Friday 14th May 2021. This matter is ongoing. **Action: Full Time Officers.**

7.5. Induction Workshops 2021/22

The Senior Student Adviser circulated the draft list of Induction Workshops 2021/22 and the Full Time Officers provided feedback on this. This matter is resolved.

7.6. Sustainable Development Goals (SDG's) Video

The Full Time Officers have created a Sustainable Development Goals (SDG's) video with input from the Ethical and Environmental Committee. This matter is resolved.

7.7. Discounted NextBike for Students

The Vice President GSBS attended a meeting with the Head of Campus Services to discuss promoting information on transport for students. The NextBike discount for students has been promoted on his personal and work social media accounts. The Vice President GSBS will create a blog with all the information so that it was be promoted by the Student' Association. **Action: Vice President GSBS.**

7.8. International Student Experience

The Vice President GSBS has been informed that GCU had signed up to be a part of the ISB (International Student Barometer) for a certain amount of years and when this ended, the

International Committee members had various reasons for thinking it would be better not to continue with it. However, whether this was continued was not the International Committee's decision. The Vice President GSBS was provided with the relevant contact details for Strategy and Planning who could provide further details. **Action: Vice President GSBS.**

7.9. Pulse Survey Results

The Student President has requested a copy of the paper revealing the second Pulse Survey results. This will be circulated to Executive Committee members. This matter is ongoing. **Action: Student President.**

7.10. 'Time4You' Event

The Vice President SCEBE confirmed that she will be attending a meeting where she will ask for clarity on what the 'time4you' event is. The information will be circulated to the Executive Committee via an email the following day. This matter is ongoing. **Action: Vice President SCEBE.**

7.11. Proposal for Change to MITS/Fit to Sit

The Vice President GSBS said that the proposal for changes to the MITS/Fit to Sit has not yet been added to the agenda for SAGE. The Clerk will liaise with the Clerk to SAGE to ensure this is added to the agenda. **Action: Clerk.** The Vice President GSBS highlighted some concerns raised by Quality Assurance and Enhancement regarding the proposal and agreed to speak to the Senior Student Adviser and Student Voice Team Leader about this. **Action: Vice President GSBS.**

7.12. Return to Campus

The Full Time Officers support the view that the students' health and safety is the first priority and the number of students on campus should be limited. The Student President will review the Executive Committee statement on the Students' Association website based on current government guidance and that only students with essential course requirements should be on campus. This matter is ongoing. **Action: Student President.**

7.13. IT and Social Media Policy Update

The Chief Executive updated the IT and Social Media Policy following the previous discussion at the Executive Committee meeting. This matter is resolved.

7.14. Full Time Officer Social Media Accounts 2021/22

It was agreed that the Full Time Officer work social media accounts will be created by the organisation for Facebook and Instagram for the Full Time Officers. Twitter accounts already exist. This matter is ongoing. The Clerk will liaise with the Communications Co-ordinator. This matter is ongoing. **Action: Clerk.**

7.15. Feel Fab Feb

The Vice President SCEBE will collect data on Feel Fab Feb and share this in a blog post. This matter is ongoing. **Action: Vice President SCEBE.**

7.16. Learning and Teaching Conference

The Vice President SHLS explained that the Learning and Teaching Conference has been postponed until the next academic year. This matter is resolved.

8. Life Memberships

There were no Life Memberships submitted.

The meeting ended at 10:14am.

EXECUTIVE COMMITTEE MEETING



Minutes of the Executive Committee meeting held on Tuesday 18th May 2021 at 9.30am on Microsoft Teams.

Present:

Susan Docherty, Student President (Chair)

Tabitha Nyariki, Vice President School of Health and Life Sciences (VP SHLS)

Zoe Nicholson, Vice President School of Computing, Engineering and Built Environment (VP SCEBE)

Adil Rahoo, Vice President Glasgow School for Business and Society (VP GSBS)

Apologies:

None

In Attendance:

David Carse, Chief Executive

Raisah Khan, Executive Assistant (Clerk)

Olivia Hall, Full Time Officer-elect

Priscilla Otuagoma, Full Time Officer-elect

Observers:

1. Full Time Officer Reports

The Full Time Officers provided a verbal update on things they have been working on.

Student President

- Attended APPC meeting.
- Attended Academic and Student Experience Delivery Group (AcSED).
- Attended Customer Service Excellence Review. The Student President highlighted some of the ways the library has worked in partnership with the Students' Association.
- Completed Trimester B Report.
- Working on the handover document for the incoming Full Time Officers 2021/22.
- Created video and photos for GCU Student Life.
- Participated in the Common Good Podcast. This is now available as a blog on the Students' Association website.
- Attended Student Representative meeting with GCU Governors.
- Discussed Reclaim the Night vigil on campus. Due to Glasgow remaining in level 3, the Reclaim the Night vigil is currently on hold. This will be going to Health and Safety for discussion and approval. The Student President assured that if the vigil is not able to take place on campus, it will take place virtually. The University of Strathclyde and University of the West of Scotland (UWS) have agreed to participate in this.
- Submitted v/blog posts for the Students' Association website.
- Attended Strategic Planning Group meeting.
- Attended monthly catch-up meeting with the Chief Operating Officer.
- Attended UHatch discussion meeting with the Vice President SHLS.
- Submitted to the Queer Student Awards 2021.
- Prepared case studies for Student Minds.

Vice President SHLS

- Working on the handover documents for the incoming Full Time Officers 2021/22.
- Working with the Association Dean International SHLS on responses to a survey completed by students from India. The responses were overwhelming and highlighted the struggles and concerns of these students. The Vice President SHLS assured that there is a scheduled meeting with the rest of the school to address these issues raised and the best way to support students. The Vice President SHLS will feedback the outcome of this meeting to the Executive Committee. **Action: Vice President SHLS.** The Vice President SCEBE and Vice President GSBS will also speak to their academic schools about doing something similar. **Action: Vice President GSBS & Vice President SCEBE.**
- Attended Employability Working Group. The group discussed ways in which to increase employability for students on campus.
- Attended Strategic Planning Group.
- Attended meeting with the Director of Academic Development and Student Learning and the new Chair of Anti-Racist Curriculum Working Group. There were discussions on strategies for working with students and the importance of student engagement.
- Attended monthly catch-up meeting with the Media Communications Manager and Head of Communications and Public Affairs.
- Attended Department Rep interviews. Confirmed that the Department Reps have been chosen for SHLS.
- Attended a meeting with the Pro Vice Chancellor Research about UHatch. The Vice President SHLS informed that the name will be changing to something more memorable for students.
- Attended NUS Scotland SU Officer meeting.
- Attended monthly catch-up meeting with the Chief Operating Officer.

The Executive Committee congratulated the Vice President SHLS on receiving the Santander Universities Magnusson Award. The Vice President SHLS intends to promote literacy by re-stocking and re-building a school library in Kenya mainly used by orphaned children which was destroyed by a fire, and ensure teachers are trained in library management.

Vice President GSBS

- Working on the handover document for the incoming Full Time Officers 2021/22.
- Attended Department Rep interviews. Confirmed that the Department Reps have been chosen for GSBS with the exception of Social Sciences.
- Trying to change the time of Glasgow Student Forum (GSF) to encourage engagement.
- Attended meeting with the Head of Campus Services and Safety and Compliance Officer to discuss microwaves on campus. There were issues raised by previous incidents and a discussion on how to limit hazards. The Vice President GSBS confirmed this matter is ongoing. The Vice President SCEBE asked if the staff in the Refectory could assist students with heating food to ensure microwaves are being used and cleaned properly to limit hazards. The Vice President SHLS suggested providing training or a guide for students on using microwaves. The Executive Committee also raised concerns about issues with contamination for students with dietary requirements such as gluten intolerance or nut allergies. The Vice President GSBS will feedback and discuss these issues with the Head of Campus Services and Safety and Compliance Officer. **Action: Vice President GSBS.**

- Spoken to the Head of Campus Services and Safety and Compliance Officer about a request from Caledonian Islamic Society Association (CISA) to participate in socially distanced prayer on campus. This request was made following the changes to government guidance which allows people to pray socially distanced inside houses of prayer. The Head of Campus Services and Safety and Compliance Officer explained this is not possible as the University facilities are not covered by the government guidance on houses of prayer. The number of students on campus will continue to remain limited to ensure these are in line with government guidance.
- Submitted a blog on Sustainable Travel.
- Attended APPC meeting.
- Working with the Dean of GSBS on addressing issues raised by Class Reps.

Vice President SCEBE

- Hosted the Teaching Awards ceremony on Thursday 13th May 2021. The Vice President SCEBE was involved in the shortlisting, longlisting and dress rehearsals of the event. The Executive Committee congratulated the Vice President SCEBE for a successful and engaging event.
- Working on the handover document for the incoming Full Time Officers 2021/22.
- Interviewed and appointed the Freshers' Events Co-ordinator.
- Attended Department Rep interviews. Confirmed that the Department Reps have been chosen for SCEBE.
- The Sports Awards ceremony was postponed and will now be taking place on Wednesday 19th May 2021. The Vice President SCEBE is not able to attend the event due to prior commitments. However, a pre-recorded speech will be provided which will be shared at the event.
- Working on the Student Mental Health Agreement 2020-22. Has completed the mid-point review with the Student Adviser. Will speak to the policy lead about this once the policy areas have been confirmed by the incoming Full Time Officers 2021/22. **Action: Vice President SCEBE.**
- Attended the last School Board meeting 2020/21.

2. University Coronavirus Update

2.1. Executive Board

The Student President explained that the Executive Board meetings were originally created as an emergency reaction to the outbreak of Coronavirus in March 2020. This was an opportunity for the University Executive Team and the Students' Association to work in partnership on decisions regarding students during the pandemic and how best to support students. The meetings have been phased out and only take place once a month so there were no new updates to provide. However, the Executive Committee reflected on the past year and provided examples of achievements for Incoming Full Time Officers who are starting their term as Full Time Officers on 31st May 2021. Some of these achievements have included the Fair Assessment Policy, Graduate Ceremonies, study spaces, extended opening hours for the library and the launch of Smarthinking for GCU students on level 1 modules.

2.2. Academic and Student Experience Delivery Group (AcSED)

The Student President provided a written report on the key items discussed at the Academic and Student Experience Delivery Group (AcSED). The group discussed Inductions and potentially hosting some on campus activities for students according to government guidelines. The University are intending to have the timetable for Trimester A & B 2021/22 ready as early as possible so the students know what to expect in advance. In-person classes will be designed to be readily moved online due to the uncertainty around the situation with Coronavirus and government guidance. The group also discussed the GCU College Connect Transition Programme which is an online subject group specific programme that is designed to ease the transition between college and degree level study. Due to a system error with converting applications for this programme, the process has been delayed and there is a backlog. However, the system error has now been fixed and the applications will be processed as soon as possible. Another concern raised was the inappropriate use of Microsoft Teams by students. The Student President shared some examples of reported cases and confirmed that the University will be reminding students of the code of conduct and will be providing warnings when this is breached. The Executive Committee discussed the severity of some of the situations and concluded that the Full Time Officers 2021/22 should take this forward with the University next year and ensure these cases are dealt with seriously. **Action: Full Time Officers.**

3. Tackling Racism Group Update

The Vice President SHLS explained that there were no updates from the Tackling Racism Group as she has been on annual leave. The work of the Tackling Racism Group is still in its planning stages and the Vice President SHLS will inform the Executive Committee of any updates.

4. NUS Campaign on SAAS Summer Support Payments

The Student President highlighted that one of the key issues effecting students is mental health and one of the factors relating to the increase in mental health issues is poverty and financial hardship. This has been a particular problem for students who have not been able to move home for summer or have become unemployed as a result of Coronavirus. The results of the most recent COVID student survey have highlighted the severity of the financial situation for some students. In response to a poll of the Scotland sabbatical officers and in light of the results of the most recent COVID student survey, NUS Scotland has launched a petition for a summer payment and for future SAAS (Student Awards Agency Scotland) payments to be continued over summer. The Student President has signed the campaign and encouraged the Full Time Officers to do the same. The Vice President SHLS asked if international students are included in this petition as they have also been affected by the ongoing restrictions. The Student President assured that NUS are also lobbying the government to provide financial support to international students. The Executive Committee agreed to show their support for this campaign.

5. Draft minutes from previous Executive Committee on 4th May 2021

The Chair called for a vote to approve the amended minutes taken from the Executive Committee meeting held on 4th May 2021. **Vote: For: 4; Against: 0; Abstentions: 0.** The amended minutes from the Executive Committee meeting held on 4th May 2021 were approved.

6. Matters Arising

6.1. Thank the Schools Video

The Clerk shared the video thanking the schools and staff for their hard work over the past year on social media. This matter is resolved.

6.2. Promote Teaching Awards

The Full Time Officers promoted the Teaching Awards event on their social media. This matter is resolved.

6.3. Co-host Teaching Awards

Due to other commitments, the Full Time Officers were not able to co-host the Teaching Awards event. However, the Student President congratulated the host, the Vice President SCEBE, for a successful and engaging event.

6.4. Investing in Volunteering Steering Group

The Vice President SHLS will speak to the Investing in Volunteering Steering Group at their next meeting to receive honest feedback about how to ensure genuine inclusiveness across all activities. This matter is ongoing. **Action: Vice President SHLS.**

6.5. Full Time Officer Handover

The Full Time Officers completed their handover documents. This matter is resolved.

6.6. Discounted NextBike for Students

The Vice President GSBS created a blog including information on sustainable travel for students and this is available on the Students' Association website. This matter is resolved.

6.7. Pulse Survey Results

The Student President confirmed that she will be receiving a copy of the paper revealing the second Pulse Survey results. This will be circulated to Executive Committee members. This matter is ongoing. **Action: Student President.**

6.8. 'Time4You' Event

The Vice President SCEBE circulated an email with information about the 'Time4You' event to the Executive Committee members. This matter is resolved.

6.9. MITS/Fit to Sit on SAGE Agenda

The Clerk has asked the Clerk to SAGE to add 'MIT/Fit to Sit' to the agenda. This matter is resolved.

6.10. Proposal for Changes to MITS/Fit to Sit

The Vice President GSBS highlighted some concerns raised by Department of Quality Assurance and Enhancement regarding the proposal for changes to MITS/Fit to Sit and agreed to speak to the Senior Student Adviser and Student Voice Team Leader about this. This matter is ongoing. **Action: Vice President GSBS.**

6.11. Return to Campus

The Full Time Officers support the view that the students' health and safety is the first priority and the number of students on campus should be limited. The incoming Full Time Officers 2021/22 will review the Executive Committee statement on the Students' Association website based on current government guidance. This matter is ongoing. **Action: Full Time Officers.**

6.12. Full Time Officer Social Media Accounts 2021/22

It was agreed that the Full Time Officer work social media accounts will be created by the organisation for Facebook and Instagram. Twitter accounts already exist. The Clerk will liaise with the Communications Co-ordinator. This matter is ongoing. **Action: Clerk.**

6.13. Feel Fab Feb

The Vice President SCEBE will collect data on Feel Fab Feb and share this in a blog post. This matter is ongoing. **Action: Vice President SCEBE.**

7. Life Memberships

There were no Life Memberships submitted.

8. A.O.C.B

8.1. Outgoing Executive Committee Members

The Executive Committee thanked the Student President and Vice President SCEBE for their contribution to the Executive Committee over the past academic year.

The meeting ended at 10:32am.