

EXECUTIVE COMMITTEE MEETING



Minutes of the Executive Committee meeting held on Thursday 3rd June 2021 at 3pm on Microsoft Teams.

Present:

Adil Rahoo, Student President (Chair)

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

Olivia Hall, Vice President School of Computing, Engineering and Built Environment (VP SCEBE)

Priscilla Otuagoma, Vice President Glasgow School for Business and Society (VP GSBS)

Apologies:

None

In Attendance:

David Carse, Chief Executive

Raisah Khan, Executive Assistant (Clerk)

Observers:

1. Full Time Officer Reports

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

Student President

- Attended Meet and Greet meetings with key GCU colleagues.
- Attended Sustainable Development Goals Sustainability meeting with the Director of Academic Development and Student Learning. The Vice President SHLS will be involved in this in the future.
- Filming on campus for Euros 2021.
- Working on an achievement timeline for 2021/22.
- Attended Tackling Racism Group meeting.
- Discussed the launch of the new media app with The EDIT.
- Planning towards the 26th UN Climate Change Conference of the Parties (COP26). Attended a meeting with the students as former Vice President GSBS to discuss creating a formal team on Microsoft Teams and will make it an official body for discussions with the University.
- Attended GCU Court Standing Committees.
- Resolved concerns raised by Class Reps regarding delays in feedback.
- Completed Department Rep interviews, with the exception of Social Sciences.

Vice President SHLS

- Attended Meet and Greet meetings with key GCU colleagues.
- Attended GCU Court Standing Committees.
- Attended SHLS International School Forum.
- Attended last PGR Rep Group meeting.

- Attended Student Leaders Programme Workshop Review. The Student Leaders Programme is currently being reviewed and will become more streamlined towards employability.
- Attended monthly catch-up meeting with the GCU Social Innovation Officer.
- Attended Digital Communities- Scotland and SPARQS event.
- Working on the Scottish Cultural Module for international students.
- Attended Tackling Racism Group meeting.
- Attended School International Team meeting.
- Attended Student Leaders Programme Short Term Working Group meeting.
- Filming on campus for Euros 2021.
- Attended Suicide Prevention Training delivered by Two Roads Charity.
- Attended Sports Clubs Introductory meeting.
- Attended Freshers Committee.

Vice President GSBS

- Attended Meet and Greet meetings with key GCU colleagues.
- Attended Policy Discussion meetings.
- Attended in-house training sessions.
- Filming on campus for Euros 2021.
- Attended Suicide Prevention Training delivered by Two Roads Charity.

Vice President SCEBE

- Attended Meet and Greet meetings with key GCU colleagues.
- Attended in-house training sessions.
- Discussed the launch of the new media app with The EDIT.
- Filming on campus for Euros 2021.
- Took Full Time Officer 2021-22 team pictures.
- Attended Suicide Prevention Training delivered by Two Roads Charity.
- Chaired Freshers Committee.
- Spoke to Campus Pride about collaborating with GCU during Pride Month. The Vice President SCEBE will think of ways that the Students' Association groups can get involved with Pride Month and will feedback to the Full Time Officers. **Action: Vice President SCEBE.**
- Attended a meeting with the Freshers Events Co-ordinator to brainstorm ideas for Freshers 2021.

2. University Coronavirus Update

2.1. Executive Board

The Student President explained that attendance to the Executive Board is by invitation by the Principal. He explained that the Student President attendance at the Executive Board had been phased out during the term of the former Student President. It was therefore agreed to remove from the standing agenda. **Action: Clerk.**

2.2. Academic and Student Experience Delivery Group (AcSED)

The Student President will be attending the Academic and Student Experience Delivery Group (AcSED) and will provide an update at the next Executive Committee meeting.

3. Tackling Racism Group Update

The Vice President SHLS explained that the Tackling Racism Group was created following 9 recommendations to the University. The group have been discussing and planning events/meetings for during the summer. The Vice President GSBS will provide an update on this item in future meetings as lead for equality and diversity 2021/22. This item will be updated on the agenda. **Action: Clerk.**

4. Proposed Full Time Officer Remit Grid 2021/22

The Executive Committee reviewed the proposed Full Time Officer Remit Grid 2021/22. It was highlighted that the ETSE Steering Group was missing from the Vice President SCEBE University meetings. The Clerk will update the document to include this change. **Action: Clerk.** The Committee members acknowledged that SDG's potentially crosses over different areas and it was not clear whether this should be a separate policy area and will be monitored over the following year before being established for 2022/23.

The Chair called for a vote to approve the proposed Full Time Officer Remit Grid 2021/22 with minor amendments. **Vote: For: 4; Against: 0; Abstentions: 0.** The Full Time Officer Remit Grid 2021/22 was approved.

5. Alterline: COVID Impact and the Role for the SU

The Chief Executive presented the report by Alterline on the impact of COVID on students. As part of the ThreeSixty benchmarking polling, over 1,000 students were surveyed at institutions across the UK to understand how the pandemic is impacting them as the year progresses, and what they need from their Students' Union. The Vice President SHLS was surprised at the positive response from international students as her personal conversations with international students at GCU suggest differently. The Executive Committee noted that the survey particularly reflects the experiences of students in England. The Student President suggested using evidence from the report when raising specific student related issues with the University.

6. Draft minutes from previous Executive Committee on 18th May 2021

The Chair called for a vote to approve the minutes taken from the Executive Committee meeting held on 18th May 2021. **Vote: For: 2; Against: 0; Abstentions: 0.** The minutes from the Executive Committee meeting held on 18th May 2021 were approved.

7. Matters Arising

7.1. Supporting Students at SHLS

The Vice President SHLS explained that an international student forum has taken place to address the issues raised by survey responses from international students. It was confirmed that international students will be signposted by personal tutors to wellbeing and other support services. The situation will also continue to be monitored moving forward. This matter is resolved.

7.2. Supporting Students at GSBS and SCEBE

The former Vice President SCEBE and Vice President GSBS spoke to their academic schools about incorporating similar support mechanisms introduced by SHLS for international students. This matter is resolved.

7.3. Microwaves on Campus

The Student President agreed to feedback suggestions and concerns raised about microwaves on campus with the Head of Campus Services and Safety and Compliance Officer. This matter is ongoing. **Action: Student President.** The Student President will have a conversation with the catering lead for 2021/22 to agree on who should take this matter forward. **Action: Student President.**

7.4. Student Mental Health Agreement

The Vice President SCEBE spoke to the previous policy lead for wellbeing about the Student Mental Health Agreement 2020-22. This matter is resolved.

7.5. Inappropriate Use of Microsoft Teams

At the previous Executive Committee meeting, the members discussed the severity of some of the cases of inappropriate use of Microsoft Teams. It was concluded that the Full Time Officers 2021/22 should take this forward with the University and ensure these cases are dealt with seriously. These will be discussed in a catch-up meeting with the University. **Action: Full Time Officers.**

7.6. Investing in Volunteering Steering Group

The Vice President GSBS 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 GSBS.**

7.7. Pulse Survey Results

The Student President will contact the Director of Strategy and Planning to request 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.**

7.8. Proposal for Changes to MITS/Fit to Sit

There were concerns raised by the Department of Quality Assurance and Enhancement regarding the proposal for changes to MITS/Fit to Sit. The proposed changes to MITS/Fit to Sit will be brought back to the Executive Committee for discussion, along with previous context, and will be added to the next agenda. **Action: Clerk.** The Senior Student Adviser and Student Voice Team Leader will be invited for this agenda item. **Action: Clerk.**

7.9. Return to Campus Website Statement

The Executive Committee agreed to review the policy statement on the Students' Association website at significant milestones when the government restrictions ease. This matter is ongoing. **Action: Full Time Officers.**

7.10. 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.**

7.11. Feel Fab Feb

The former Vice President SCEBE created a blog about Feel Fab Feb and this is available on the Students' Association website. This matter is resolved.

8. Life Memberships

There were no Life Memberships submitted.

The meeting ended at 3:45pm.

EXECUTIVE COMMITTEE MEETING



Minutes of the Executive Committee meeting held on Thursday 15th July 2021 at 1pm on Microsoft Teams.

Present:

Adil Rahoo, Student President (Chair)

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

Olivia Hall, Vice President School of Computing, Engineering and Built Environment (VP SCEBE)

Priscilla Otuagoma, Vice President Glasgow School for Business and Society (VP GSBS)

Apologies:

None

In Attendance:

Meg MacDonald, Senior Student Adviser (Item 3 to 5)

Sara MacLean, Student Voice Team Leader (Item 4 to 7)

David Carse, Chief Executive

Raisah Khan, Executive Assistant (Clerk)

1. Coronavirus Update

1.1. GCU Academic and Student Experience Delivery Group (AcSED)

The Student President provided an update on some of the key items discussed at the Academic and Student Experience Delivery Group. The Group discussed international student hardship funds and the Student President will ensure that funds are available to students. The Vice President SHLS asked if there will be criteria for these funds. The Full Time Officers agreed to speak to the University about this. **Action: Full Time Officers.** The Student President has also asked the University to provide clarity on what learning and teaching will be like for Trimester A 2021/22. The University have agreed to this and will be clear in their communications to manage student expectations. The Student President will speak to the Deputy Vice-Chancellor Learning, Teaching and Student Experience and Deputy Vice-Chancellor Strategy about working closely with the Students' Association regarding communications to students. **Action: Student President.** It was also noted that the current Mitigating Circumstances approach that was setup during the Coronavirus pandemic will continue, ie online submission with no evidence required. However, the proposed Fit to Sit policy will not be implemented this academic year and will be postponed until the next academic year.

1.2. NUS Update: Coronavirus Research (Phase 4)

The Student President provided a summary of the Coronavirus Phase 4 Report from NUS. The report highlighted some of the key issues raised by students including mental health, problems with sleeping, isolation, financial issues and worries about the impact of Coronavirus on exam assessments and careers. The Executive Committee noted these issues and will take these into consideration in future conversations with the University.

2. Tackling Racism Group Update

The Vice President GSBS explained that the Tackling Racism Group have been discussing whether to stop using the term 'BAME'. The group have been considering a replacement but have not agreed on a term as of yet. Some of the sub groups have started meeting including the communications group. The Executive Committee discussed ways to strategically address the different issues posed by tackling racism and how these should be approached.

2.1. Tackling Racism Recommendation 3.5

The Student President highlighted to the Executive Committee that the University intend to work in partnership with the Students' Association to create anti-racist practices. The Vice President GSBS suggested creating content and publicising this for example, creating a video which can be shared on social media. The Committee also discussed involving sports clubs, societies and groups through campaigns such as Show Racism the Red Card. The Vice President SHLS will look into developing relevant workshops as part of the Student Leaders Programme. **Action: Vice President SHLS.** It was noted that the work of the Advice Centre may also include supporting cases of student experiences of racism on campus. The Vice President GSBS will feed this information back in the next Tackling Racism Group meeting. **Action: Vice President GSBS.**

The Senior Student Adviser joined the meeting at 1.25pm.

3. GCU Suicide Prevention and Response Draft Frameworks and Action Plan

In 2020, GCU's Student Wellbeing Advisory Group (SWAG) established a Suicide Safer University task group to oversee the development of the university's approaches to student Suicide Prevention, Intervention and Postvention support in alignment with the UK Suicide Safer Universities Framework. The draft was presented to collate feedback. It was suggested that the Mind Your Mate (suicide prevention) and Emotional Resilience training was added, in addition to the delivery of Mental Health in Sport Training and the Mental Health First Aid training provided through the Student Leaders Programme. It was also suggested that clear structures for crisis intervention at GCU included the Advice Centre. The Vice President SCEBE agreed to consider these suggestions and will update the action plan. **Action: Vice President SCEBE.**

The Student Voice Team Leader joined the meeting at 1.35pm.

4. Proposed Changes to MITS/Fit to Sit Policy

The Senior Student Adviser explained that the GCU Department of Quality Assurance and Enhancement had previously proposed removing the Mitigating Circumstances and changing this to a Fit to Sit Policy, similar to what is currently in operation in the University of the West of Scotland (UWS). This would 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 supporting 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 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 proposed changes would make the Fit to Sit process less strenuous for students and will give them more flexibility.

The Student President explained to the Committee that the Fit to Sit policy will not be implemented this year but will be considered the following year. However, the Committee were assured that the University will be continuing with their current Mitigating Circumstances approach and will not require evidence to make it easier for students. It was previously agreed that the proposal will be discussed at the next SAGE Committee in the new academic year. **Action: Vice President GSBS.** In addition, it was also suggested working with the GCU Department of Quality Assurance and Enhancement and Academic Development and Enhancement to host a Student Summit with students on the Fit to Sit Policy and for it to be included for discussion at the Academic Rep Gathering. **Action: Vice President SCEBE and Vice President GSBS.** The Full Time Officers will consider taking this forward as a Team Objective. **Action: Full Time Officers.**

5. Scottish Welfare Fund

The Student President shared a link with details about the Scottish Welfare Fund which was suggested as an option for students experiencing financial difficulties at the previous GCU Court meeting. The Student President and Senior Student Adviser have looked at the criteria and confirmed that most students would be unable to access this fund as they would not qualify. GCU students would continue to be signposted to other financial support available to them through the University.

The Senior Student Adviser left the meeting at 1.56pm.

6. Lib/Rep Review Recommendations

The Student Voice Team Leader presented the outcomes of the Lib/Rep Review which was undertaken in 2020/21. A range of people were consulted on this including Lib/Rep Officers, students involved in lib/rep groups, Full Time Officers, Student' Association and University staff to build an understanding of how to strengthen the services provided in supporting liberation and representation groups. The Student Voice Team Leader presented the report including the rationale, drawbacks and implementation for each recommendation. The Executive Committee discussed and considered the pros and cons of different recommendations. Recommendation 1 proposes moving elections from Trimester 1 to Trimester 2 but this would limit opportunity for first year students to become Officers including many PGT students. The Committee also noted that elections can put some people off being Lib/Rep Officers. The Student Voice Team Leader confirmed that an election will only take place if there is more than one person running in the group and this will be made clear from the start. The Student Voice Team Leader also addressed concerns about students outside of groups not being able to run. Prior to nominations, students will be encouraged to

sign up to groups in advertisements through communications in the All Student Email, social media and the website.

7. National Student Survey (NSS) Consultation

The Student Voice Team Leader explained that the National Student Survey is an annual survey, launched in 2005, of all final year undergraduate degree students in the United Kingdom. Question 26 in the survey is about whether the students' union (association or guild) effectively represents the students' academic interests. The Student President and Student Voice Team Leader have been attending a consultation by the Office for Students on whether the survey is valuable and if the questions, including Q26 should change or continue. There were some reservations about the limitations of the question.

The Student Voice Team Leader highlighted that the 2021 results had been released and updated the Committee on the GCU and Students' Association progress.

It was agreed that the Communications Co-ordinator will be invited to the NSS Briefing workshop to consider the Students' Association messaging for the next academic year.

Action: Clerk.

The Student Voice Team Leader left the meeting at 2.30pm.

8. Student Lead/SHEEC Student Reps for 2021-22

The Student President explained that the Students' Association have been asked to submit nominations for SHEEC Representatives by 23rd July 2021. The Executive Committee discussed the process and previous experience with nominations. It was agreed that the Vice President GSBS will take lead on this and will find out how many nominations can be submitted. **Action: Vice President GSBS.**

9. Student Experience Action Plan 2021-22

The Student President and the Vice President SCEBE asked the Executive Committee for feedback on the Student Experience Action Plan 2020-21 which was presented at the last ETSE Group meeting. The Committee agreed it would be best for the Vice President SCEBE to meet with the Chief Executive and update the action plan before bringing it back to the next Executive Committee. **Action: Vice President SCEBE.**

10. HEAR and We All Stand Together Campaign Lead

It was clarified that these were Officer objectives from the academic year 2020/21 and not policy areas. The Executive Committee will consider HEAR as part of their Team Objectives.

Action: Full Time Officers.

11. Student Flat Development Restrictions

The Student President explained there is new Glasgow City Council guidance on student accommodation. [Clerk's Note: The guidance can be found at:

<https://www.glasgow.gov.uk/index.aspx?articleid=27155>]. The intention of the guidance is to stop over-concentration in certain areas of the city and improve quality of design.

The Full Time Officers will be meeting with Full Time Officers from the Glasgow University Students Representative Council (SRC) to discuss a joint response and will meet to agree a collective response before this meeting. **Action: Full Time Officers.**

12. Second Pulse Survey Results

The Student President circulated the second GCU Student Pulse Survey results to the members. The Vice President SHLS highlighted that there were 37% of students who were having internet access issues. The Committee discussed why this might be an issue and how to resolve this. The survey also identified that there were lower levels of support for students in London.

13. Full Time Officer Reports

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

Student President

- Attended the Strategic Planning Group meeting.
- Read papers and drafted notes for the Court meeting.
- Organized a catch-up meeting with the FTO Team.
- Attended the Equality, Diversity and Cultural Awareness training.
- Attended the Employee Induction training.
- Attended the Senate Disciplinary Committee training.
- Read papers and drafted notes for the Senate meeting.
- Attended Senate Pre-meeting briefing with Democracy Leader.
- Attended the University Senate meeting.
- Liaised with the Vice President SCEBE and started discussions with Chief Editor of The EDIT regarding 'The EDIT' app.
- Attended the Policy Areas Introduction training
- Read ETSE papers.
- Created a Court Report for the Student President's Update for the University Court meeting.
- Attended the Strategic Planning Group meeting.
- Attended the Emotional Resilience training by Two Roads Charity.
- Attended catch-up meeting with the Director of Academic Development and Student Learning and the Head of Academic Development.
- Attended the AcSED meeting.
- Attended the Tackling Racism Group meeting
- Prepared for a presentation at GCU Court.
- Attended the GCU Court meeting.
- Forwarded the necessary updates from Court to FTOs and the Chief Executive.
- Attended the GCU Surveys training session.
- Attended the Using IT Systems training session.

- Attended the COP26 and SDG Working Group meeting.
- Attended the Strategic Planning Group meeting
- Attended the routine catch-up meeting with the Deputy Vice Chancellor Strategy and the Deputy Vice-Chancellor Learning, Teaching and Student Experience.
- Attended meeting with the Link Governor of the Students' Association to discuss Court proceedings.
- Attended the Advice Centre training session.
- Attended the Blogging and Social Media training session.
- Attended the routine catch-up meeting with the Senior Student Communications Officer.
- Attended the Freshers' Committee meeting.
- Attended the NUS All Scotland Officers Return to Campus discussion meeting.
- Briefed the Vice President GSBS regarding the progress on HEAR and the current constraints.
- Attended the Strategic Planning Group.
- Attended the Working with Students/Volunteers training session.
- Organised discussions around 'The Arc' app for sports societies with the Activities Manager.
- Attended the UK NSS Roundtable discussions and expressed the SA's concerns over Q26.
- Created a video for the University to post on Social Media for Graduation promotion.
- Attended the Role of the Executive Assistant training session.
- Attended the Welcome Video discussions.
- Prepared and attended Court's Session on Pensions.
- Drafted answers for the featured interview requested by Student Life.
- Received a briefing by the Democracy Leader regarding the Lib/Rep Review Recommendations.
- Recorded and sent a video for the Online Graduation Ceremony as one of the hosts.
- Briefed the Vice President SCEBE regarding the progress and constraints of Microwaves on Campus objective.
- Attended the 2-day SPARQS training.
- Attended catch-up meeting with the Governor regarding the Student Representative meeting.
- Briefed the FTO team regarding the newly proposed council restrictions on Student Accommodation development and liaised with SRC University of Glasgow to develop a collective response.
- Attended meeting with the Trustee Board Vice Chair to discuss the direction of the GCU Students' Association and Board matters.
- Attended the Time Management training session.
- Had a call with Chair of Court to discuss the Student Representative meeting and other areas.
- Created and sent a video to Student Life for EID.
- Organised and prepared for the Student Representative meeting with Court members.
- Read Papers, made notes and prepared for the Executive Committee meeting.
- Attended the Strategic Planning Group meeting.
- Held the GCU Student Representative meeting.
- Attended a meeting with the VISA Department of GCU.
- Attended a meeting with the new Vice-Chair of Court.

- Held an introductory meeting with the new Advice Centre and Events staff members.
- Created a statement and promoted GCU Students' Association receiving 'Excellent' for the Green Impact Award.
- Advertised and promoted the Student Ambassador positions.
- Addressed student queries relating to the Winter COVID Fund.
- Addressed student issues relating to Graduation Registration deadline.
- Discussed the possibility of creating an automated 'Class Rep Finder' tool instead of handling manual queries from students.
- Liaised with the Executives at Glasgow Economic Leadership regarding the priority for the students of Glasgow going forward with the year.
- Initiated the SDG Working Group for COP26 and Embedding SDGs in the curriculum.
- Took forward a set of Ideas from Caledonian Court on a student's request to the Head of Campus.
- Received and discussed the 2nd Pulse Survey with the Executive Committee.

Vice President SCEBE

- Attended Introduction to staff members.
- Attended in-house training sessions.
- Collected and set up laptops from IT.
- Attended meeting with the Freshers' Events Coordinator and Student Events Coordinator to finalise the most cost-effective and covid safe events for Freshers.
- Attended IPSG and how to keep students safe throughout in-person induction/activities.
- Discussed plagiarism/MITS at ETSE.
- Presented a talk on the SA at GCU Open day via livestream.
- Attended SWAG. Made recommendations and alterations to the SMHA. Raised issue about comms needing to be improved/adjusted for students.
- Attended meeting with the Societies Coordinator about The EDIT/RC technical issues and how to get them both working for the start of Tri A (particularly RC as it's been offline for a year) and trying to find a new room for their equipment to go. Issue about The EDIT photography copyright raised by the Societies Coordinator and suggestions were made on how to train volunteers appropriately so they did not breach copyright.
- Chaired Freshers Committee meeting.
- Attended Teaching and Learning Group.
- Attended Senate.
- Attended meeting with the Activities Manager and Freshers Events Coordinator about Freshers packs and free gifts. Free gifts have now been ordered.
- Discussed plans and issues on the SA online inductions and what should be included.
- Attended IPSG sub group and spoke about the limitations of on-campus activities due to H&S committee concerns.
- Raised and took into consideration the feedback from the Two Roads Charity training sessions.
- Attended meeting with the organisation MEND on working with them at Freshers as part of the discussion event.
- Attended SPARQS.
- Attended meeting with Governors.
- Attended meeting with the Vice President GSBS about MEND to get their organisation in collaboration with CISA.

Vice President GSBS

- PGR Reps recruitment has been scheduled for January, and plans for welcome back for postgraduate students is also been considered.
- Attended Careers meeting. Planning a short live career session in October, and a workshop in Trimester B.
- Employability: Definition and objective have been agreed on (awaiting approval). Next is mapping exercise (questionnaires for academics).
- Equality and Diversity: Rewritten the policy, will be sent to David for corrections, then lawyer.
- Attended Tackling Racism Group. Updates provided in item 2.
- Attended the Research Degree Committee meeting. Debated on the fees for research students and scholarships available. Also, it was agreed that PGR students will pay continuation fee after October 1st regardless of the stage they are in, if it is beyond their maximum period of registration.
- Attended NUS Scotland meeting about freshers, vaccination of students, and return to campus.
- Attended the Module Descriptor Working Group meeting. Talked about things to change or add in the module descriptor like examiners' names, deadlines, updated resource links, and so on.

Vice President SHLS

- Filmed content for the Scottish Cultural Module.
- Attended Court Budget meeting and session on pensions.
- Attending Equality, Diversity and Cultural Awareness training.
- Attended Employee Induction.
- Attended Senate Disciplinary Committee training.
- Attended University Senate meeting.
- Attended ETSE.
- Attended Senate Disciplinary Committee.
- Attended Strategic Planning meeting.
- Attended interview on plagiarism.
- Attended Emotional Resilience workshop.
- Attended Hybrid Learning Spaces project meeting.
- Attended Anti-Racist Curriculum Working Group meeting.
- Attended University Court.
- Attended Training Session for GCU Surveys.
- Attended Training Session for Using IT Systems.
- Attended Training Session for the Advice centre.
- Attended Training Session for Blogging & Social Media.
- Attended Advance HE: Student Partners in Assessment Conference.
- Attended Post-REF Submission Equality Work meeting.
- Attended HLS widening participation group meeting.
- Attended TLG meeting.
- Attended Tackling Racism Communications Group meeting.
- Attended Training Session for Working with Volunteers.

- Attended Student Leaders Project and Social Enterprise Academy meetings.
- Attended meeting with Nike.
- Attended the Improving Outcome for BAME Conference.
- Attended Training Session for Role of the Executive Assistant.
- Attended meeting with the Department of Physiotherapy.
- Attended SPARQS.
- Attended Freshers' Committee.
- Attended ELISR meeting.
- Attended meeting with Court Governors.

14. Draft minutes from previous Executive Committee on 3rd June 2021

The Chair called for a vote to approve the minutes taken from the Executive Committee meeting held on 3rd June 2021. **Vote: For: 4; Against: 0; Abstentions: 0.** The minutes from the Executive Committee meeting held on 3rd June 2021 were approved.

15. Matters Arising

15.1. Pride Month

The Vice President SCEBE explained that the panels for involvement with Campus Pride filled up very fast. However, the Students' Association has secured its logo in partnership with Campus Pride. There have also been communications encouraging Students' Association groups to get involved in Pride Month. This matter is resolved.

15.2. Executive Board

The Executive Board was taken off the agenda as a standing item. This matter is resolved.

15.3. Tackling Racism Group Update

The Tackling Racism Group agenda item was updated. This matter is resolved.

15.4. Full Time Officer Remit Grid 2021/22

The Clerk updated the Full Time Officer Remit Grid to include the ETSE Steering Group in the Vice President SCEBE University meetings. This matter is resolved.

15.5. Microwaves on Campus

The Student President agreed in the previous Executive Committee to feedback suggestions and concerns raised about microwaves on campus with the Head of Campus Services and Safety and Compliance Officer. The Vice President SCEBE has agreed to take over this matter as Catering Lead for 2021/22. This matter is ongoing. **Action: Vice President SCEBE.**

15.6. Inappropriate Use of Microsoft Teams

At the previous Executive Committee meeting, the members discussed the severity of some of the cases of inappropriate use of Microsoft Teams. It was concluded that the Full Time Officers 2021/22 should take this forward with the University and ensure these cases are dealt with seriously. These will be discussed in a catch-up meeting with the University. This matter is ongoing. **Action: Full Time Officers.**

15.7. Investing in Volunteering Steering Group

The Vice President GSBS 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 GSBS.**

15.8. Pulse Survey Results

The Student President circulated the Second Pulse Survey results to the Executive Committee members. This matter is resolved.

15.9. Proposal for Changes to MITS/Fit to Sit

The proposed changes to MITS/Fit to Sit were discussed under item 4 and the Senior Student Adviser and Student Voice Team Leader were invited for this agenda item. This matter is resolved.

15.10. Return to Campus Website Statement

The Executive Committee agreed to review the policy statement on the Students' Association website at significant milestones when the government restrictions ease. This matter is ongoing. **Action: Full Time Officers.**

15.11. Full Time Officer Social Media Accounts 2021/22

The Full Time Officer work social media accounts have been created by the organisation for Facebook and Instagram. This matter is resolved.

16. Life Memberships

There were no Life Memberships submitted.

17. A.O.C.B.

17.1. Students' Association Involvement

The Vice President SHLS has been approached by the Department of Physiotherapy to ask the Students' Association to be involved in achieving their work on equality, diversity and inclusiveness.

The meeting ended at 3:06pm.

EXECUTIVE COMMITTEE MEETING



Minutes of the Executive Committee meeting held on Tuesday 24th August 2021 at 9:30pm on Microsoft Teams.

Present:

Adil Rahoo, Student President (Chair)

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

Olivia Hall, Vice President School of Computing, Engineering and Built Environment (VP SCEBE)

Priscilla Otuagoma, Vice President Glasgow School for Business and Society (VP GSBS)

Apologies:

None

In Attendance:

David Carse, Chief Executive

Sara MacLean, Student Voice Team Leader (Clerk)

1. Coronavirus update

The Student President informed the Executive Committee that he has been invited to the Executive Board every second week and that the Executive Board Update should be added again as a standing agenda item. **Action: Clerk**

The Student President noted that Executive Board current position on coronavirus mitigation in-person teaching would account for 40% (on average) of a students' teaching time; masks will be mandatory for in-person sessions; there will be no mandatory distancing although communications about respecting others wish to social distance should be respected.

The University is also currently looking into room capacity guidance. Module leaders will be given authority over how to deliver modules to larger groups – for example, split into small classes for in person delivery or delivered online. University is also looking at teaching space and considering how to make best use of space – for example room W110 may be made available for non-timetabled teaching (i.e. extra sessions). University will also be implementing a booking system for students to book meetings with staff and services.

The 24 Hour Computer Lab will not be used because of ventilation issues. The Department of Estates and Facilities will advise on ventilation issues within the Students' Association Building under the universities current coronavirus mitigation strategy.

Student President reported that international students' concerns regarding Trimester A had been discussed at Executive Board. Most international students will need to quarantine and if there is little on campus activity, some international students are left wondering if it is wise to travel at all at this time. The university's current position is that a student can apply for a RAP (Reasonable Adjustment Policy) if they need a change to their learning environment and it would be decided on a case by case basis. Committee members questioned whether international students' financial concerns would meet the requirements of "legitimate reasons" for a RAP given that it the system is set up and administered by Disability Services. Executive Committee also voiced concerns about the extra pressure that would put on Disability services and if the university has allocated extra resources to the service so that disabled students do not suffer because of the upturn in demand if this is the process for international students, if they are eligible to do so. The committee tasked

the Student President to find out more about the process the university is proposing including what the university classifies as “legitimate reasons” for RAPs. **Action: Student President**

Student President reported that he raised the issue at Executive Board of the university library implementing 1m social distancing policy given that the general guidance for social distancing has been scrapped. He reported that the university will scrap the need to social distance in the library to bring the guidelines in line with national policy. This will be communicated by the university to students shortly.

Committee discussed the current closure of group study areas in the library and around campus. Noted that there is a contradiction that students can group together to have a coffee but not to study. Or can they only study together whilst having a coffee. It seems contradictory and could impact catering space/services. Student President will raise this at Executive Board. **Action: Student President.**

Executive Committee also was not clear on whether students still needed to book space in the library or if it has/will return to a walk in system. Vice President SCEBE will speak to library for clarity. **Action: Vice President SCEBE.**

There has been growing concerns that students who hired a gown for pictures will need to hire a gown again for the graduation ceremony. Student President raised this at Executive Board and the Register has been actioned to follow up on this. Student President will be meeting with Register to discuss student concerns. **Action: Student President.**

They also explained that the Executive Board discussed the situation in Afghanistan and how to support GCU students who may be caught up in the upheaval. Executive Board agreed to send out communications on this. It is believed that there is between five and eight students who are registered at addresses in Afghanistan.

2. Tackling Racism Working Group

The Vice President GSBS noted there was no update from the university's Tackling Racism Group as it hasn't met recently. Vice President GSBS reported that the Full Time Officers are starting to plan Black History Month. The Vice President SHLS has spoken to Director of Academic Development and Student Learning on involving teaching and learning in the Black History Month campaign and he is interested. Vice President SHLS has also ordered the campaign material for Show Racism the Red Card.

The Executive Committee discussed having this as a standing agenda item given that the group meets less regularly than Executive Committee. As the group itself doesn't meet often, will remove it as a standing item and when the work of the group it gets busier, will consider putting it back as a standing item.

3. Hybrid Learning

The Vice President SHLS informed the Executive Committee that the university is currently developing both a student facing and staff facing policy on hybrid learning. These policies will seek to address issues such as what to do if lecturer/presenters technology fails in a hybrid situation – do they reschedule or carry on; how to they prioritise students who can be on campus and on online; if students aren't comfortable being seen on camera on campus how do they manage that? The policy will be a pilot so it will be up to the lecture to opt in, some department might not have any hybrid learning. Two university working groups are working on this - Hybrid Learning Group

and the short life action group on hybrid learning. Vice President SHLS was tasked with bringing policies to both Executive Committee and SAGE. **Action: Vice President SHLS.**

4. Student Experience Action Plan 2021-22

The Vice President SCEBE presented the Students' Association proposal for the university's Student Experience Action Plan (SEAP). The Executive committee discussed the proposed action and were satisfied with changes and the overall proposal. Vice President SCEBE to submit to Enhancing the Student Learning Experience Committee. **Action: Vice President SCEBE.**

5. Partnership approaches to enhance student awareness of good academic practice in online learning and assessment

The Vice President SCEBE discussed how the university has requested that the Students' Association partner with the university on an awareness campaign on plagiarism, collusion and cheating. The Vice President SCEBE explained that there has been an increase in cases of this as teaching and learning shifted online. Last year, the Executive Committee teamed with the university for a "don't cheat yourself campaign". Members discussed how we could operationalise the campaign but had concerns that the university is not addressing the issues within the university's control that drive many students to these practices, for example the lack of targeted, on-going writing support for international students. There was also concerns that the university's proposed date (3rd week of Trimester 1) for the campaign didn't reflect the lived experience of international students who have been held up traveling abroad due to CAS issues and the need for quarantining. The Vice President SCEBE was actioned to take forward the Executive Committee concerns about the campaign to the proposers of the campaign. **Action: Vice President SCEBE.**

The Vice President SHLS affirmed that they have been in discussion with their school to increase academic support for students to address the underlying issues causing these cases. All Vice Presidents agreed to take this forth with their schools. **Action: Vice President SCEBE, SHLS, GSBS.**

6. NSS Action Plan

The Student Voice Team Leader presented the outcomes from the NSS Action Plan discussions. The Executive Committee discussed communication strategy including increasing our use of Facebook ads. It was agreed that improving speed and reach of communication should be discussed at the Engagement Plan meeting. **Action: Student Voice Team Leader.**

7. Teaching Awards Review

Due to time constraints, the Teaching Awards Review will be discussed at the next Executive Committee and to invite the Academic Rep Co-ordinator to present the paper. **Action: Clerk.**

8. Draft Guide to Student Representation

The Chief Executive present a draft version of the Guide to Student Representation at GCU and explained the background and the partnership approach to creating it. Changes to the document include clarifying recruitment and terms of office for academic reps; an update on ELIR outcomes and how students can give feedback; University has put in pro forms in appendix two on giving feedback both ways and update to the list of key contacts. The Executive Committee discussed how the Full Time Officers could better link with academic reps, such as after School Board meetings. Suggestions for a short post-school board meeting lead by Full Time Officers targeted at class reps to be discussed at Engagement Plan Meeting. **Action: Student Voice Team Leader.**

9. FTO Reports

The Full Time Officers were directed to send in their reports via email to the clerk for inclusion in the minutes.

Vice President SCEBE

- Attended Monthly catch-up with Deputy Vice Chancellors.
- Attended Fitness to Practice Committee
- Spoke with other officers about the student flat development restrictions
- Attended Investing in Volunteers Steering Committee
- Attended meeting with The EDIT
- Attended meeting with Glasgow SRC.
- Discussed with other officers about black history month
- Spoke to Radio Caley and The EDIT about doing black history month specials
- Met to discuss the Teaching Awards review
- Attended two clearing training sessions
- Attended Strategic Planning Group
- Attended NUS Lead and Change training
- Met with BaxterStorey Catering to discuss the draft menu in place
- Put out a survey to students on the Instagram, Facebook, and all student email for opinions on menu items
- Chaired Fresher's Committee
- Filmed Full Time Officer Welcome Video
- Attended report and support implantation group
- Attended IPSG
- Had a catch up meeting with Kirsty and Christina from Campus Life
- Attended meeting on generic induction talk
- Met with Alison Nimmo to discuss the PAICC working group updates
- Attended events sub group meeting
- Attended interview for That's TV Scotland
- Met with FEC to catch her up after her time off on AL
- Filmed video for student minds for wellbeing
- Shortlisted and interviewed applicants for Mechanical Engineering Department Rep
- Attended university mental health charter steering group
- Attended meeting to discuss re-opening of the bar
- Discussed the student experience action plan
- Discussed NSS Q26 and the areas of improvement
- Attended PAICC working group
- Attended a catch-up meeting for enhancement themes work
- Attended report and support implementation working group
- Attended training session for political accountability
- Continued working and communicating with CISA and MEND for the Freshers discussion event
- Collated the results from the catering menu survey for the bar

Vice President SHLS

- Attended monthly catch up with Deputy Vice Chancellors.

EXECUTIVE COMMITTEE MEETING

- Attended COP 26 & Environment discussion
- Attended meeting with Glasgow SRC
- Attended Black History Month Planning meeting
- Met with Chair of University Court
- Attending clearing training
- Attended Strategic Planning Steering Group
- Filmed Graduation video
- Worked on the Scottish Cultural Module
- Attended Student Leaders Programme meeting
- Attended SOSP Group meeting
- Attended NUS Lead and Change Training
- Attended SDG mapping meeting
- Attended 2022 Taxi Cup meeting
- Attending Student Leaders Programme and Social Enterprise Academy meetings
- Attended Fresher's Committee meetings
- Attended Comms sub-group meeting
- Attended NSS training
- Filmed Full Time Officer Welcome Video
- Attended UHATCH Catch up
- Attended clearing
- Attended Hybrid Learning project board
- Meet with Director of RIO
- Attended Fixture Forum for season 2021/2022
- Met with Meg Lustman
- Attended Hybrid Learning project board
- Attended Hybrid Learning SWLG
- Attended the NSS Q26 action and messaging planning
- Attended SOSP 1-1 Catch up
- Attended re-union bar meeting
- Attended recruiting & supporting class reps meeting.
- Attended Enhancement theme meeting

Vice President GSBS

- Attended the Student Panel Member process meeting.
- Attended Senate Disciplinary Committee meeting.
- Attended the Equality and Diversity policy consultation meeting.
- Attended a meeting with other FTOs to discuss the student flat development restriction policy.
- Attended the SRC meeting.
- Attended the Investing in Volunteers steering group meeting.
- Attended training on GDPR.
- Attended the PGR reps meeting with PVCR/Director Gs.
- Had a discussion about plans for Black History Month with VPs SCEBE and SHLS.
- Attended the Clearing trainings 1 and 2.
- Attended the Strategic Planning group meeting.
- Attended the bi-weekly catch up with the Dean/Associate Dean for GSBS.
- Attended the NUS Lead & Change event.
- Attended the NSS Q26 discussion and action plans meeting.
- Attended the Freshers' committee meeting.
- Attended/ helped out with Clearing on campus.

- Attended the Equality and Diversity champions catch up.
- Attended the SMT weekly meeting.
- Shortlisted for the Social Science department rep role.
- Attended the Glasgow Students Forum meeting.
- Attended the Students' Association budget training.
- Attended the Students' Association governance & democracy structures training.
- Attended the Academic representation induction for department reps.
- Attended the political accountability training.

Student President

- Attended a routine catchup meeting with Valerie Webster
- Attended a GDPR Training with the FTO Team
- Created and sent a Welcome Video for the students
- Attended a team discussion for ideas for Black History Month
- Met with GCU London staff to discuss GCU London
- Attended the NUS Lead and Change 2021 Training
- Participated in the Clearing Session of GCU with the FTO Team
- Attended a networking and discussion session with Student Reps around Glasgow by Coole Insight
- Met with University staff and SOS-UK to discuss the roll-out of the 'Mapping of the curriculum' exercise. Ensured that the University agreed to pay the students that are involved with the exercise.
- Interviewed by GCU Journeys on Instagram Live
- Attended a Freshers' Committee meeting
- Attended a Photography session for the official Full Time Officers 2021/2022 Pictures
- Attended the NSS Briefing Training Session
- Attended the GCU SA COP26 Action Group and formalised an approach with the Ethical and Environmental group and VP SHLS
- Met with Stephanie Pitticas to discuss the alarming rates of delay in the CAS issuance of International Students. Ensure to point that we'll need to make sure the support is available for the high influx of International Students at GCU.
- Attended the AcSED meeting
- Met with Valerie Webster (Deputy Vice-Chancellor) and Susan Mitchel (Chief Operating Officer) to discuss some of the proactive concerns of the Students' Association regarding Trimester A, including providing appropriate and timely information to students regarding Trimester A start for informed decision-making, Graduation Gown Hire Prices, Hotel Quarantine Costs for International Students, refund for London students accidentally hiring Graduation Gowns in Glasgow due to miscommunication. The outcomes included timely communication being sent to the students regarding Trimester A, refund to GCU London students for the incorrect Gown Hires and International Student Hardship Funds (Discretionary Funds) being promoted to new International Students by the University to be used as compensation for the Hotel Quarantine Costs including retrospectively.
- Met with staff support on Student Accommodations to discuss whether the Students' Association should approve Unite Students to advertise with us, given the difficulties that students reported with them in terms of contract withdrawal.

- Took notice of student concerns regarding the closure of Faith and Belief Center, liaised with University throughout the month to ensure a place for prayers for our students. Seminar Room 3 in the Library, W702 and W703 were opened to be temporarily used as the Faith and Belief Center for Trimester A right before Freshers Week.
- Invited Julie Duncan (Head of Events) to attend the GCUSA's COP26 Action Plan meeting to synchronise the efforts of the Students' Association and the University. The University agreed to incorporate the GCUSA into the COP26 Operational Group meetings for a collective approach to COP26
- Discussed the GCUSA Bar opening times with the FTOs to liaise back with the Head of Campus.
- Held a meeting with GCUSA's Democracy Leader and FTOs to discuss the NSS Q26 results and to develop an Action Plan to identify areas of improvement and improve NSS Q26 scores
- Attended an Executive Board meeting with the University
- Chaired the first meeting of Glasgow Students' Forum of the new academic year
- Arranged a meeting with the FTO Team to discuss some of the Action Points from the Executive Committee meeting
- Created a video with Student Life on campus to promote student vaccinations
- Attended a Strategic Planning Group meeting of the GCUSA
- Attended a Training Session on Students' Association Budget
- Attended a Training Session on Students' Association Governance and Democracy Structures
- Met on campus with Therese Fraser (Head of Campus) to discuss the GCU SA Bar Opening Times
- Attended a Training Session on Political Accountability

10. Draft minutes from previous Executive Committee on 15th July 2021

The Chair called for a vote to approve the minutes taken from the Executive Committee meeting held on 15th July 2021. **Vote: For: 4; Against: 0; Abstentions: 0.** The minutes from the Executive Committee meeting held on 15th July 2021 were approved.

11. Matters Arising

11.1 Discretionary Funding for international students

The Student President will check with the Executive Board that there is a Discretionary Fund available for international students. This action is resolved.

11.2 Communication to students on L&T in Trimester A

The Student President will speak to the Deputy Vice-Chancellor Learning, Teaching and Student Experience and Deputy Vice-Chancellor Strategy on communications to students on learning and teaching for Trimester A. This action is resolved.

11.3 Leadership sessions targeted at Black students as part of Student Leadership Programme (SLP)

The Vice President SHLS agreed to explore workshops for our liberation groups. For example women in leadership, black student leadership etc. This action is ongoing. **Action: Vice President SHLS.**

11.4 Advice Centre and reports of racism

The Vice President GSBS will contact the Senior Student Adviser and establish if the Advice Centre received much reporting about racism. This action is ongoing. **Action: Vice President GSBS.**

11.5 GCU Suicide Prevention and Response Draft Frameworks and Action Plan

The Vice President would suggest amendments to the GCU Suicide Prevention and Response Draft Frameworks and Action Plan. Including on the mental health training being provided by the Students' Association and establishing clear structures for crisis intervention at GCU that included the Advice Centre. This action is ongoing. **Action: Vice President SCEBE.**

11.6 Fit to Sit Policy at SAGE

It was previously agreed that the proposal will be discussed at the next SAGE Committee in the new academic year. The Vice President GSBS to ensure it is added to the agenda. This matter is ongoing. **Action: Vice President GSBS.**

11.7 Fit to Sit Policy at Academic Rep Gathering

It was suggested that the Fit to Sit Policy would be included for discussion at the Academic Rep Gathering. This matter is ongoing. **Action: Vice President GSBS.**

11.8 Full Time Officer Team Objective on Fit to Sit Policy

The Full Time Officers will consider taking the Fit to Sit Policy forward as a Team Objective. It was decided not to make this a team objective. This action is resolved.

11.9 SHEEC Student Reps

The deadline for applications for the SHEEC Student Reps has passed.

11.10 Student Experience Action Plan

The proposed actions from the Students' Association for the SEAP Action Plan was discussed earlier on the agenda. This matter is resolved

11.11 Higher Education Achievement Reports (HEAR)

The Full Time Officers discussed whether HEAR should be a team or individual objective. However as implementing the SIMS project is necessary to implement HEAR and the SIMS project is still ongoing the Full Time, Officers have decided not to go forward with it as a team objective this year. This matter is resolved.

11.12 Meet with Glasgow University SRC to coordinate response to Glasgow City Council's Student Flat Development consultation

Initial contact on the issue has been made with to Glasgow University SRC but have yet to receive a reply back. This matter is ongoing. **Action: Full Time Officers.**

11.13 Microwaves on campus

The Vice President SCEBE agreed to feedback suggestions and concerns raised about microwaves on campus with the Head of Campus Services and Safety and Compliance Officer. This matter is ongoing. **Action: Vice President SCEBE.**

11.14 Inappropriate Use of Microsoft Teams

At the previous Executive Committee meeting, the members discussed the severity of some of the cases of inappropriate use of Microsoft Teams. It was concluded that the Full Time Officers 2021/22 should take this forward with the University and ensure these cases are dealt with seriously. The Vice President SHLS will take this forward as part of the hybrid learning working group. **Action: Vice President SHLS.**

11.15 Investing in Volunteering Steering Group

The Vice President GSBS 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 GSBS.**

11.16 Return to Campus Website Policy Statement

It was confirmed that the draft statement has been developed. This matter is ongoing. **Action: Full Time Officers.**

12. Life Memberships

There were no Life Memberships submitted.

13. A.O.C.B.

13.1 Team and individual objectives to be added to next agenda. **Action: Clerk.**

13.2 COP26 to be added to next agenda. **Action: Clerk.**

13.3 University is currently considering renaming UHatch. The Vice President SHLS to consult students on the change in name. **Action: Vice President SHLS.**

The meeting ended at 11:06am.

EXECUTIVE COMMITTEE MEETING



Minutes of the Executive Committee meeting held on Tuesday 14th September 2021 at 9:30pm on Microsoft Teams.

Present:

Adil Rahoo, Student President (Chair)

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

Priscilla Otuagoma, Vice President Glasgow School for Business and Society (VP GSBS)

Apologies:

Olivia Hall, Vice President School of Computing, Engineering and Built Environment (VP SCEBE)

In Attendance:

David Carse, Chief Executive

Sara MacLean, Student Voice Team Leader (Clerk)

1. Coronavirus Update

1.1 Executive Board

The Student President has been canvassing students on whether the November Graduation Ceremony should proceed in person. A snap poll indicated that 80% want and in-person winter Graduation at the Royal Concert Hall. The Student President presented this evidence to Academic Registrar.

1.2 GCU Academic and Student Support Delivery Continuity Group

The Student President updated members on the university current plans for students who need to or prefer to continue to learn online. We are for flexibility in method of delivery that facilitates students learning in the way that is best for them and have received a number of students asking for flexibility. The Student President has spoken to NUS Scotland President about a sector wide approach to accommodating the different needs of learners and not reverting to previous static method of delivery that disadvantaged certain learners. The University is creating a process for students who cannot attend campus for medical reasons or are delayed due to quarantine. The Student President to follow up with university on plans to communicate/promote this process to students, including within module handbooks and social media. **Action: Student President**

1.3 Full Time Officers statement on learning and teaching during the Coronavirus pandemic

The members discussed the proposed text and agreed with its direction of travel. It was felt the statement should be better set in the context of the beyond level 0 guidance. The Chair call a vote to approve the final statement. **Vote: In favour: 3 Against: 0 Abstentions: 0.** The statement was therefore approved. [Clerk's Note: Statement available from <https://www.gcustudents.co.uk/articles/full-time-officers-statement-on-learning-and-teaching-during-pandemic>]. It was confirmed it would be added to the all student email.

2. Full Time Officer Engagement Plan for Trimester A 2021/22

The Full Time Officers discussed the draft Engagement Plan for Trimester A 2021/22. It was confirmed that Lecture Shouts would not be appropriate due to the ongoing Coronavirus pandemic. It was suggested that a different Full Time Officer should take the lead for each Ask the Officer Online. **Action: Full Time Officers.** The Full Time Officers were asked to reflect on

whether Coffee on Campus should proceed, as it might require a Risk Assessment to be completed. **Action: Full Time Officers.** The Student President said he would check with the Director of Library Services if the Ask the Officer on campus could be held in The Library. **Action: Student President.**

3. Full Time Officers Team and Individual Objectives 2021/22

The Full Time Officers proposed that there would be a Team Objective on Greener Campus and one on the Student Partnership Agreement with the university. The third objective has still to be decided. The Full Time Officers will update the Team Objectives grid and present this for approval at the next Executive Committee. **Action: Full Time Officers.** The Team Objectives would then be presented for approval at Student Voice.

The Full Time Officers held a discussion on their potential individual objectives and sought feedback from other members. The Full Time Officers will update the Individual Objectives grid and present this for approval at the next Executive Committee. **Action: Full Time Officers.** The Individual Objectives would then be presented for approval at Student Voice.

4. COP26 Action Plan

The Vice President SHLS presented the five-point action plan that has been developed. The actions include: Carbon Literacy Training, lecture/workshop with external speaker, organising trips to the green zone, Go Green Week and collaborations. The Vice President SHLS further explained the plans for Go Green Week which is scheduled to take place the last week in October working with societies and clubs and the university to promote green ethos/work. It was noted that it was still to be confirmed who would deliver the Carbon Literacy Training. **Action: Vice President SHLS.** The committee also discussed the university and city-wide activities during COP26.

5. Freshers Week 2021 and GCU Induction

The Freshers Week 2021 will take place from 20th to 24th September 2021 and will be a hybrid of in person and online events. The Freshers Committee has been meeting to develop the planned activity, including a virtual freshers fair, on campus stalls, events within the Re:Union Bar & Grill and speakers on climate change and islamophobia. The sports clubs and societies will be organising their own events and come and try events. In addition, the Full Time Officers will deliver generic inductions to UG and PGT students.

6. Full Time Officer Reports

6.1 Vice President SHLS

- Attended NUS Scotland The Gathering Conference
- Attended Tackling Racism Working Group
- Attended SHLS international meeting
- Attended meeting with GCU governor with remit for Students' Association
- Working on a covid safe return to sport
- Sustainability catch up with GCU sustainability officer
- Meet with FTO team on individual and team objectives
- Worked on development of the Student Leaders Programme
- Green Week planning

- SHLS NDC bootcamp
- Meet with university communication team
- Chaired Health and Safety Committee
- Meet with Chief Operating Officers
- Attended Extraordinary Trustee Board
- Attended Cop26 Comms group meeting
- Involved in Department Rep Training
- Attended Student Sport Scotland (SSS) regional catch up
- Attended Freshers committee
- Developing No Room for Racism campaign

6.2 Vice President GSBS

- Attended NUS Scotland The Gathering Conference
- Attended Freshers Committee
- Attended Tackling Racism Working Group
- Interviewed for Social Science Department Rep
- Planning committee on UB campaign
- Attended SOS meeting
- Presented at the Global Engagement event
- Filmed with Student Life on campus
- Meet with Chief Operating Officer
- Attended Extraordinary Trustee Board
- Worked with other FTOs on setting the Engagement Plan
- Participated in Investing in Volunteers Steering Group
- Attended GSBS School Board
- Attended Assessment Regulations Sub Committee
- Attended the University Research Committee meeting.
- Attended/helped the Department Reps Training/Induction.

6.3 Student President

- Set up Glasgow Student Forum
- Attended NUS Scotland The Gathering Conferences
- Attended Freshers Committee
- Spoke to students on hotel quarantine situation
- Spoke with students who are experiencing CAS and admission issues
- Worked with university on student admission issues
- Meet with the Head of Facilities on return to campus
- Drafted letter to Scottish Government on hotel quarantine for international students
- Attended meeting with GCU governor with remit of Students' Association
- Wrote Student President Update for University Court
- Attendance at University Court meeting
- Meet with FTO team on individual and team objectives

- Meet with GCU London Officer
- Meet with GCU Academic Registrar on plans for in-person graduations
- Completed smart action plan for COP26 action group
- Attended catch up meeting with Principal
- Attended Executive Board
- Filming with Student Life
- Presented smart action plan for speakers/workshop at COP26 Action Group
- Attended Health and Safety committee
- Drafted and revised statement on learning and teaching during the pandemic
- Liaised with Executive Board and Chair of Court on Students' Association Strategic Plan
- Updating students on how to apply for online learning route
- Meet with FTO team on individual and team objectives
- Meet with Chief Operating Officers
- Attended Extraordinary Trustee Board
- Drafted application for Young Scotland programme
- Worked with other FTOs on setting the Engagement Plan
- Meet with Acting Pro Vice Chancellor L&T and Academic Registrar about online learning and winter graduation
- Attend the ACSED
- Attended Student Governor training
- Updated FTO team on outcomes of meetings with university on online learning and winter graduation
- Attended University court
- Spoke to NUS Scotland President Matt Crilly
- Attended COP26 operational meeting

Vice President SCEBE

- Attended Co-ordination of student support arrangements
- Created the induction presentation
- Attended the virtual freshers fair and in person freshers fair to meet and talk with students
- Attended PAICC
- Presented the UG generic induction talk alongside Tabitha
- Attended report and support group
- Started thinking about group and individual objectives
- Attended the student minds university mental health charter group
- Attended 1-1 meeting with Coole insight
- Attended the court strategy event
- Attended Charter meeting with Student Minds
- Attended the SMT weekly meeting
- Attended report and support group
- Attended SWAG
- Attended student media catch-up
- Wrote my report for SCEBE School board
- Spoke with catering about student concerns and enquiries about the menu
- Attended an open day

EXECUTIVE COMMITTEE MEETING



- Spoke with LGBT+ lib rep officer to discuss how to pair their meetings with things happening with the SA
- Attended Co-ordination of Student Support group
- Had an interview for Investing in Volunteers Attended Student Rep Meeting
- Attended University Mental Health Charter
- Completed Trustee Board paper
- Completed Student Voice Paper
- Spoke to relevant staff to address a student concern about study abroad and the grading system

7. Draft minutes from previous Executive Committee on 24th August 2021

The minutes were not available to be approved and will be considered at the next meeting.

8. Matters Arising

As the previous minutes were not yet available, the matters arising were not discussed.

9. Life Memberships

There were no Life Memberships submitted.

10. AOCB

There were no items for discussion under AOCB.

The meeting ended at X.

EXECUTIVE COMMITTEE MEETING



Minutes of the Executive Committee meeting held on Tuesday 5th October 2021 at 9:30pm on Microsoft Teams.

Present:

Adil Rahoo, Student President (Chair)

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

Olivia Hall, Vice President School of Computing, Engineering and Built Environment (VP SCEBE)

Priscilla Otuagoma, Vice President Glasgow School for Business and Society (VP GSBS)

Apologies:

David Carse, Chief Executive

In Attendance:

Sara MacLean, Student Voice Team Leader (Clerk)

Paul Stalker, Academic Rep Coordinator for Agenda Item 6

1. Chairs Announcements and Apologies

Chair welcomed committee. Apologies as above

2. Coronavirus Update

SP has had discussion with the GCU governors about cancelling of in-person teaching activity during COP26. Has spoken to other SA/SUs around Glasgow (UWS, Strathclyde and University Glasgow) and they reported no cancellation odd in-person teaching at their institutions and found it odd that GCU would be. SP put forward that it will exacerbate an issue with lack of in-person teaching from many students and not in line with the rest of the sector. Clarification asked on communications. Outcome is that the university will not be cancelling all in-person teaching in line with the rest of the sector.

3. FTO Team and Individual Objectives 2021/22

SP requested that this be moved to after number 11 in the agenda.

4. COP 26

VP SHLS informed the committee that planning for events is on track and have been having regular meeting with university on COP26.

5. Student Voice Agenda, Matters Arising and Standing Policy

SVTL explained that every year, we review our standing policy and that policies are only in effect for 5 years. The paper is the current policies that have been passed by Student Voice as well as the ones that are earmarked to expire.

Matters arising are assigned to either a FTO or other Officer of Student Voice. They reset in the new academic year and get handed over to the FTO/Officer with a similar remit as the action. Committee reviewed Matters Arising and allocated to Officers.

6. Review of Teaching Awards

ARC joined the meeting to present the Teaching Awards Review Report. ARC explained that the research was completed 1.5 to 2 years ago and was a 6-month process. ARC is seeking an endorsement on the recommendations from the report so that they can be taken forward. Recommendations are highlighted in yellow and on page 7, 19, 21. ARC asked if there were questions. No questions asked.

Vote: For - 4; Against – 0; Abstain – 0

7. NSS 2021 Report

SVTL gave a brief overview of the paper. Committee discussed findings, especially school-based segmentation. VP SCEBE will draft and send a message of reassurance and what we have been achieving for SCEBE students. **Action: VP SCEBE**

Committee discussed how we can better support Mature students as their satisfaction ratings have been sliding. VP SHLS will liaise with university about re-opening the Mature Student Room. **Action: VP SHLS**

8. Full Time Office Reports

Reports were emailed to the clerk for inclusion in the minutes

VP GSBS

- Attended APPC committee meeting.
- Attended the PGR reps group meeting with PVC R/Director GS.
- Attended Societies Council Training meeting.
- Attended Equality and Diversity Champions meeting.
- Attended the Glasgow Students Forum meeting.
- Attended/co-hosted the SA International Welcome night.
- Attended/presented in the online welcome talk.
- Had a discussion with the link governor alongside other FTOs.
- Attended the NUS Q&A session with the minister.
- Attended/presented in the PG online induction.
- Attended the Fresher's Cop26 discussion.
- Attended the SOSP group meeting with Coole insight.
- Attended the Glasgow Students Forum climate change march.
- Attended the Court Strategy Event
- Attended the Research Degree Committee meeting.
- Attended the SMT weekly meeting.
- Attended NUS sparqs' National Education Officers Meeting (NEON).
- Made a podcast for Black History Month alongside VP SHLS.
- Presented Open Day Talk during GCU induction on behalf of the SA.

- Attended the Student rep meeting with the court governors.

VP SCEBE

- Attended Co-ordination of student support arrangements
- Created the induction presentation
- Attended the virtual fresher's fair and in person fresher's fair to meet and talk with students
- Attended PAICC
- Presented the UG generic induction talk alongside Tabitha
- Attended report and support group
- Started thinking about group and individual objectives
- Attended the student minds university mental health charter group
- Attended 1-1 meeting with Coole insight
- Attended the court strategy event
- Attended Charter meeting with Student Minds
- Attended the SMT weekly meeting
- Attended report and support group
- Attended SWAG
- Attended student media catch-up
- Wrote my report for SCEBE School board
- Spoke with catering about student concerns and enquiries about the menu
- Attended an open day
- Spoke with LGBT+ lib rep officer to discuss how to pair their meetings with things happening with the SA
- Attended Co-ordination of Student Support group
- Had an interview for Investing in Volunteers
- Attended Student Rep Meeting
- Attended University Mental Health Charter
- Completed Trustee Board paper
- Completed Student Voice Paper
- Spoke to relevant staff to address a student concern about study abroad and the grading system

VP SHLS

- Attended Hybrid Project Board Meeting.
- Chaired Health & Safety Committee.
- Attended GCU COP 26 meetings
- Attended SLP+SEA meetings.
- Attended Lead & Change officer Catch up
- Attended SLP Short time working group meeting
- Attended International Welcome Night
- Attended Fresher's welcome talk
- Attended BUCS/SSS Sabb forum
- Attended UG Generic Induction talks
- Attended International Committee meeting.
- Attended HLS-EDI meeting.

- Attended COP planning meeting
- Attended meeting with SA Link Governor
- Attended NUS officer meeting.
- Attended GCU Fresher's Cop Discussion.
- Attended SDG meeting.
- Attended Black History Month Comms plan meeting
- Attended Climate Change March
- Attended fresher's event
- Attended Kick Off Project meeting
- Attended Sparqs JAG meeting.
- Attended SLP update meeting
- Attended Court Strategy day
- Attended Tackling racism meeting.
- Attended School International Team Meeting.
- Attended SHLS OT EDI workshop
- Attended SMT weekly meeting.
- Attended People Committee meeting.
- Attended Black History month events.
- Interviewed by Common Good Podcast
- Attended Governor meeting.

9. Minutes of the Executive Committee on 24th August 2021

VP SCEBE noted a change needed regarding the FTO assigned to the library action point. It should be VP SCEBE instead of VP SHLS.

VP GSBS has sent in her report but the minutes don't reflect this. Action: SVTL to update changes

Vote with changes noted: For – 4; Against – 0; Abstain – 0

Minutes of 14 September 2021 will be sent to the next meeting for approval

10. Matters Arising from 24 August Minutes

10.1 Clerk noted that Executive Board is now a standing agenda Item for Executive Committee – Completed

10.2 SP updated the committee on the legitimate reasons for RAPS – Completed

10.3 SP noted that group study is once again allowed in library - Completed

10.4 VP SCEBE has clarified space booking system within the library. Walk in system no booking needed - Completed

10.5 SP Noted that London gown hires issues have been resolved - students got their money back - Completed

10.6 Hybrid learning policies are still in the process of being created. VP SHLS will bring to Exec and SAGE committee – ongoing. **Action: VP SHLS**

10.7 VP SCEBE has taken forward the concerns of the Executive Committee about the “don’t cheat yourself campaign”. GCU responded that they will put in more information about what help is available in the university on schools – Completed

10.8 All VPs of Schools have open dialogue with their schools on structural reasons that the university needs to address to reduce cheating by students - Completed

10.9 Improvements in comms was discussed at engagement plan meeting - Completed

10.10 ARC has been invited to this meeting for the Teaching Awards report – Completed

10.11 Suggestion for post-school board FTO-Class reps meet ups was suggested in the slides for the engagement plan setting - Completed

10.12 Workshops targeting Black Students in SLP –Completed

10.13 The Vice President GSBS will contact the Senior Student Adviser and establish if the Advice Centre received much reporting about racism. This action is ongoing. **Action: Vice President GSBS**

10.14 Advice centre has been added in the GCU Suicide Prevention Framework –Completed

10.15 It was previously agreed that the proposal will be discussed at the next SAGE Committee in the new academic year. The Vice President GSBS to ensure it is added to the agenda. This matter is ongoing. **Action: Vice President GSBS.**

10.16 It was suggested that the Fit to Sit Policy would be included for discussion at the Academic Rep Gathering. This matter is ongoing. **Action: Vice President GSBS**

10.17 Meeting with SRC – have received a response but they have not wanted to take this forward - Completed

10.18 Microwaves – spoke with facilities – Completed

10.19 At the previous Executive Committee meeting, the members discussed the severity of some of the cases of inappropriate use of Microsoft Teams. It was concluded that the Full Time Officers 2021/22 should take this forward with the University and ensure these cases are dealt with seriously. The Vice President SHLS will take this forward as part of the hybrid learning working group. **Action: Vice President SHLS.**

10.20 The Vice President GSBS 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 GSBS**

10.21 Return to Campus Policy Statement has been published on website – Completed

10.22 Team and individual objectives added to agenda - Completed

10.23 COP26 to be added to agenda – Completed

10.24 VP SHLS consulted with students and sent names – Completed.

11. Life Memberships

There were no Life Memberships submitted.

12. FTO Team and Individual Objectives

FTOs are yet to finalise the objectives. Will be meeting again and will schedule an Extraordinary meeting of Executive Committee for their approval. **Action: FTOs**

13. AOCB

13.1 In person Teaching Quick Poll - extend the deadline- agree and will put it out through our networks. Use the ASE to promote and close on Friday. Will take the results to Deans and focus on courses that have a low percentage of reported in-person teaching

The meeting ended at 11.30am.

EXECUTIVE COMMITTEE MEETING



Minutes of the Extraordinary Executive Committee meeting held on 15th October 2021 at 9:30pm on Microsoft Teams.

Present:

Adil Rahoo, Student President (Chair)

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

Olivia Hall, Vice President School of Computing, Engineering and Built Environment (VP SCEBE)

Priscilla Otuagoma, Vice President Glasgow School for Business and Society (VP GSBS)

Apologies:

None

In Attendance:

David Carse, Chief Executive

Sara MacLean, Student Voice Team Leader (Clerk)

1. Apologies

As noted above

2. Chairs Welcome

Chair explained the purpose of the extraordinary meeting.

3. Team and Individual Objectives

Committee discussed the team and individual objectives and points were clarified

Vote: For: 4 Against: 0 Abstain: 0

4. AOCB

None

EXECUTIVE COMMITTEE MEETING



Minutes of the Executive Committee meeting held on Tuesday 2nd November 2021 at 10am on Microsoft Teams.

Present:

Adil Rahoo, Student President (Chair)

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

Priscilla Otuagoma, Vice President Glasgow School for Business and Society (VP GSBS)

Olivia Hall, Vice President School of Computing, Engineering and Built Environment (VP SCEBE)

Apologies:

None

In Attendance:

David Carse, Chief Executive

Raisah Khan, Executive Assistant (Clerk)

1. Coronavirus Update

1.1. Executive Board

The Student President provided an update on key items discussed at the GCU Executive Board meeting. There were discussions about issues raised at the Principal's Surgery including delay of CAS (Confirmation of Acceptance for Studies) and admissions. The Vice President SHLS explained that the issue was also raised at the previous International Committee meeting and the University are working on preventing this from happening again. The Executive Board highlighted the problems caused by the piloting of Articulate Platform instead of using GCU Learn in the Glasgow School for Business and Society. To prevent problems in the future, any pilot schemes will be discussed at the GCU Executive Board prior to use.

1.2. Academic and Student Experience Delivery (AcSED) Group

The Student President updated members on some of the changes to AcSED. The group was initially formed to manage the Coronavirus pandemic but has developed into a wider leadership forum. As a result, the Academic and Student Experience Delivery Group (AcSED) has been disbanded and replaced with the new Student Learning Leadership Group (SLLG). The inaugural meeting for this will be taking place on Thursday 4th November 2021 and will take place fortnightly following this. The SLLG will remain as a standing item on the agenda under Coronavirus Update but the placement of this item may be reconsidered in the future.

2. Draft GCU 2021-22 Outcome Agreement

The Student President asked the Executive Committee for feedback on the proposed GCU Outcome Agreement 2021-22 which will be presented at the GCU Executive Board on Thursday 4th November 2021. The Committee members agreed that the paper highlights good partnership working between the University and the Students' Association. The Chief Executive and Vice President GSBS will provide individual feedback directly to the Student

President. **Action: Chief Executive & Vice President GSBS.** [Clerk's Note: The Chief Executive suggested adding information about the refreshed Student Leaders Programme, Mind Your Mate training, sparqs award and SOS Green Impact Award.].

3. **Anti-Spiking Cup Covers**

The Vice President SCEBE presented the proposal for the purchase of anti-spiking cups as a pilot in light of the recent increase in cases of spiking. It was acknowledged that although spiking by injection cannot be prevented through the use of cup covers alone, drink spiking is still a huge concern for many students and can be prevented through the use of anti-spiking aids. The cup covers are small sheets of aluminium foil which have food and hygiene approved glue on the underside so they are secure and difficult to take off without visible damage. Suppliers StopTopps provide an awareness bundle costing £34.95 and includes 250 StopTopps, 5 posters, 3 tent cards and 2 customised social media awareness resources. The Committee discussed items in the bundle and discussed whether a drugs testing kit could also be purchased. The Vice President SCEBE explained that drug testing kits are not always accurate as they do not detect all chemicals. The Student President suggested keeping the cup covers in the Re:Union Bar rather than the Advice Centre as it may encourage students to collect these as they buy a drink. The Vice President SCEBE will consider this and the placement of posters in the bar. **Action: VP SCEBE.**

The Chair called for a vote to approve the proposal for the purchase of Anti-Spiking Cup Covers at £34.95 from the Campaigns Budget. **Vote: For: 4; Against: 0; Abstentions: 0.** The proposal for Anti-Spiking Cup Covers was approved.

4. **Banner Making Session**

The Student President explained that lots of Scottish associations have created banners in preparation for the Climate Action Rally organised by Fridays for Future Scotland on Friday 5th November 2021 for COP26. The Executive Committee discussed organising something similar with students at GCU and will encourage students to participate in the rally. **Action: Full Time Officers.** The Vice President SHLS explained that the Activist Network are currently giving resources to create banners. The Student President will speak to the Student Voice Team Leader about current Students' Association resources. **Action: Student President.**

5. **COP26**

The Vice President SHLS presented some key updates on COP26. The Students' Association prepared for Go Green Week by running a series of activities and events including Carbon Literacy Training. The Vice President SHLS has attended a meeting with the Ethical and Environmental Officer and the Conference of Youth which included discussions on climate change and activism. Information regarding this is available in a written blog which will be shared on the Students' Association website. **Action: Executive Assistant.** There are also 6 tickets available for the Green Zone for 3 different dates during COP26. The information regarding how to get these has already been shared on social media and the Full Time Officers will signpost students to this if they are interested. **Action: Full Time Officers.** The Vice President SHLS will speak to the Communications Co-ordinator about circulating targeted emails to students interested in ethical and environmental issues. **Action: Vice President**

SHLS. The Student President is currently looking into finding a high level speaker to deliver a talk at the Students' Association and will confirm this with the Full Time Officers. **Action: Student President.**

The Student Voice Team Leader joined the meeting at 10.43am.

6. Student Partnership Agreement

The Student Voice Team Leader asked the Executive Committee for their feedback on the proposed working group for the review of the Student Partnership Agreement. It was agreed that it would be beneficial to invite representatives from the Department of Quality Assurance and Enhancement, Department of Academic Development and Student Learning and GCU Student Life. It was also identified that it would be useful to involve SPARQS. The Executive Committee agreed that the Vice President GSBS will Chair this meeting. The meeting invitations will be sent out soon. **Action: Vice President GSBS.**

The Student Voice Team Leader left the meeting at 10.55am.

7. Guide to Student Representation at GCU

The Chief Executive presented the revised Guide to Student Representation at GCU which was previously presented to the Committee for discussion. The Guide and appendices has been updated with the exception of appendix 4, Student Representation on University Committees.

The Student President raised some concerns about the number of SSCG meetings each Trimester. It was identified that programmes were required to have at least one per Trimester, however they could have more. For instance, the Chair could call additional meetings. The policy lead for quality assurance and enhancement would reflect on the discussion and decide whether to take this forward with the Department of Quality Assurance and Enhancement.

The Student President asked if all the Officers could be involved with the Glasgow Student Forum as there is involvement from all Officers from other institutions. It was highlighted that GCU Students' Association has a unique model in comparison to other Universities but this could be considered for the annual remit discussion.

The Chair called for a vote to approve the Guide to Student Representation at GCU. **Vote: For: 4; Against: 0; Abstentions: 0.** The Guide to Student Representation at GCU was therefore approved.

8. Academic Rep Gathering Network Session

The Vice President GSBS explained that the Fit to Sit policy will be presented for discussion at the next Academic Rep Gathering on Wednesday 10th November 2021. The Vice President GSBS was asked to create a briefing or discussion points for the Full Time Officers to lead the session at the Academic Rep Gathering. **Action: Vice President GSBS.** The Student Voice Team Leader has also requested the Full Time Officers to talk about COP26 at this session. **Action: Full Time Officers.**

9. Full Time Officer Reports

Vice President SHLS

- Attended meeting with Department Reps about school board and papers.
- Attended Mobility Task and Finish Group. This a short working group of the International Committee. Some of the key aims include increasing awareness of students surrounding global engagement and increasing networking opportunities.
- Meeting with the Vice President GSBS to plan Black History Month.
- Attended GCU COP26 Comms Group meetings. Ensuring Students' Association communications are going out with the wider University communications.
- Attended meeting with the Physio Therapy Department to discuss inclusion and diversity.
- Attended TLG Group. The theme is resilient learning community.
- Attended Full Time Officer Objectives meetings.
- Chaired Health & Safety Committee.
- Attended meeting with Department Reps to resolve issues.
- Working with the Vice President SCEBE to review the No Room for Racism campaign.
- Attended catch-up meeting with the Full Time Officers.
- Attended the last Social Enterprise meeting.
- Reviewed papers for the Nursing Department.
- Attended meeting with Student Life to talk about Go Green Week and Black History Month.
- Chaired 1st Sports Council meeting. A student chair will be elected for future meetings.
- Involved in Wear Red Day.
- Attended meeting with Cool Insight.
- Attended Student Voice meeting.
- Filmed video thanking students for wearing face coverings on campus.
- Attended meeting with the Principal
- Attended Black History Month (BHM) and LGBT+ event on campus.
- Attended Conference of Youth on the weekend.

Vice President GSBS

- Attended the biweekly NUS Scotland Officer's Council meeting.
- Attended a meeting with the Minister for Higher Education alongside other FTOs.
- Attended the Remco meeting to discuss the VC's remuneration.
- Attended/assisted in the Introductory/training of the Care Experienced Student & Women's Officers.
- Attended the Graduate School Induction.
- Attended meeting with other FTOs to discuss the Team Objectives.
- Held a Career Live session on Collaborate alongside the GCU Careers Team.
- Attended the first Societies Council meeting.
- Attended the new Student Leaders Programme module feedback meeting.
- Attended the SMT weekly meeting.
- Attended the Glasgow Students Forum meeting.
- Attended the biweekly meeting the GSBS Dean/Associate Dean.
- Attended the Assessment Regulation Sub-committee meeting.
- Attended meeting with the Principal and other FTOs to discuss Winter graduation.

- Attended the Banded Grading Working Group meeting.
- Had a catch-up meeting with the PGR Reps.
- Had a catch-up meeting with GSBS reps in preparation for the GSBS Board meeting.
- Did class shout-outs for some PGT classes.
- Attended/Chaired the first SAGE meeting.
- Attended GSBS School Board meeting.
- Featured Ask the Officer online alongside other FTOs.
- Attended the Student Voice induction meeting.
- Attended Equality and Diversity Champions meeting.
- Attended the first Student Voice meeting.
- Attended the Digital Assessment Policy group meeting.
- Attended the Principal's Student surgery.
- Attended the Tackling Racism at GCU group meeting.
- Attended/Chaired the first Equality and Diversity Committee meeting.
- Shortlisted and interviewed for the GSBS PGT rep role.
- Attended the BHM & LGBT+ event.
- Attended the Employability Working Group meeting.

Student President

- Attended the NUS Scotland Officers' Council meeting – Raised issues surrounding Accommodation crisis in Glasgow for students and Winter Graduation plans for other institutions.
- Attended GCU Court Governance and Nominations meeting.
- Attended AcSED meeting – Raised two issues with the Mitigating Circumstances Paper pointing out the importance of simpler language and the duty of care of the University towards the applicants.
- Met with the Minister of Higher and Further Education, Jamie Hepburn – Discussed issues including the pandemic, student mental health, student employment, current learning and teaching, student opinions in GCU regarding on campus teaching and how the sector was looking to adopt from the things learnt during the pandemic (including provisions of online teaching for those who prefer).
- Attended the RemCo Court meeting.
- Met with the Principal to discuss University matters.
- Liaised with students regarding key issues in their schools.
- Worked with GCUSA's media team to send out videos and pictures from the September Climate Action march to be sent out in student communications.
- Hosted the first Ask the Officer Online and updated the students on key issues that have been worked on since June.
- Held a meeting with the FTO Team to finalise our Team Objectives.
- Attended an introductory meeting with the new Disabled Students' Officer to discuss some key points to work together on.
- Attended the Health and Safety Committee meeting of the GCUSA.
- Met with GCU's Equality and Diversity Officer to discuss plans of a motion at Equality and Diversity Committee of GCUSA and to explore the barriers within implementation of the Call-to-Action points by the University.

- Met with Helen Brown to discuss the new Fulbright scholarships at GCU and agreed on a plan to publicise it.
- Accumulated resources for sending a letter to a high-level government official for COP26.
- Attended the COP26 Operational Planning Meeting.
- Attended the Learning and Teaching Subcommittee meeting.
- Liaised with the Democracy Leader on extending and promoting the Learning and Teaching on Campus survey.
- Met with Head Registrar to discuss the University's plan for Winter Graduations.
- Liaised with the FTO Team on the University's decision of not having face-to-face Winter Graduations.
- Met with the GCUSA staff to discuss and plan the Principal's Surgery in the SA Building.
- Met with Alec Wersun to plan student participation in the UN BAM-SOS SSHAPE initiative.
- Attended a briefing on the new GCUSA's Student Leaders' Programme refresh.
- Met with Head of Student Life to discuss upcoming student communications – Formed an agreement to work together on the FTO Team objective of higher NSS Q26 Score through focused communication on the activities and services offered by the GCUSA.
- Arranged a meeting with the Chair of Student Voice to discuss some ideas regarding Student Voice, political campaigns and some organizational changes that I have planned.
- Met with the Chief Operating Officer of GCU with the FTOs to discuss issues around students not wearing masks in the Library and the University's decision on non-face-to-face Winter Graduations. Informed the COO regarding the student perspectives and the need for face-to-face graduations for our students.
- Called the President of NUS Scotland to discuss the Winter Graduation issue at GCU and accumulated some key information of the sector.
- Attended the Executive Board meeting and highlighted the importance of a face-to-face graduation. Raised the graduation plans of some other institutions and discussed some of the possibilities with the EB members.
- Created the Student President's Report for the Trustee Board and Student Voice.
- Attended a meeting with the CE of GCUSA to discuss the FTO Team's Individual and Team Objectives.
- Called an Extraordinary Executive Committee meeting for the Individual and Team Objectives to be voted.
- Signed off certificates of membership for the African Caribbean Society's 2020-2021 committee as the Student President.
- Attended the Glasgow Students' Forum's face-to-face meeting at Strathclyde Union to discuss issues around Travel for students in Scotland – Discussed plans to host the 2nd Glasgow Students' Forum meeting at GCUSA.
- Met with the GCUSA staff and Sustainability Officer of GCU to discuss Student Recruitment for Mapping the Curriculum exercise.
- Met with the Democracy Leader and LGBT+ Officer with the exception of some others who could not attend to discuss the motion I am planning to put forward at the Equality and Diversity Committee of GCUSA regarding increasing support offered to Disabled Students of GCU.

- Attended the Finance and General Purpose Court Committee with the approved Audited Accounts of GCUSA for the year 2020-2021.
- Met with the Principal and Chief Operating Officer alongside the FTO Team to discuss some reservations and a way forward for Winter Graduations at GCU.
- Chaired the 1st Trustee Board Meeting of the Academic Year 2021-2022 – Provided direction to the senior management with the Trustees regarding key areas of the organization.
- Liaised with Caledonian Islamic Society (CISA) President and met with Head of Security and Well Being to discuss the closure of the Faith and Belief center and develop a way forward for all parties.
- Attended the NUS Scotland Officers' Council meeting.
- Attended the GCU Remuneration Committee and reviewed staff salaries.
- Created a motion paper to propose at the Equality and Diversity Committee – The motion included three Call-To-Action points including mandatory training for Teaching and Learning staff at GCU for teaching Disabled Students, updated technology for teaching Disabled Students and Auto-MITS approval to Disabled Students to further support them.
- Attended the University Senate meeting – Highlighted the importance of the partnership between the University and the Students' Association.
- Attended the SAGE Committee meeting – Discussed the Learning and Teaching Survey results launched by the GCUSA which will be used for discussion with the University regarding the actual Learning and Teaching they receive.
- Reviewed the planned communication to be sent to the students regarding the Winter Graduation no longer being face-to-face. Ensured the inclusion and focus on three aspects including the full rationale behind the cancellation of face-to-face Winter Graduations, detailed description of what the University has planned to put in place instead and the multiple discussions that were held to explore possibilities.
- Hosted the Ask the Officer Online with the FTO team.
- Recorded a video with Student Life for the new Fulbright Scholarships available for GCU students.
- Arranged a meeting with the FTO Team and Student Voice Chair to discuss Student Voice meetings as well as contemporary areas of discussions.
- Met with NUS Scotland and students from Novel to identify any GCU students in the accommodation that are facing issues and to develop a way forward collectively with other Associations of Glasgow.
- Attended the 1st Student Voice meeting of 2021/2022.
- Recorded a video with Student Life for Halloween.
- Arranged a meeting with the Disabled Students' Officer and Head of Security and Head of Campus of GCU to discuss the usage of Disabled Parking Space. Developed a way forward to counter any non-permitted usage of the spaces available.
- Liaised with the University regarding the new Outcome Agreement for the year 2021-2022 – Liaised with the FTO Team and GCUSA staff to add a few key points regarding the GCUSA in the Outcome Agreement – Co-signed the introductory page with the Principal.
- Met with Head of Student life to discuss upcoming student communications.
- Facilitated the Principal's Student Surgery at the Students' Association building.
- Attended the NUS Scotland staff and officer briefing.

- Developed a plan to attend the Climate Action Rally on the 5th of November as an organization – liaised with staff and the FTO team to explore and discuss best approaches.
- Attended the Equality and Diversity Committee meeting – The motion for further support to Disabled Students got approved with strong support from the Committee.
- Met with the Dean of GSBS with VP GSBS to discuss GSBS students' issues including accessibility issues with the Articulate platform and GSBS' decision of taking Learning and Teaching online for the COP26 period, out of line of the decision formed by the University after consulting with the GCU SA. The Dean agreed to ask all GSBS staff to send communications to students for further support during the online Learning and Teaching period of COP26 and if they had any assessments/presentations overlapping during that period.
- Attended the Executive Board meeting – Discussed the issues raised at the Principal's surgery including the Articulate Platform, Language modules, additional communication of graduation celebration plans, communication for Trimester B plans and laptops for International Students. All issues were actioned to be resolved by the Executive Board members – Also raised the issue of students not wearing masks in the Library and discussed Student Ambassadors reminding students to wear face masks in the library.
- Attended the Coole Insight networking session.
- Met with the Court Link Governor for GCUSA to discuss the recent activities and discussions at the GCUSA.
- Attended the monthly catchup meeting with the London Officer and Staff.
- Liaised with FTOs and attended the live 'Chai with CISA' session hosted by CISA with the FTOs.
- Met with the FOSIS Scotland Executive team and attended the briefing regarding activities within various Students' Associations around Scotland.
- Flagged student concerns regarding Caledonian Court on a students' request and liaised with the Head of Campus to look into making the changes.

Vice President SCEBE

- Worked on the UMHC document.
- Attended first formal SCEBE school board.
- Attended Report and Support group.
- Spoke with David Steed about a student enquiry regarding the study abroad grading.
- Had a catch up with the Project Officer for Student Mental Health about Student Minds.
- Attended ETSE.
- Discussed and planned Team and Individual Objectives with other Officers.
- Spoke with a charity member to set up BHM and LGBT+ event and passed this along to Vice President SHLS.
- Spoke to The EDIT regarding BHM articles.
- Spoke with Estates about installing more inclusive toilet signage.
- Attending meeting with the Project Officer for Student Mental Health to discuss student engagement and wellbeing.
- Gave feedback on the Student Leaders Programme online module.
- Discussed options for a new Radio Caley room with relevant SA and University staff.
- Attended LTSC.
- Attended meeting with a SCEBE lecturer to address concerns in the school.

- Finalised and approved Individual Objectives with Executive Committee.
- Attended Extraordinary Executive Committee.
- Attended Coordination of Student Support.
- Attended meeting with the Chief Operating Officer and the Principle to discuss winter graduations and how the SA can be involved.
- Attended PAICC.
- Gave a webinar for the Students' Association on streaming platforms.
- Attended first SAGE.
- Chaired Freshers Week debrief meeting.
- Attended Ask the Officer online.
- Gave open day talk for the Students' Association.
- Shortlisted PGT rep interviewees.
- Spoke about the Student Mental Health Agreement (SMHA) with the Advice Centre and made relevant changes.
- Wrote FTO statement on spiking.
- Spoke to the Advice Centre about introducing free to collect cup covers to help prevent spiking.
- Attended Think Positive 'The Forum' meeting.
- Attended Principal's Student Surgery.
- Attended SMHA meeting.
- Attended 3 PGT rep interviews alongside SCEBE ADLTQ and contacted the candidates with their outcomes.
- Had photoshoot with staff to say thank you for students wearing masks on campus.
- Attended meeting with the previous Mental Health and Wellbeing Officer to discuss combining Mindful Mondays with their proposal for Stop the Stigma campaign from last year.
- Researched anti-spiking devices to be implemented into the Advice Centre and spoke with relevant colleagues.
- Posted the first mindful Mondays.
- Spoke to wellbeing about first objective and the next steps to take.

10. Draft minutes from previous Executive Committee on 24th August 2021 & 14th September 2021.

The Vice President SCEBE requested the Clerk to change the 3rd action in the minutes from 24th August 2021 from Vice President SHLS to Vice President SCEBE. The Vice President GSBS highlighted that her Full Time Officer report was missing from these minutes. The Clerk will update the minutes to include these changes. **Action: Clerk.**

The Vice President GSBS also highlighted that there were 2 items missing from her Full Time Officer report in the minutes from 14th September 2021. The Clerk will update the minutes to include these. **Action: Clerk.**

The Chair called for a vote to approve the minutes taken from the Executive Committee meeting held on 24th August and 14th September 2021 subject to the suggested changes.

Vote: For: 4; Against: 0; Abstentions: 0. The minutes from the Executive Committee meeting held on 24th August and 14th September 2021 were therefore approved.

11. Matters Arising

11.1. Executive Board Update

The Executive Board Update had been added to the agenda as a standing item. This matter is resolved.

11.2. RAP (Reasonable Adjustment Policy)

The Student President explained that the University have introduced an online study request form. The Committee no longer need to investigate the requirements for RAPs. This matter is resolved.

11.3. Group Study Spaces

The Student President has spoken to the Chief Operating Officer who explained that there was a mistake in the communications and confirmed students can access group study spaces in the library. This matter is resolved.

11.4. Study Space Booking

The Vice President SCEBE has spoken to library services and confirmed the services are now open and students are no longer required to book. This matter is resolved.

11.5. London Graduation Gowns

The Student President confirmed that London students were refunded the price for the incorrect gowns. This matter is resolved.

11.6. Hybrid Learning

The Vice President SHLS informed the Executive Committee that the University is currently developing both a student facing and staff facing policy on hybrid learning. Two University working groups are working on this - Hybrid Learning Group and the short life action group on hybrid learning. Vice President SHLS was tasked with bringing policies to both Executive Committee and SAGE. This matter is ongoing. **Action: Vice President SHLS.**

11.7. Student Experience Action Plan 2021-22

The Vice President SCEBE submitted the proposed action plan to Enhancing the Student Learning Experience Committee. This matter is resolved.

11.8. Awareness campaign on plagiarism, collusion and cheating

The Vice President SCEBE took forward the Executive Committee concerns about the campaign to the proposers of the campaign. This matter is resolved.

11.9. Academic Support

The Vice Presidents have been in discussion with their academic schools to increase academic support for students with underlying problems causing issues of plagiarism, collusion and cheating. This matter is resolved.

11.10. Engagement Plan Meeting

The speed and reach of communication was discussed at the Engagement Plan meeting and in setting the NSS Action Plan 2021/22. This matter is resolved.

11.11. Teaching Awards Review

The Teaching Awards Review was discussed at the Executive Committee and the Academic Rep Co-ordinator presented the paper. This matter is resolved.

11.12. Post School Board Meeting

Suggestions for a short post School Board meeting lead by Full Time Officers for academic reps discussed by the Full Time Officers and could be incorporated into the Full Time Officer Engagement Plan. This matter is ongoing. **Action: Clerk.**

11.13. Leadership sessions targeted at Black students as part of Student Leadership Programme (SLP)

The Vice President SHLS explained that there are a variety of different case studies incorporated into workshops within the Student Leadership Programme (SLP). This matter is resolved.

11.14. Advice Centre and Reports of Racism

The Vice President GSBS contacted the Senior Student Adviser who explained that there have not been any reported cases of racism. However, it was noted that GCU are launching an anonymous reporting system which may encourage students to come forward. This matter is resolved.

11.15. GCU Suicide Prevention and Response Draft Frameworks and Action Plan

The Vice President SCEBE would suggest amendments to the GCU Suicide Prevention and Response Draft Frameworks and Action Plan. Including on the mental health training being provided by the Students' Association and establishing clear structures for crisis intervention at GCU that included the Advice Centre. This action is ongoing. **Action: Vice President SCEBE.**

11.16. Fit to Sit Policy at SAGE

Fit to Sit Policy had been included at SAGE for discussion. This matter is resolved.

11.17. Fit to Sit Policy at Academic Rep Gathering

Fit to Sit Policy has been included on the agenda for the Academic Rep Gathering for discussion. This matter is resolved.

11.18. Meet with Glasgow University SRC to coordinate response to Glasgow City Council's Student Flat Development consultation

This matter is resolved as the plans for Glasgow City Council's Student Flat Development did not go ahead due to multiple complicated issues of housing.

11.19. Microwaves on Campus

The Vice President SCEBE explained that microwaves that GCU Estates and Facilities decided that microwaves will not be made available on campus. This matter is resolved.

11.20. Inappropriate Use of Microsoft Teams

At a previous Executive Committee meeting, the members discussed the severity of some of the cases of inappropriate use of Microsoft Teams. It was concluded that the Full Time Officers should take this forward with the University and ensure these cases are dealt with seriously. The Vice President SHLS will take this forward as part of the hybrid learning working group. **Action: Vice President SHLS.**

11.21. Investing in Volunteering Steering Group

The Vice President GSBS will speak to the Investing in Volunteering Steering Group at their next meeting to discuss what could be done on facilitating inclusiveness across all activities. This matter is ongoing. **Action: Vice President GSBS.**

11.22. Return to Campus Website Policy Statement

The return to campus policy statement by the Full Time Officers has been published. This matter is resolved. [Clerk's Note: This is available from: www.GCUstudents.co.uk/articles/full-time-officers-statement-on-learning-and-teaching-during-pandemic].

11.23. Team and Individual Objectives

Team and Individual Objectives were added to the Executive Committee agenda. This matter is resolved.

11.24. COP26 to be added to the next agenda

COP26 was added to the Executive Committee agenda. This matter is resolved.

11.25. Renaming UHatch

The Vice President SHLS explained that the name UHatch will be remaining for the meantime. This matter is resolved.

11.26. Process for Students who cannot attend campus

The Student President has spoken to the University on plans to communicate/promote the process for student who are unable to go on campus due medical reasons or are delayed due to quarantine. This matter is resolved.

Due to time constraints, the remaining matters arising from the meeting on the 14th September 2021 will be discussed at the next Executive Committee meeting.

12. Life Memberships

There were Life Membership Applications received for Leona Henry, Pamela Nolan, Calum McDonald, Kirsty Glen, Amir Shafiq and Ronan Payne.

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

13. A.O.C.B

13.1. Radio Caley Re-opening

The Vice President SCEBE will speak to the Chief Executive about some operational issues with the re-opening of the Radio Caley studio.

The meeting ended at 11:34am.

Minutes of the Executive Committee meeting held on Tuesday 30th November 2021 at 9.30am on Microsoft Teams.

Present:

Adil Rahoo, Student President (Chair)
Tabitha Nyariki, Vice President School of Health and Life Sciences (VP SHLS)
Priscilla Otuagoma, Vice President Glasgow School for Business and Society (VP GSBS)
Olivia Hall, 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 (agenda items 2 to 4)

1. Coronavirus Update

1.1 Executive Board

GCU Student Life have been consulting the Student President about the opening hours of GCU services over the festive break.

The University have been discussing the Omicron Variant. It is not anticipated at this stage that this will have an impact on learning and teaching on campus. There was a letter from the Scottish Government asking Principals to limit learning and teaching on campus. It was noted that there is a travel ban between the UK and Africa that will potentially impact on some students. The Vice President SHLS suggested the University should provide some sort of financial support to students who may need to hotel quarantine in London. The Student President will check whether hardship funds will cover this. **Action: Student President.** The Student President will also ask about what students are expected to do when travelling for Christmas eg. PCR tests or lateral flows and how these will work. **Action: Student President.**

The Executive Board and Full Time Officers are going to record a joint Christmas video.

1.2 Student Learning Leadership Group (SLLG)

The Student President has not yet been able to attend this meeting and had missed the last meeting due to graduations.

The Student Voice Team Leader entered meeting at 10am.

2. NSS Consultation Review

The Office of Students, on behalf of the Scottish Funding Council, is consulting on changing the questions within the National Student Survey (NSS). The NSS questions will remain the same for 2022 and pilot questions were being tested in addition. The pilot questions for the Students' Association question are "Overall, I am content with the students' union (association

or guild) at my institution” and “Has the Students' Union (Association or Guild) had a positive impact on your experience?”. The new questions would be rolled out in 2023.

The Committee discussed the potential questions and felt that the impact question was the best option but were unsure what the content question would assess. Overall the Committee felt it was better that there was a question about the Students' Association than not at all.

3. Quick Poll Questions

It was planned to carry out a Quick Poll during the exam period. The feedback from the University was that for future research that it should be more robust and that was wasn't necessarily the case when research is conducted using social media tools. The Student President highlighted that the revised GCU Student Survey & Module Evaluation Policy had recently been approved. He highlighted that the policy does not cover Students' Association surveys.

The Committee discussed whether to proceed with a Quick Poll. The Student President suggested using poll for one of the team objectives. However, others suggested to think of something more pertinent and student focused. The Full Time Officers will have a think about this at a catch-up meeting. **Action: Full Time Officers.**

4. 16 Days of Activism

The Committee discussed progress against proposed activities for the 16 Days of Activism against Gender-Based Violence. Activities planned include written blogs, an Understanding Consent workshop and a banner making session happened before students attend the Fight for the Night march on Thursday 9th December 2021 from Kelvingrove Park to George Square in Glasgow.

The Student Voice Team Leader left the meeting at 10.25am.

5. Full Time Officer Engagement Plan: Trimester B 2021/22

The Committee reviewed a paper that outlined the Full Time Officers progress with their Engagement Plan in Trimester A. The Ask the Officer Online and Blogs was going well. However, there was limited content submitted for the video updates and no progress for Ask the Officer in person. The Committee were also keen to try and invite guests to participate in the Ask the Officer Online. It was also noted that the Pub Quiz required more advance promotion. Radio Caley Shows have not yet restarted.

The Clerk will collate the Full Time Officer Engagement Plan for Trimester B. **Action: Clerk.**

6. Expenses Approval

It was clarified that this was for an expense not relating to the Campaigns Budget and would be dealt with out with the meeting.

7. Full Time Officer Reports

The Full Time Officers were preparing written reports for the Student Voice meeting taking place on 6th December 2021. [Clerks Note: The reports are available from

www.gcustudents.co.uk/representation/student-voice/voice-papers/student-voice-papers-2021-22].

8. Previous Minutes

The Chair called for a vote to approve the minutes taken from the Executive Committee meeting held on 2nd November 2021 and 16th November 2021. **Vote: For: 4; Against: 0; Abstentions: 0.** The minutes from the Executive Committee meeting held on 2nd November 2021 and 16th November 2021 were therefore approved.

9. Matters Arising

9.1 Matters Arising (2nd November 2021)

9.1.1 Draft GCU 2021-22 Outcome Agreement

The Chief Executive and Vice President GSBS would provide individual feedback directly to the Student President on the draft GCU 2021-22 Outcome Agreement. The Chief Executive provided feedback. This action is resolved.

9.1.2 Anti-Spiking Cup Covers

The Vice President SCEBE was to reflect on whether the cup covers would be better given out in the Re:Union Bar rather than the Advice Centre as it may encourage students to collect these as they buy a drink. The Vice President SCEBE agreed that the Re:Union Bar would be a better location. This action is resolved.

9.1.3 Climate Action Rally Banner Making

The Full Time Officer had organised a banner making session for the Climate Action Rally for the COP26 summit. This action is resolved.

9.1.4 Resources for Banner Making Session

The Student President investigated internal resources for the Banner Making Session. This action is resolved.

9.1.5 United Nations Conference of Youth Blog

The Vice President confirmed that the Blog has been written and is available on the Students' Association website. This action is resolved.

9.1.6 Green Zone Tickets

The tickets for the Green Zone at COP26 were promoted to all GCU students. This action is resolved.

9.1.7 COP26 Speaker at Students' Association

The Student President said that the high profile speaker that had indicated they would be available to deliver a talk within the Students' Association would not be available. This action is resolved.

9.1.8 Student Partnership Agreement

It was decided to pause on establishing a Steering Committee to revised the Student Partnership Agreement pending a discussion with the Acting Pro-Vice Chancellor Learning and Teaching. This action is ongoing. **Action: Vice President GSBS.**

9.1.9 Fit to Sit Briefing for Academic Rep Gathering

The Vice President GSBS confirmed that a briefing had been written for facilitators for the Academic Rep Gathering. This action is resolved.

9.1.10 COP26 Talk at Academic Rep Gathering

The Full Time Officers confirmed that COP26 was discussed at the Academic Rep Gathering. This action is resolved.

9.1.11 Amend Previous Minutes

The Clerk confirmed that the minutes of the meeting on the 24th August 2021 & 14th September had been amended as requested. This action is resolved.

9.1.12 Hybrid Learning Policy

The Vice President SHLS highlighted that there are no current proposed policies in regardless to Hybrid Learning. She anticipates they will not be ready until 2022 and would progress through the University committee structure. This action is resolved.

9.1.13 Meeting for Class Reps after School Board Meetings

It was planned that there would be an online meeting for academic reps for each academic school after each School Board meeting to discuss the issues raised and discussed. It would be led by the Vice President for each academic school as part of the Full Time Officer Engagement Plan. The Clerk has been actioned to resolved. **Action: Clerk.**

9.1.14 GCU Suicide Prevention and Response Draft Frameworks and Action Plan

The Vice President SCEBE had amendments for the GCU Suicide Prevention and Response Draft Frameworks and Action Plan that included on the mental health training being provided by the Students' Association and establishing clear structures for crisis intervention at GCU that included the Advice Centre. This action is ongoing. **Action: Vice President SCEBE.**

9.1.14 Inappropriate Use of Microsoft Teams

The Vice President SHLS raised the issue of the inappropriate use of Microsoft Teams by a limited number of students was raised with the Hybrid Learning Working Group. This action is resolved.

9.1.15 Investing in Volunteering Steering Group

The Vice President GSBS explained that the Investing in Volunteering Steering Group had already held its last meeting. This action is therefore resolved.

9.2 Matters Arising (16th November 2021)

9.2.1 Trimester B Principles: Student Friendly Version

The Student President advised that he had spoken to the University about a student friendly version of the Trimester B Principles. This is ongoing. **Action: Student President.**

9.2.2 Trimester B Principles: Blog

The Student President advised that he had not yet written a blog on the Trimester B Principles for the Students' Association website. This is ongoing. **Action: Student President.**

9.2.3 NUS Big Student £££ Survey

The Full Time Officers shared the link to the NUS Big Student £££ Survey on their social media accounts. This action is resolved.

9.2.4 UCU Potential Strike/Action Short of a Strike

The Full Time Officers agreed to meet with UCU to establish how they could support their campaign. The Vice President GSBS explained that the meeting arranged had been cancelled and will look to re-arrange this. **Action: VP GSBS.** It was noted that the ballot at GCU was unsuccessful and that UCU were looking to rearrange.

9.2.5 Honorary Life Memberships Awarded by Trustee Board

The Student President will meet with the Vice Presidents to discuss writing a paper for a future Student Voice meeting to approve this proposal. **Action: Student President.** It was noted that this would require a change to Schedule 1 (Membership) to the Constitution and require the approval of Student Voice, Trustee Board and University Court.

9.2.6 Unipol Complaint

The Student President advised that Unipol had been asked to respond to the complaint by 12th November 2021 and the Student President will share the response with the Executive Committee. **Action: Student President.**

9.2.7 Approval of Minutes from 2nd November 2021

The Chair requested for the Executive Committee meeting minutes from 2nd November 2021 to be approved at the next Executive Committee. This action is resolved.

9.2.8 Missing Reports from 5th October 2021 minutes

The missing reports from the Student President and Vice President SHLS were added to the minutes from the Executive Committee meeting minutes from 5th October 2021. This action is resolved.

9.2.9 Ask the Officer Online: Lead Officer

The Executive Assistant assigned a lead for each Ask the Officer Online. This action is resolved.

9.2.10 Coffee on Campus Risk Assessment

It was decided that Coffee on Campus would not be an activity on the Full Time Officer Engagement Plan.

9.2.11 Ask the Officer: Library

The Student President has not yet checked with the Director of Library Services if Ask the Officer on Campus could be held in the library. This matter is ongoing. **Action: Student President.**

9.2.12 NSS 2021 Report

The Vice President SCEBE has sent a message of reassurance on what we have been achieving for SCEBE students. This action is resolved.

9.2.13 Positive Impact Rating Survey in GSBS

The Vice President GSBS confirmed that Strategy and Planning were aware of the Positive Impact Rating Survey. This action is resolved.

9.2.14 Positive Impact Rating Survey and Vice President GSBS

The Vice President GSBS confirmed that she was supportive of the Positive Impact Rating Survey and the required capacity to meet its actions. This action is resolved.

9.2.14 Glasgow Student Forum (GSF)

The Student President held a GSF meeting on 19th November 2021 and the Vice President GSBS and Vice President SHLS attended.

10. Life Memberships

The Chair called for a vote to approve Olga Rebrovskaia for Life Membership. **Vote: For: 4; Against: 0; Abstentions: 0.** Olga Rebrovskaia was therefore approved.

11. AOCB

11.1 Full Time Officer Accountability Schedule

The Committee were advised that the revised Full Time Officer Accountability Schedule would shortly be circulated to the Full Time Officers for consultation.

11.2 Full Time Officer Development Review

The Full Time Officers were advised that the deadline for submission of who they plan to contact to complete their Development Reviews was 30th November 2021.

11.3 Block Grant Meeting with Chief Operating Officer

The Student President has asked if the Full Time Officers and Chief Executive could meet with the Chief Operating Officer to discuss potential ideas that could lead to an increase in Block Grant or strategic project funding. **Action: Chief Executive.** The Chief Executive explained the current process for Block Grant submission, as outlined in the Financial Policy and Procedures. The Committee were encouraged to start to formulate ideas for a future discussion.

EXECUTIVE COMMITTEE MEETING

The meeting ended at 11.27am.

DRAFT

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Tuesday 14th December 2021 at 9.30am on Microsoft Teams.

Present:

Adil Rahoo, Student President (Chair)

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

Priscilla Otuagoma, Vice President Glasgow School for Business and Society (VP GSBS)

Olivia Hall, Vice President School of Computing, Engineering and Built Environment (VP SCEBE)

Apologies:

None

In Attendance:

David Carse, Chief Executive

Raisah Khan, Executive Assistant (Clerk)

1. Coronavirus Update

The Student President advised that the new employee parking system is created to be fairer, however it doesn't include students. The University have explained that spaces are limited.

The Student President advised that unless there are any changes to Scottish Government Guidance then the planned Trimester B Principles will go ahead as planned, including an increase for in person teaching on campus.

The Student President confirmed that there are sufficient Discretionary Funds and the University are working on clear communications to emphasise this.

Due to the Omicron variant some exams are planned to be moved online. This is predominately within GSBS.

There are ongoing diary clashes between the NUS Council Meetings and Student Learning Leadership Group (SLLG). The Student President agreed to share the notes for the SLLG with the Full Time Officers and Chief Executive for information. **Action: Student President.**

2. JISC Survey Proposal

The Acting Pro-Vice Chancellor Learning and Teaching contacted the Student President about GCU participating in the JISC Digital Experience Insights Survey in Trimester B and for the next three years. The Committee were supportive of participating in the survey, however they noted that the National Student Survey, Module Evaluation Questionnaire and Students' Association Annual Survey are all conducted in Trimester B. The Student President will flag this with University and see if the survey could run at another time or potentially see if it can be run in Trimester A. **Action: Student President.**

3. Full Time Officer Engagement Plan: Trimester B 2021/22

The Committee discussed the paper that outlined the proposed Full Time Officer Engagement Plan for Trimester B 2021/22. It was agreed that the post School Board meeting will take place

virtually. It was highlighted that Radio Caley can only have two people in the station due to COVID ventilation. The Vice President SHLS and Vice President SCEBE suggested having a guest on this show with a host and this could be streamed on Facebook Live. The VP SCEBE will speak to Radio Caley Manager. **Action: Vice President SCEBE.** Each Full Time Officer would have their own show each month. The Chair called for a vote to approve the Full Time Officer Engagement Plan for Trimester B 2021/22. **Vote: For: 4, Against: 0, Abstain: 0.** The Full Time Officer Engagement Plan for Trimester B 2021/22 was therefore approved.

4. **Block Grant**

Following the motion approved by Student Voice on Monday 6th December 2021, the Student President was keen to have an established approach to Block Grant negotiations with the University. It had previously been suggested that the Full Time Officers and Chief Executive held an annual discussion with the Chief Operating Officer, in addition to the normal GCU Planning Round submission. **Action: Student President.**

5. **NUS Scotland Housing Petition**

NUS Scotland have launched a housing campaign. NUS Scotland want to see rent controls, rights for student renters and accessible and adaptable student accommodation. Students are being asked to sign a petition. The Committee were keen to advertise this on social media and get students to sign up. The link would be circulated across social media and in the next all student email. **Action: Clerk.**

6. **NUS UK Student Strike**

NUS UK are holding a strike in London on 2nd March 2022. The NUS UK vision for students is for a fully funded education system, that is accessible lifelong learning and that students aren't viewed as customers. The Full Time Officers will reflect upon attending. **Action: Full Time Officers.**

7. **Students' Association Trimester B Webinar**

The Students' Association webinar for Trimester B is planned for w/c 21st February 2022 and will be live across Facebook and Youtube via Streamyard.

8. **Full Time Officer Reports**

The Full Time Officers advised that they recently submitted their report for the Student Voice meeting. [Clerks Note: The reports are available from www.gcustudents.co.uk/representation/student-voice/voice-papers/student-voice-papers-2021-22].

9. **Minutes from 30th November and Extraordinary Meeting on 8th December 2021**

Minutes from 30th November and Extraordinary Meeting on 8th December 2021 are not currently available.

10. Matters Arising

10.1 Financial Support for Students Requiring to Quarantine

The Student President was still investigating whether international students could apply to the Discretionary (Coronavirus) Fund for quarantine costs. This action is ongoing. **Action: Student President.**

10.2 COVID Testing for Travelling Home

The Student President understood that all students should take a free lateral flow test immediately before travelling home during the festive break and returning to term-time accommodation after the festive break. This is in addition to any government requirements for PCR tests. This action is resolved.

10.3 Quick Poll

The Executive Committee decided against another Quick Poll at this time. This action is therefore resolved.

10.4 Full Time Officer Engagement Plan: Trimester B 2021/22

The Full Time Officer Engagement Plan was discussed early on the agenda. This action is therefore resolved.

10.5 Student Partnership Agreement

It was previously decided to pause on establishing a Steering Committee to revise the Student Partnership Agreement pending a discussion with the Acting Pro-Vice Chancellor Learning and Teaching. This action is ongoing. **Action: Vice President GSBS.**

10.6 Meeting for Class Reps after School Board Meetings

It was planned that there would be an online meeting for academic reps for each academic school after each School Board meeting to discuss the issues raised and discussed. It would be led by the Vice President for each academic school as part of the Full Time Officer Engagement Plan. The Clerk has been actioned to resolve. **Action: Clerk.**

10.7 GCU Suicide Prevention and Response Draft Frameworks and Action Plan

The Vice President SCEBE had amendments for the GCU Suicide Prevention and Response Draft Frameworks and Action Plan that included on the mental health training being provided by the Students' Association and establishing clear structures for crisis intervention at GCU that included the Advice Centre. This action is ongoing. **Action: Vice President SCEBE.**

10.8 Trimester B Principles: Student Friendly Version

The Student President advised that he had spoken to the University about a student friendly version of the Trimester B Principles. This is ongoing. **Action: Student President.**

10.9 Trimester B Principles: Blog

The Student President advised that he had not yet written a blog on the Trimester B Principles for the Students' Association website. This is ongoing. **Action: Student President.**

10.10 UCU Potential Strike/Action Short of a Strike

The Full Time Officers agreed to meet with UCU to establish how they could support their campaign. The Vice President GSBS explained that the meeting arranged had been cancelled and will look to re-arrange this. **Action: VP GSBS.** The closing date for the ballot is Friday 14th January 2022.

10.11 Honorary Life Memberships Awarded by Trustee Board

The Student President will meet with the Vice Presidents to discuss writing a paper for a future Student Voice meeting to approve this proposal. **Action: Student President.** It was noted that this would require a change to Schedule 1 (Membership) to the Constitution and require the approval of Student Voice, Trustee Board and University Court.

10.12 Unipol Complaint

The Student President shared the response with the Executive Committee. This action is therefore resolved.

10.13 Ask the Officer: Library

The Student President has not yet checked with the Director of Library Services if Ask the Officer on Campus could be held in the library. This matter is ongoing. **Action: Student President.**

10.14 Block Grant Meeting with Chief Operating Officer

The meeting with the Chief Operating Officer has been arranged. This action is therefore resolved.

11. Life Memberships

There were no Life Memberships submitted.

12. AOCB

12.1 Trimester A Report Deadline

The Full Time Officers were reminded that their Trimester A Reports were due by 28th January 2022.

12.2 Development Reviews

The Deadline for Development Reviews being completed by stakeholders is Friday 17th December 2021. The Clerk will ask for an extension as the Full Time Officers are struggling to get responses from contacts. **Action: Clerk.**

The meeting ended at 11.57am.

EXECUTIVE COMMITTEE MEETING



Minutes of the Executive Committee meeting held on Tuesday 25th January 2022 at 9.30am on Microsoft Teams.

Present:

Adil Rahoo, Student President (Chair)

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

Priscilla Otuagoma, Vice President Glasgow School for Business and Society (VP GSBS)

Olivia Hall, Vice President School of Computing, Engineering and Built Environment (VP SCEBE)

Apologies:

None

In Attendance:

David Carse, Chief Executive (Acting Clerk)

Sara MacLean, Student Voice Team Leader (for agenda item 3 to 8)

1. Chairs Announcements and Apologies

The Chair welcomed members to the meeting. There were no apologies submitted.

2. University Meetings

2.1 Executive Board

The Student President advised that discussions had been ongoing about in person teaching numbers.

2.2 Student Learning Leadership Group (SLLG)

The Student President was not able to attend the last meeting.

3. Revised Schedules to the Constitution

The Chief Executive explains that there has been extensive consultation for each of the revised Schedules, including the membership and the University.

3.1 Elections Schedule

The Elections Schedule explains how Students' Association elections are governed and should be read in conjunction with the Election Rules and Code of Practice Relating to the operation of the Students' Association. The Student Voice Team Leader explained that there was a complete overhaul of the Elections Schedule to reflect current democratic arrangements. The Student Voice Team Leader talked the Committee through the key changes, as outlined on the coversheet of the paper. The key proposals are: making explicit in use of STV voting, clarifying when elections are normally held, the term of office for each role, voter eligibility, clarifying the role of the Returning and Deputy Returning Officer, including sections of the current Election Rules on Conduct and Election Complaints and the removal of the Elections Committee. There is also a proposed extension to the period that the Full Time Officer-elect can resign before triggering a By-election.

3.2 Full Time Officer Accountability Schedule

The Chief Executive explained that there are no changes to the Full Time Officer Accountability Schedule since the Committee saw the revised Schedule at its meeting on 12th December 2021.

3.3 Membership Schedule

The Chief Executive explained that initially there had only been one planned change to the Membership Schedule, in making explicit that the Full Time Officer were members of the Students' Association. Subsequently the proposal to allow the Trustee Board to award Honorary Life Memberships was included. The Chief Executive talked the Committee through the two proposals as outlined in the coversheet.

4. NUS Conferences

4.1 Delegates to Liberation Conference

The Student Voice Team Leader outlined that financially it was challenging to send any delegates to the NUS Liberation Conference due to the costs involved in sending delegates to NUS UK and Scotland Conference. It was suggested that Representation Networks could reflect on using their own budgets if they wished to attend.

4.2 Submit an idea to NUS UK, Scotland or Liberation Conference

The Student Voice Team Leader outlined to the Committee the process for submitting an Idea to the NUS UK, Scotland or Liberation Conference. The deadline is to submit ideas for discussion at all NUS Conferences is Wednesday 2nd Feb 2022. The Student President said he would arrange a meeting to discuss submitting ideas. **Action: Student President.**

5. Sfl Mapped Operational Plans

At the Learning Enhancement Sub Committee meeting on 24th November 2021, schools, relevant academic units and professional service departments (to include Students' Association) were asked to map the Learning and Teaching aspects of their operational plans for 22/23 to each of the five key intentions which underpin the Strategy for Learning 2030. A sixth intention to cover the wider student experience should also be considered when completing the mapping process.

The Committee discussed that the Students' Association Operational Plan was currently aligned to its Strategic Plan 2025. It was unclear what this decision meant for the Students' Association and further clarity was required. **Action: Vice President SCEBE.**

6. Strategy for Learning Innovation Fund

6.1 Overview

The Students' Association is permitted to submit an application to the Strategy for Learning Innovation Fund. The Students' Association can be the lead partner in the bid or a partner with departments or schools within the University. It was highlighted that collaborative

working was criteria, along with partnership with students. Applications can be for up to £5,000 to support the piloting of new ideas, developments and projects that bring to life the University's Strategy for Learning 2030. The challenging aspect was that project proposals should be action research projects. The other challenge was being able to operationalise any new projects within current resourcing.

It was agreed that any proposals should be brought to the Executive Committee for discussion.

6.2 EDI Student Rep Proposal

The Vice President GSBS has been working with Dr. Katy Proctor (GSBS) and Adrian Lui (Equality, Diversity, and Inclusion Advisor) on submitting an application for Equality, Diversity, and Inclusion Student Representatives (EDISR).

7. Fit to Sit Policy Briefing Paper

A briefing paper has been developed to provide context on the proposed Fit to Sit Policy.

8. Student Partnership Agreement

The Vice President GSBS updated the Committee on their approach to reviewing the Student Partnership Agreement.

9. Honorary Degrees Nominations

The University has asked the Students' Association to submit nominations for Honorary Degrees by Monday 21 February 2022. The Committee discussed several individuals and in addition if they had been awarded an Honorary Degree at another institution. It was agreed that the Student President would submit nomination(s).

10. Full Time Officer Reports

The Full Time Officers had all returned from their festive break and agreed there were no reports to present at this time.

11. Previous Minutes

Due to the vacancy of the position of Executive Assistant and Clerk to the Executive Committee the previous minutes from the Executive Committee meeting held on 30th November 2021 and Extraordinary Executive Committee held on 8th December 2021 are not currently available.

12. Matters Arising

Due to the vacancy of the position of Executive Assistant and Clerk to the Executive Committee the matters arising were not available to discuss.

13. Life Memberships

There were no Life Membership submitted to approve.

EXECUTIVE COMMITTEE MEETING



14. AOCB

There were no items raised under AOCB.

The meeting ended at 11.30am.

EXECUTIVE COMMITTEE MEETING



Minutes of the Executive Committee meeting held on Tuesday 8th February 2022 at 9.30am on Microsoft Teams.

Present:

Adil Rahoo, Student President (Chair)

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

Priscilla Otuagoma, Vice President Glasgow School for Business and Society (VP GSBS)

Olivia Hall, Vice President School of Computing, Engineering and Built Environment (VP SCEBE)

Apologies:

None

In Attendance:

David Carse, Chief Executive (Acting Clerk)

1. Chairs Announcements and Apologies

The Chair welcomed members to the meeting. There were no apologies submitted.

2. University Meetings

2.1 Executive Board

The Student President advised that graduations for the Class of 2020 and Class of 2021 would take place in April 2020 on a first come, first served basis. The Committee expressed concern that c3,000 students had expressed interest in attending, although there was only capacity for c1,200. The remaining graduates would be invited to a future ceremony but not a schedule ceremony for the Class of 2022.

The Student President asked whether the Carbon Net Zero emissions target date could be reduced but the University felt there was insufficient resources to make this happen.

The Student President advised that c94 students studying on the Glasgow Campus are homeless (ie no registered address) and the measures the University have to support these students. Caledonian Court is currently at full capacity. A discussion took place on the current price hike for accommodation in Glasgow.

2.2 Student Learning Leadership Group (SLLG)

The Student President was not able to attend the last meeting.

3. Strategy for Learning Innovation Fund

The Vice President GSBS has been working with Dr. Katy Proctor (GSBS) and Adrian Lui (Equality, Diversity, and Inclusion Advisor) on developing an application for Equality, Diversity, and Inclusion Student Representatives (EDISR). The Vice President GSBS advised that she would bring the final proposed back to the Committee.

4. NUS UK Strike

It was confirmed that the Student President, Vice President SCEBE and Vice President SHLS would attend the NUS UK Strike in London on 2nd March 2022. They would tie the trip into

meeting students on the London Campus. [Clerks Note: Further information available from <https://www.nus.org.uk/campaign-hub/student-strike-for-education-walk-out-teach-in>].

5. Honorary Degree Nominations

The University has asked the Students' Association to submit nominations for Honorary Degrees by Monday 21 February 2022. The Committee discussed the several individuals previously discussed and it was agreed that the Student President would submit nomination(s).

6. Full Time Officer Reports

Due to time restraints brief discussions took place on the refreshed Student Partnership Agreement, RIO launching the British Council Active Citizenship programme.

7. Previous Minutes

Due to the vacancy of the position of Executive Assistant and Clerk to the Executive Committee the previous minutes from the Executive Committee meeting held on 30th November 2021, Extraordinary Executive Committee held on 8th December 2021 and Executive Committee on 25th January 2022 are not currently available.

8. Matters Arising

Due to the vacancy of the position of Executive Assistant and Clerk to the Executive Committee the matters arising were not available to discuss.

9. Life Memberships

There were no Life Membership submitted to approve.

10. AOCB

14.1 Call it Racism Campaign

The Vice President SHLS advised that she plans to create a Sports Club Pledge for tackling racism in sport.

14.2 Fit to Sit Policy

The Vice President GSBS advised that the Fit to Sit Policy will be discussed at the next SAGE Group meeting, at the Academic Rep Gathering and that a blog would be written.

14.3 Spiking Cup Covers

The Vice President SCEBE advised that there was a problem with the previous order being processed. She had investigated alternative options but that they were significantly more expensive.

EXECUTIVE COMMITTEE MEETING



14.4 Wednesday Afternoons Free

The Student President advised that he was keen that keeping Wednesday afternoons free for participation in student activities, employment, volunteering etc. should be reintroduced for the next academic year and would highlight this to the University.

The meeting ended at 11.11am.

EXECUTIVE COMMITTEE MEETING



Minutes of the Executive Committee meeting held on Tuesday 8th March 2022 at 9.30am on Microsoft Teams.

Present:

Adil Rahoo, Student President (Chair)

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

Priscilla Otuagoma, Vice President Glasgow School for Business and Society (VP GSBS)

Olivia Hall, Vice President School of Computing, Engineering and Built Environment (VP SCEBE)

Apologies:

Philip Morton, Executive Assistant

In Attendance:

David Carse, Chief Executive (Acting Clerk)

1. Chairs Announcements and Apologies

It was noted that the Clerk has submitted their apologies.

2.1 Executive Board

Scotland's legal Covid-19 restrictions, including the wearing of face coverings, will end on 21st March 2022. The Student President has been pushing for clear communications for students about what this means within the University context. For example, will face coverings will remain mandatory and will the learning and teaching and student experience return back to normal, ie pre-COVID within in person lectures. The Student President highlighted the Students' Association stance on the return to in person learning and teaching. It was noted that footfall from students on campus remained low and that students don't appear to engage at the same level in an online environment. It was also unclear whether University committees would return to being held in person.

It was perceived that the University will push for large online lectures to remain online. However, it was unclear what constitutes a larger lecture. It was noted that the University and Students' Association should conduct joint research on the learning and teaching environment in the post COVID landscape, so that it can be evidence based decision making. **Action: Student President.** The Committee discussed personalisation of education in that a student should be able to choose to attend a lecture in person, watch it online in real time or watch a recorded lecture. It is important to be clear to students in advance of starting or continuing studies on what the student experience at GCU will be like. It is perceived that many students do not want online learning to replace in person learning and this may have an impact on progression, retention or completion rates at the University.

It was discussed that the Class of 2020 and Class of 2021 could request to attend a graduation ceremony on 25th April 2022. This was on a first come, first served basis. Demand had outstripped supply. The Student President explained that the University had said it would only be a matter of a few weeks for the next dates to be released. It was noted that there was no information on the graduation webpages and this could lead to confusion that they former students can attend the Summer or Winter graduations. The Student President would continue to liaise with the University. **Action: Student President.**

There had been feedback from some international students on issues with receiving their CAS (Confirmation of Acceptance for Studies) and with delays to the registration process. The Student President has been actioned to raise this with the University to be addressed for the next cohort of students. **Action: Student President.**

2.2 Student Learning Leadership Group (SLLG)

The Student President was not able to attend the last meeting. The Student President said he would circulate the minutes. **Action: Student President.**

3. Strategy for Learning Innovation Fund

The Vice President GSBS has been working with Dr. Katy Proctor (GSBS) and Adrian Lui (Equality, Diversity, and Inclusion Advisor) on submitting an application for Equality, Diversity, and Inclusion Student Representatives (EDISR). The pilot would involve three students, one for each of the academic schools, to be paid an honorarium and who will have the responsibility as EDISR on their Programme Boards. It was clarified that they would not take responsibility for responding to students' individual equality, diversity or inclusion issues. The Vice President GSBS acknowledged that the draft bid did not make clear at times the responsibilities of the Students' Association as a partner, including in the training of the reps. The evaluation should include the scalability and sustainability of the pilot. The Committee were supportive of the bid and looked forward to hearing its outcome.

4. Tackling Racism Activity Plan

The Vice President GSBS and Vice President SHLS have suggested annual activities that the Students' Association to support the GCU Tackling Racism Action Plan. It was noted that each year the Full Time Officers and Representation Network Officers change and cannot be held to previously agreed activities as they may have different priorities or aspects within this campaign to focus on.

Trimester A

1. Fresher's Event (workshop, webinar or event)
2. Black History Month
3. Show Racism the Red Card (on Campus Campaign)

Trimester B

1. Careers Festival (Collaboration with Careers Team)
2. Cultural Event
3. Student Groups Pledge (annual renewal)

5. Student Partnership Agreement

The Vice President explained that a Steering Group has been created involving the Pro-Vice Chancellor Learning and Teaching, Chief Operating Officer, Student President, Vice President GSBS, Chief Executive and Senior Quality Officer (Policy and Student Engagement). The University has also proposed including the Head of Student Enquiries, Advice and Events. The Steering Group felt that there was genuine partnership working, as evidence in the latest ELIR,

and was a review and refresh of the Student Partnership instead of a complete re-write. There are many examples of existing partnership working on various projects. The current Partnership Agreement is available from www.GCUstudents.co.uk/partnershipagreement.

The Vice President GSBS explained that the consultation with students would begin at the next Academic Rep Gathering. The Committee discussed providing attendees with the content to the Partnership Agreement and gaining a deeper understanding on what partnership means for students. The Vice President explained there would be a mechanism to consult students and GCU staff in general, in addition to consultation through Student Voice and its Sub Committees and Senate and its Standing Committees.

The Vice President GSBS noted that the revised Student Partnership Agreement would be presented to Student Voice, Senate, Trustee Board and University Court for approval.

6. Fit to Sit Policy

The Vice President GSBS explained that feedback from the last meeting of SAGE was presented to the Assessment Regulations Sub Committee. The Vice President SHLS articulated that they felt that the feedback had not be significantly taken on board. She used the example that the timeframe for self-declaring yourself as not fit to sit was increased from two days to five days but not five working days.

The Committee welcomed the safety net, similar to Retrospective MITS, would be introduced for students who could provide evidence for the reason why they had not met the self-declaration deadline. They also noted that this could be submitted by Programme Leaders, Personal Tutors, GCU Wellbeing or the Advice Centre on the student's behalf. However, concerns were raised on the consistency across the academic schools on decision making and that clear criteria should be developed to ensure fairness.

The Committee also expressed that the Fit to Sit Form provided an opportunity for a student to seek support from the University with an ongoing issue. This would help address further duty of care concerns.

The Committee were keen to see a revised draft of the Fit to Sit Policy and provisional Fit to Sit form so that it can make suggestions for improvements prior to submission to APPC or senate. **Action: Vice President GSBS.**

7. NUS Awards

The Vice President GSBS highlighted that the NUS Scotland Awards 2022 nominations had opened and the deadline for nominations was Friday 18th March 2022. It appeared that nominations could be submitted by any student and did not have to come from the Students' Association. The form is available from www.nus-scotland.org.uk/articles/nus-scotland-awards-2022.

Nominations could be submitted in the follow categories:

- University Students' Association of the Year
- Student of the Year
- Staff Member of the Year
- Club/Society of the Year

- Campaign of the Year
- Liberation and Equality Award
- Education Campaign Award
- Community and Solidarity Award

The Vice President GSBS agreed to write a nomination for Club/Society of the Year and the Vice President SHLS for Liberation and Equality Award. **Action: VP GSBS & VP SHLS.** The Student President had tentatively agreed to write a nomination for University Students' Association of the Year. **Action: Student President.**

8. GCU Fair Trade Policy

As part of the process of working towards the Fairtrade University accreditation, the University has asked the Students' Association to sign the GCU Fair Trade Policy. The Committee discussed the Policy and the Chair called for a vote to approve the GCU Fair Trade Policy. **For: 4; Against: 0; Abstention: 0.** The Student President would therefore sign the GCU Fair Trade Policy on behalf of the Students' Association. **Action: Student President.**

9. Full Time Officer Reports

The Full Time Officers agreed to send the Clerk their Full Time Officer Reports by Friday 11th March 2022 to be added to the minutes. **Action: Full Time Officers.**

The Full Time Officers agreed that further reports will be submitted in advance of the Executive Committee meeting for circulation with the papers. **Action: Full Time Officers.**

10. Previous Minutes

It was noted that the Full Time Officer reports were missing in the minutes, likely as a result of the changeover in Clerk. These would be added where sent to the Clerk. It was agreed to add the link in the minutes to the Student Voice papers. **Action: Clerk.**

The Chair called for a vote to approve the minutes taken from the Executive Committee meeting held on 30th November 2021, the Extraordinary Executive Committee on 8th December 2021 and 14th December 2021. **Vote: For: 4; Against: 0; Abstentions: 0.** The minutes were therefore approved.

11. Matters Arising

11.1 JISC Digital Experience Insights Survey

The Student President has still to raise with the PVC Learning and Teaching about when the JISC Digital Experience Insights Survey is conducted. This action is ongoing. **Action: Student President.**

11.2 Full Time Officers and Radio Shows

It was subsequently decided that the Full Time Officers would not undertake Radio Shows during Trimester B, whilst the Radio Caley Committee restarted the Radio Station. This action is resolved.

11.3 Block Grant

The Full Time Officers and the Chief Executive met with the Chief Operating Officer on the 9th February 2022 to discuss the Students' Association Block Grant submission. This action is resolved.

11.4 NUS Scotland Housing Petition

The NUS Scotland housing petition was shared across the Students' Association social media accounts. This action is resolved.

11.4 NUS UK Strike

The Student President, Vice President SCEBE and Vice President SHLS opted to attend the NUS UK Strike on 2nd March 2022. The action is resolved.

11.5 Student Partnership Agreement

This was discussed earlier on the agenda and is now resolved.

11.6 Meeting for Academic Reps after School Board Meetings

It was planned that there would be an online meeting for academic reps for each academic school after each School Board meeting to discuss the issues raised and discussed. It would be led by the Vice President for each academic school as part of the Full Time Officer Engagement Plan. The Clerk has been actioned to resolved. This action is ongoing. **Action: Clerk.**

11.7 GCU Suicide Prevention and Response Draft Frameworks and Action Plan

The Vice President SCEBE raised the feedback on the Suicide Prevention and Response Draft Frameworks and Action Plan to GCU Wellbeing Services. This action is resolved.

11.8 Trimester B Principles: Student Friendly Version

The Student President advised that he had spoken to the University about a student friendly version of the Trimester B Principles. This is ongoing. **Action: Student President.**

11.9 Trimester B Principles: Blog

The Student President advised that he had not yet written a blog on the Trimester B Principles for the Students' Association website. He advised he was waiting for the Student Friendly version to be ready. **Action: Student President.**

11.10 UCU Potential Strike/Action Short of a Strike

The Vice President GSBS advised that she had made several attempts to meet with the GCU branch of UCU but that it had not been possible. Therefore, this action has been taken as resolved. The Vice President GSBS will reflect on how to better engage with the Trade Unions on campus.

11.11 Honorary Life Memberships Awarded by Trustee Board

This proposal was presented to Student Voice on Monday 21st February 2022 but was not approved. This action is resolved.

11.13 Ask the Officer: Library

The Director of Library Services has confirmed that Ask the Officer Online can be conducted within The Library. It should be booked in advance. **Action: Clerk.**

11.14 Development Reviews

An extension was granted for stakeholders to complete the Full Time Officers Development Reviews. This action is resolved.

12. Life Memberships

The Chair called for a vote to approve Anthony Reynolds, Clemence Bessieres and Ross Sherrie for Life Membership. **Vote: For: 4; Against: 0; Abstentions: 0.** The Life Memberships were therefore approved.

13. AOCB

13.1 The Vice President SHLS highlighted the Stand Up to Racism Demo on Saturday 19th March 2022 as part of a day of international protests to mark UN AntiRacism Day.

13.2 The Vice President GSBS said it would be useful to start to think about a Handover Document for the Incoming Full Time Officers.

13.3 The Vice President SCEBE explored whether the Students' Association could do a fundraising event/s for Ukrainian people. She suggested putting up posters. **Action: Vice President SCEBE.** The Student President and Vice President SCEBE would explore collaborative events with local students' associations. **Action: Student President and Vice President SCEBE.** It was requested that the DEC Ukraine Humanitarian Appeal was added to the Full Time Officer Statement. **Action: Clerk.**

13.4 The Student President is working with the GCU Student Communications on campaign wins by the Students' Association. **Action: Student President.**

The meeting ended at 11.37am.

EXECUTIVE COMMITTEE MEETING



Minutes of the Executive Committee meeting held on Tuesday 22nd March 2022 at 9.40am on Microsoft Teams.

Present:

Adil Rahoo, Student President (Chair)

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

Priscilla Otuagoma, Vice President Glasgow School for Business and Society (VP GSBS)

Apologies:

Philip Morton, Executive Assistant

Olivia Hall, Vice President School of Computing, Engineering and Built Environment (VP SCEBE)

In Attendance:

David Carse, Chief Executive (Acting Clerk)

1. Chairs Announcements and Apologies

The Chair welcomed members to the meeting and advised that Olivia Hall and the Clerk has submitted their apologies.

2.1 Executive Board

The Student President had raised discussions at Executive Board and with the Principal that students desired the return of in person lectures. The Student President was unable to secure a survey in partnership with University on the views of GCU students on hybrid learning but was asked to work with the Pro-Vice Chancellor Learning and Teaching on focus groups to establish the student view. **Action: Student President.**

The Student President explained that the University is currently interpreting the updated Scottish Government guidance for universities (14th March 2022) and what this means for the University. It was discussed that the guidance outlined that the Scottish Government recognises the harmful educational and broader impacts the severely restricted in-person teaching and learning has had on students and on staff, and society more generally. It was noted that Principle 3 said that “in-person teaching is likely to be the appropriate and desirable approach for most courses”. It was highlighted that there was significant consultation with the Campus Trade Unions and the Full Time Officers would raise with the Chief Operating Officer how there can be greater consultation with the Students’ Association. **Action: Full Time Officers.**

A discussion took place on how the University could facilitate personalisation of learning, as outlined in the GCU Strategy for Learning. Section 6.2 highlighted “[The University] are committed to creating flexible, multi-purpose physical learning spaces that support collaborative learning and allow a degree of personalisation in relation to on and off campus engagement”. The preferred approach was for students to choose how they wanted to attend lectures, whether that be in person on campus, online or catch up on the recorded lecture. The Committee were keen for the University to resolve learning capture concerns with the Campus Trade Unions. A discussion took place on the benefits of learning capture and recorded lectures being available to students for a select time period as they may have had

unanticipated caring responsibilities, work commitments or a period of sickness. The current cost of living meant students had to increasingly balance studying and increasing work commitments. The Full Time Officers said they would raise this with the Pro-Vice Chancellor Learning and Teaching. **Action: Full Time Officers.**

It was noted that UWS were moving to a permanent hybrid model, with lectures taking place online and seminars in person. The view of the Committee that online learning and teaching should be to enhance in person learning and teaching and not to replace it. It was noted that the online prospectus did not provide prospective students with clear expectations on the learning and teaching delivery model.

2.2 Student Learning Leadership Group (SLLG)

The Student President advised that the SLLG discussed the three calls to action for disabled students that was proposed by the Equality and Diversity Committee. The Pro-Vice Chancellor Learning and Teaching said he was preparing a response.

3. Student Voice Agenda and Matters Arising

The Committee noted the provisional agenda for the fourth meeting of Student Voice. It was clarified that papers would be going on the Transport Policy and the Full Time Officer Competency Framework. It was hoped that the Equality, Diversity and Inclusion Policy would be ready to be presented to Student Voice but it was discussed that this was now unlikely. It was anticipated that the Vice President SHLS would present the Transport Policy and the Student President the Full Time Officer Competency Framework.

The Student President, Vice President GSBS and Vice President SHLS provided updates on the Student Voice Matters Arising.

4. Honorary Life Members

Schedule 1 (Membership) outlines that the Association may admit to Honorary Life Membership any person whom it wishes to honour for services to the Association. The nominations are considered by the Executive Committee who propose six nominations (4 GCU students and 2 non-students) to Student Voice for ratification. There were no nominations submitted by Student Voice members for consideration by the Executive Committee.

The Chair suggested, if a paper can be submitted on Friday 25th March 2022, to hold an Extraordinary Executive Committee to discuss individuals that could be proposed to Student Voice for Honorary Life Memberships. **Action: Clerk.**

5. Full Time Officer Competency Framework

The Chief Executive advised that Coole Insight Ltd had been commissioned to develop a Full Time Officer Accountability Framework based on the competencies within The National Competency Framework for Students' Unions that was co-created with 51 UK student unions with NUS UK. Various stakeholders would be consulted including Student Voice, staff and the University. It was noted that this paper was late for distribution and so would be added to the next Executive Committee agenda for discussion. **Action: Clerk.**

6. Full Time Officer Reports

The Vice President GSBS has submitted a written report in advance of the meeting. The Student President, Vice President SHLS and Vice President SCEBE would send circulate their reports. **Action: Student President, Vice President SHLS and Vice President SCEBE.**

7. Previous Minutes

The Chair called for a vote to approve the minutes of the Executive Committee on 25th January 2022, 8th February 2022 and 8th March 2022. **Vote: For: 3; Against: 0; Abstentions: 0.** The minutes were therefore approved.

8. Matters Arising

The Committee discussed the matters arising outlined within the paper.

9. Life Memberships

There were no Life Memberships to consider.

10. AOCB

10.1 Revised Fit to Sit Policy

The Vice President GSBS advised that a paper is going to APPC on 23rd March 2022 on the proposed revisions to the Fit to Sit Policy, that is planned to be introduced during the academic year 2022/23. It was noted that the paper does not address the concerns discussed by the Executive Committee. The Vice President GSBS would arrange to attend the online APPC meeting from Edinburgh whilst attending the NUS Scotland Housing Rally and to re-iterate the concerns. It was noted that the Vice President GSBS should advise APPC that the Students' Association does not support the Fit to Sit Policy in its current iteration.

The Vice President GSBS would ask that the revised Fit to Sit Policy comes to the Executive Committee, and SAGE if possible, along with the proposed form before being presented again at APPC or Senate. **Action: Vice President GSBS.**

10.2 24 Hour Computer Lab

The Vice President GSBS raised that several students asking when the 24 Hour Computer Lab will re-open. The Student President advised that it has been difficult to arrange a meeting with Estates and Facilities and this would be progressed. **Action: Student President.**

10.3 Guest Tickets for April Graduation

The Vice President GSBS asked when the guest tickets would be provided to attendees of the April Graduation. The Vice President GSBS would contact the Academic Registrar. **Action: Vice President GSBS.**

10.4 NCCPE Engagement Watermark

The Chief Executive had been invited to join the committee that is applying for the Silver Engage Watermark (National Coordinating Centre for Public Engagement: NCCPE). It was

agreed that the Vice President SHLS as policy lead for Community Engagement should be attend the committee, in addition to the Chief Executive, if still required. **Action: Chief Executive.**

10.5 Consultation on Advance HE Professional Standards Framework

The Committee were advised of the consultation of the Advance HE Professional Standards Framework. It was noted that the Pro-Vice Chancellor Learning and Teaching was on the Steering Group. The Vice President would review the email. **Action: Vice President GSBS.**

10.6 Lobbying Register Submission: 14th September 2021 to 13th March 2022

A discussion took place on whether there was any regulated lobbying during the period of the 14th September 2021 and 13th March 2022. Whilst there were meetings with Scottish Government ministers arranged by the University, it was confirmed by the Full Time Officers that there was no regulated lobbying. The Chief Executive explained that this should become a standing agenda item on the Executive Committee agenda. **Action: Clerk.**

10.7 Full Time Officer Handover Period

The Chief Executive confirmed that the Handover Period for Outgoing and Incoming Full Time Officers will take place between Monday 16th May and Friday 27th May 2022. He advised that all Full Time Officers would be required to be in the office during this period. The Executive Assistant would start to arrange the Meet and Greets for during this period. It was noted the Enhancement Themes work should be built into the Meet and Greets. The Full Time Officer Handover would be added to the next Executive Committee agenda. **Action: Clerk.**

The Full Time Officers should start to write their handovers on their policy areas and committees. It was suggested for Officers to be concise in their handovers and include the last set of committee minutes for the meetings and working groups they attend.

The meeting ended at 11.33am.

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on **Thursday 7th April 2022 at 3pm** on Microsoft Teams.

Members:

Adil Rahoo, Student President (Chair)

Olivia Hall, Vice President School of Computer, Engineering and Built Environment (VP SCEBE)

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

In Attendance:

David Carse, Chief Executive

Philip Morton, Executive Assistant (Clerk)

Apologies:

Priscilla Otuagoma, Vice President Glasgow School for Business and Society (VP GSBS)

1. Chairs Announcements and Apologies

The Chair welcomed members to the meeting and advised that Priscilla Otuagoma has submitted their apologies.

2. University Meetings

2.1 Executive Board

The Student President advised that they did not attend the previous Executive Board meeting but VP SHLS had. VP SHLS commented that the student minds handbook had been launched, promoted through social media channels as well as to be shared via the Students' Association. NSS has hit the 50% mark, meeting the minimum threshold.

There was a question whether we had been consulted on the new GCU website that is due to launch in late April. The Principal has acknowledged that the site is not to come across overly formal and would like all sections of the university, including the Students' Association to be consulted on this. The Student President confirmed that we have not been consulted on the entire website although a small selection of individual pages has been seen. The Chief Executive acknowledged that VP GSBS has IT as a remit although this may be led by comms for this project. The Student President will flag that we should be consulted on the website before launch. **Action: Student President.**

New principals are currently being worked on by Alastair Robertson for next trimester.

The Number of International Students has not only tripled, but are almost five times the previous number. There is a current discussion on how this will be handled going forward.

2.2 Student Learning Leadership Group (SLLG)

The Student President advised that they were not in attendance at the last SLLG meeting. They had previously supplied an update on the meeting before this and that there were no substantial updates following this.

3. DRAFT Full Time Officer Orientation, Handover and Induction

The Chief Executive shared the Draft Full Time Officer Orientation, Handover and Induction document for the new officers which can be found in the shared drive.

The Chief Executive confirmed key dates in the diary including an informal orientation, ten pin bowling with the new officers and staff, as well as all handover, training and conference dates. Handover runs from 16th – 27th May 2022 beginning with an IT induction with The Chief Executive and Clerk followed by the expectations for the following two weeks hosted by the outgoing Full Time Officers. It was confirmed that the full handover period will be held in-person with no work from home days.

The outgoing Full Time Officers were asked for help to identify any gaps in the names proposed for meet and greets. VP SHLS commented that meeting the heads of schools were missing. The Chief Executive asked if there was value in each new full time officer meeting all of the deans and SMT of each school or to just meet the ones in relation to your school. The Student President comments that it may be best for each officer to meet just their related school as there are already so many meet and greets that it can become overwhelming with the sheer number of people to meet and remember. VP SCEBE further commented that although it is great to know the members of each school, that in reality, only the VP their area tends to liaise with their school. The Chief Executive agreed that there may be less value and priority in meeting deans that a VP will not be working closely with.

Meet and greets will be scheduled shortly for the handover period by the Clerk across the university for the incoming Full Time Officers. **Action: Clerk.**

The full time officers were made aware that we will endeavour to limit scheduling clashes in this period for the times that they must be in attendance for presentations training/conferences.

Outgoing Full Time Officers will begin with a Policy Area Presentation on 18th May 2022. There will be no staff members sitting in on this meeting to allow for an honest review of roles and policy areas between both old and new Full Time Officers. There is a leaning and teaching conference on May 19th which outgoing Full Time Officers are welcome to attend if they wish. May 27th will be the last day for outgoing Full Time Officers and will include leaving drinks with the staff team.

All training sessions were discussed along with updates in what information each training will entail/if areas of interest are being tied into these sessions. These training sessions are being shared across all of the staffing team as SVTL tends to incur the bulk of these. The current Full Time Officers were asked if there was anything that we were missing from the training schedule or any areas that should be added. The Student President commented that the introduction of Trustee Board Training will be incredibly useful as officers may not understand the importance and impact of these meetings along with what it is that the Trustee Board do for the SA.

The Chief Executive further asked if there were any significant project areas that should be scheduled for all Full Time Officers as opposed to just the lead in that area, for example,

Tackling Racism. The Student President proposed that these sessions should be mandatory for the team leader of that area, but to give the other Full Time Officers the option on whether they wish to attend. It was further acknowledged that this will depend on the new FTO team, some will be interested in being proactive in all groups, whereas some will be focussed on their own areas of interest but it is important for team leads to be in attendance of those sessions that are of importance to them. VP SHLS commented that with Tackling Racism specifically, that the university is applying for the race equality charter which will be open to all schools and that for this year and next (as the charter runs), that it could be important for all officers to join in on this session.

4. Full Time Officer Competency Framework

The Chief Executive shared the Full Time Officer Competency Framework and reiterated the context and explanation for this. It is our hope that Full Time Officers will develop to meet the outstanding behaviours within the framework.

It was reiterated that Coole Insight Ltd had been commissioned to develop a Full Time Officer Accountability Framework based on the competencies within The National Competency Framework for Students' Unions.

The Chief Executive commented that there are a large number of behaviours within the framework due to the extensive number of roles that each Full Time Officer possesses. It was added that we will likely review the framework in a years' time to identify how we streamline the framework and where behaviours have been duplicated.

The Chief Executive asked if there were any behaviours that the Full Time Officers disagreed with, that were wrong, that could be worded better or that were duplicated. It was further asked if this framework is what was expected from the officers and if it seems proportionate and acceptable from the stance of a current Full Time Officer. All Full Time Officers agreed that this is what they had expected to see, that there was nothing missing or wrong from that they could see and that the document was a great idea to maintain accountability between the Full Time Officers.

5. Full Time Officer Reports

The Student President explained that due to him being away for conferences etc. that he needs to create a report list for the period between the last meeting and this one. This will be created and sent to the Executive Assistant to document. **Action: Student President.**

VP SHLS confirmed that the university is re-running the BAME survey that they circulated last year as once the results were collated, it was found that there were errors in the question scheme that did not allow the survey to reach its full potential. This will be held as two focus groups in the Students' Association building in May, composed of students that identify as BAME. The aim is to help the university to tackle racism through the findings and reports generated from the focus groups.

Full Time Officer reports submitted to Student Voice for the meeting held on 4th April 2022 may be found at:

www.gcstudents.co.uk/representation/student-voice/voice-papers/student-voice-papers-2021-22

There was nothing else to reports in addition to the Full Time Officer Reports.

6. Regulated Lobbying

The Chief Executive explained that this will now be a standard agenda item.

The Student President commented that he had met with the first minister in a one to one meeting to discuss student mental health and increasing the support in mental health and wellbeing services within our union. Student President has lobbied for funding through the Scottish Funding Council with the aim to secure long term funding that can be sustained going forward.

The Chief Executive has created a template document for managing regulated lobbying and aid with future report writing. This document will be submitted every two weeks as this is now a standardised Executive Committee agenda item. All Full Time Officers will be met with to be shown this new template and how to complete it. **Action: Chief Executive/Clerk.**

7. Previous Minutes

The Chair called for a vote to approve the minutes of the Executive Committee on 22nd March 2022 and 25th March 2022. **Vote: For: 3; Against: 0; Abstentions: 0.** The minutes were therefore approved.

8. Matters Arising

The Committee discussed the matters arising outlined within the paper.

9. Life Memberships

There were no Life Memberships to consider.

10. AOCB

10.1 Virtual Learning Environment

The Chief Executive announced that Alison Nimmo is currently looking for someone to sit in on a review of the VLE. It was proposed that VP SCEBE would be the natural fit for this task. **Action: VP SCEBE.**

10.2 Handover Document

The Chief Executive highlighted that handover documents and presentations must be ready in advance of the upcoming Full Time Officer handover period. It was suggested that the Full Time Officers prepared short paragraph statements on their own policy areas, the last set of minutes for all meetings that each officer sits on and any tips and comments for each of the committees that they are part of. It was agreed that these handover documents be completed by 13th May 2022. **Action: Student President, VP SCEBE, VP SHLS, VP GSBS.**

10.3 Alumni

VP SHLS informed the committee that an alumni member has passed away and asked if there was anything as an association that we could do. Other alumni are currently drafting a statement/letter which will likely be raised at the next Executive Board. The Student President would like to enquire whether the university will be co-signing the letter with the alumni and

if there was anything more that the Students' Association could do for the family etc. The Chief Executive highlighted that although this is extremely saddening that unfortunately there are several students that pass away each year and that the university has a process in how they deal with these circumstances. There is not too much more we, as an association can do. The Student President will seek to find out who is signing the letter to the family and if we can sign or send our own letter from the Students' Association. **Action: Student President.**

The meeting ended at 16:10pm.

Date of next meeting: Tuesday 19th April 2022, from 09:30-11:30am, in NH209.

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on **Tuesday 19th April 2022 at 09:50am** in NH209.

Members:

Adil Rahoo, Student President (Chair)

Olivia Hall, Vice President School of Computer, Engineering and Built Environment (VP SCEBE)

Priscilla Otuagoma, Vice President Glasgow School for Business and Society (VP GSBS)

In Attendance:

David Carse, Chief Executive

Philip Morton, Executive Assistant (Clerk)

Apologies:

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

1. Chair Announcements and Apologies

The Chair welcomed members to the meeting and advised that Tabitha Nyariki (VP SHLS) had submitted their apologies.

2. University Meetings

2.1 Executive Board

The Student President advised that he was in discussions with the University about re-instating the opening hours of the 24 Computer Lab within the Students' Association Building. Before the pandemic it was open 24 hours, 7 days a week, 365 days a year. Initially the University advised ventilation issues due to Coronavirus prevented it from re-opening. It was established that ventilation was not an issue and has recently agreed to interim opening hours from Thursday 21st April 2022 of 09:00 to 21:00 Monday to Friday. The University have explained they have reservations about reinstating the original hours due to health, safety and wellbeing concerns and provided examples of students falling asleep and vandalism. The Committee noted that these concerns had not previously been discussed with the Association pre-pandemic. It was proposed that if there is a concern for safety, then why is there not an increase in security check-ins on the lab, or additional CCTV implemented. If security or safety is the concern, how can the University rectify this whilst giving the students access to facilities that they want. The Committee discussed that there is a strong expectation from students on there being a 24 hour studying provision and providing a reduced service would have an impact on the student experience and satisfaction with the University and Students' Association as exhibited through annual surveys. It was noting these was a mounting of dissatisfied students emailing about the 24 Hour Computer Lab. The Student President would raise this issue with the Chief Operating Officer. **Action: Student President.** It was discussed whether a campaign should be run if talks failed with the University.

The Student President advised that the Director of Library Services had planned to re-instate the 24 hours provision of The Library during the Trimester A and B exam diets (for example Monday 25 April to Tuesday 17 May 2022 for Trimester B). This was a previous campaign win from the Students' Association. He also advised that the normal library opening hours would

resume (Monday to Friday, 9am to 11pm and Saturday and Sunday, 10am to 6pm). The Committee were delighted to hear this news but expressed concern that this provision could be re-opened but not the 24 Hour Computer Lab former hours.

There was a discussion regarding Ecosia Search Engine and to have this installed on all University computers and laptops, with the Executive Board interested to explore further. **Action: Student President.** It was explained that Ecosia is a search engine company that plant a tree for every search made in its platform. It was however raised that there may be security issues that need to be tackled before this can proceed. It was mentioned that among the challenges faced, the viability of scaling up every system in the University may be the biggest hurdle, however, the Student President is confident that this can progress.

The Student President had also mentioned the passing of an alumni international student and whether the University were sending a letter to the family to express our sorrow. Although the Principal was on annual leave, it was communicated that co-signing the letter from both the University and Students' Association would send a lovely message.

2.2 Student Learning Leadership Group (SLLG)

There were further discussions during the last meeting of SLLG on the potential learning, teaching and assessment approach during 2022/23. The Student President has made it clear that the Students' Association would like to seek more personalisation of education for our students, allowing them the option to attend lectures in-person, live online or have the ability to watch recorded lectures back at an alternative time that best suits the student and their individual schedules/situations. It was noted that learning and teaching staff had raised issues about hybrid and delivering online synchronous teaching. The Student President understood that the view of the Executive Board was that asynchronous lectures could lead to low student engagement and attendance.

The Student President further acknowledged that the University stance for next year seems to be, that they would like all students to attend in-person lectures although the decision and communication on this has been very unclear. It was noted that Strathclyde University have already announced working on planning for the return to campus-based teaching and assessment for 2022/23, whereas UWS has announced a hybrid teaching model. There is a feeling that the University must do more to manage students' expectations for the coming year and that there is no reason not to announce their intention going forward. The Student President acknowledged that the word 'hybrid' may be used differently in each institution and confirmed that UWS' hybrid model meant that some areas of learning and teaching would be available online but will not be replacing physical teaching and will not be applicable to every class.

3. NUS Coronavirus Survey Phase 5: Higher Education

This will be added as an item on the next meeting agenda for the Executive Committee.
Action: Clerk.

4. Full Time Officers Reports

VP SCEBE Report for 19th April 2022:

- Attended LESC
- Attended EDI

- Attended Fitness to Practice case
- Spoke with The EDIT to discuss changing their print editions to be on recyclable paper
- Attended shortlisting process for STAR Awards 2022
- Attended shortlisting process for Teaching Awards 2022
- Spoke with Estates about the bar's name change and costs for signage changes

VP GSBS Report for 19th April 2022

- Attended NUS Scotland Housing Rally at Edinburgh.
 - Attend the APPC committee meeting.
 - Hosted Ask the Officer online alongside other FTOs.
 - Attended more Students' Partnership Agreement consultation planning meetings.
 - Attended the NUS UK Conference at Liverpool.
 - Involved in the shortlisting for various categories of the STAR Awards 2022.
 - Attended the Societies Council meeting.
 - Chaired the final Equality, Diversity and Inclusion committee meeting.
- The VP GSBS advised the EDI Committee were not satisfied to the response from the University about their motion.

Student President Report for 19th April 2022

- It was to be acknowledged that as stated in the 'Matters Arising' (07/04/2022 (5)) that the Student president is currently collating a backlog of Executive Committee Reports for the Clerk. The following were points of interest that were highlighted and discussed since the last meeting:
- Held a discussion with the First Minister focussing on our Student Mental Health Approach. This had previously been raised with NUS and although the First Minister did mention previous work that the government has done in this area, they seemed positive to discuss further.
- Further discussions were had on our activities towards the suitability of green impact awards of the academic year to maintain our excellent accreditation.
- Met with the Full Time Officer team to discuss and finalise the team objectives before the end of term.
- Sat on the panel of the Student of the Year Award.
- Attended an EDI Committee meeting. Discussions were had surrounding the universities response on further support for disabled students. The EDI Committee have actioned the Student President to converse with the University on a reworked response and ensure implementation moving forward.
- Attended an Executive Board Meeting. Points discussions included; the inclusion of the Ecosia search engine platform on all university systems, the reopening of the 24-hour computer lab in the Students' Association as well as extending the open hours of the Library which will be finalised upon further discussion with the Chief Operating Officer.

5. Regulated Lobbying

The Student President had a meeting with Pam Gosal (MSP for West Scotland) on 28th February 2022 in the Students' Association Building and discussions included on the current housing crisis, student mental health, student poverty and the Turing Scheme. This is classed as Regulated Lobbying and must be recorded. **Action: SP & Chief Executive.**

6. Minutes of the Executive Committee Meeting Held on 07th April 2022

The Chair called for a vote to approve the minutes taken from the Executive Committee meeting held on 07th April 2022. **Vote: For 2; Against: 0; Abstentions: 0.** The minutes from the Executive Committee meeting held on 07th April 2022 were approved.

7. Matters Arising

The Committee discussed the matters arising outlined within the paper.

There was a new action raised for the Student President in relation to Learning and teaching within the previous Matters Arising (23/03/2022 – 2.1). The Student President is to liaise with the Chief Operating Officer on the universities plan for learning moving forward before we can proceed with any form of student consultation. **Action: Student President.**

8. Life Membership

There were no Life Memberships to consider.

9. AOCB

9.1. Second Hand Book Sales

The Vice President GSBS highlighted a previous action point from Student Voice in regards to a second hand book selling service to be setup on either Facebook or the Students' Association website. The website provider was contacted who voiced concerns over the ability to receive and generate payments to many individual students. An alternative suggestion was for a monthly book sale session to be held on campus. It was suggested that the website could be used to link students together to meet and sell books on campus without taking payments. The VP GSBS will further discuss how best to proceed. **Action: VP GSBS.**

9.2. Honorary Life Membership Ceremony

The Student President would like to integrate the awarding of the two External Honorary Life Memberships within the annual STAR Awards being held this year on 21st April 2022 and planned to invite both individuals. **Action: Student President.**

The meeting ended at 11.30am.

Date of next meeting: Tuesday 3rd May 2022 at 9.30am in NH209.

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Tuesday 3rd May 2022 at 09:45am. This was a hybrid meeting held in NH208 and on MS Teams.

Members:

Adil Rahoo, Student President (Chair)

Olivia Hall, Vice President School of Computing, Engineering and Built Environment (VP SCEBE)

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

In Attendance:

David Carse, Chief Executive

Kirsty McGregor (Senior Student Advisor) for agenda item 4

Sara MacLean (Student Voice Team Leader) for agenda items 3, 4 and 9

Philip Morton, Executive Assistant (Clerk)

Apologies:

Priscilla Otuagoma, Vice President Glasgow School for Business and Society (VP GSBS)

1. Chair Announcements and Apologies

The Chair welcomed members to the meeting and advised that Priscilla Otuagoma (VP GSBS) had submitted their apologies.

Agenda items 4, 3 and 9 were brought forward in that order first due to those in attendance present to discuss these items.

2. University Meetings

2.1 Executive Board

The Student President noted various points raised with the Executive Board.

It was raised that in regards to the Learning and Teaching Principles 2022/23, that communication must be sent out to students as soon as possible. The Student President will liaise with Pro-Vice Chancellor Learning and Teaching. **Action: Student President.**

In relation to the 24 Hour Computer Lab within the Students' Association Building, the University have approved interim opening hours of 9am to 9pm, Monday to Friday. We are continuing to work with the University on the reinstatement of the original opening hours which is 24 hours, 365 days a year. It was noted that it was positive that The Library has resumed its 24 hours during the Trimester A and B exam period, that was a previous campaign win for the Students' Association. The Committee discussed how this could be reinstated for The Library but not immediately for the 24 Hour Computer Lab. They also discussed that the University of Glasgow and University of Strathclyde have 24 hour provision for students. Initial concerns from our University appear to be in regards security issues and previous vandalism. The Student President would continue to progress this matter. **Action: Student President.**

The Student President had raised at Executive Board about exams taking place during religious holidays, for example Eid. The University said that specific actions could not be changed this academic year and it would be for the Incoming Full Time Officers to decide to proceed with this as a campaign. **Action: Incoming Full Time Officers.**

2.2 Student Learning Leadership Group (SLLG)

The SLLG was taking place after the Executive Committee, therefore there was no update.

3. Planning for Learning and Teaching Delivery, Academic Support and Assessment, AY 22/23

The Student President presented a paper outlining the approach of the University for learning, teaching and assessment for the academic year 2022/23. There has been ongoing discussions and engagement with the University about their plans, however there was no formal consultation on the final proposals outlined within the paper. There was no time for the Students' Association to review the paper before it was approved by the Executive Board, in which the Student President was invited to attend. The University had felt there was consultation with the Students' Association and could wait no longer to circulate the paper. It was unclear the rationale that the University had used to develop the paper, ie what research had been conducted with students, and where consultation on the paper had taken place with stakeholders.

The Committee discussed the paper and identified areas to raise with the University, this included that there should be a return to all learning and teaching in person. This is the policy position of the Students' Association. The Committee discussed that there were discussions in the sector that some institutions would be returning entirely to in person teaching. The Committee felt that students should also have the choice to attend lectures online or could watch recorded lectures i.e. personalisation of education. It was noted that learning and teaching would predominantly be through in person delivery, with a minimum of 75% of timetabled classes in person and that some modules may have more or indeed all classes in-person. The Committee questioned whether it would be 75% of timetabled classes per module or across the programme. It was also unclear what would happen if a programme doesn't meet this 75% requirement. The Committee were keen that current and prospective students clearly understood what was being offered at GCU (ie in the prospectus, Programme Handbooks, Module Handbooks) so they could make informed choices. In addition, as some students are paying non-refundable deposits now for courses that may turn out not to be what was expected. The Committee discussed that the move away from every programme having in person examinations was positive, as alternative assessments may be more suitable. It was also discussed on how students or their academic reps would be involved in setting the blend between in person and online delivery per module or programme.

The Chair called for a vote to approve the points highlighted above to be put forward to the University. **Vote: For 3; Against: 0; Abstentions: 0.** The above points in relation to the Planning for Learning and Teaching Delivery, Academic Support and Assessment, AY 22/23 to be submitted as feedback to the University. **Action: Student President.**

The Student President had to leave the Executive Committee meeting for the scheduled SLLG meeting. The VP SCEBE proceeded as Chair.

4. Fit to Sit Policy

It was confirmed that the final version of the Fit to Sit Policy was being raised at the following

APPC meeting as part of the work of the Assessment Regulations-Sub Committee. The Vice President GSBS has been part of the Sub Committee and advised whilst Fit to Sit Policy had been discussed at SAGE, the Fit to Sit Policy had not been presented to SAGE for consultation.

The Committee discussed the Fit to Sit Policy and identified areas to provide feedback. The Senior Student Advisor had some reservations on wording within the policy, specifically based around the online form introduction as it is not clear if there are multiple forms on whether these are submitted before or after the exam depending on criteria.

It was noted at point 1.5, if a student does notify, that an attempt will be preserved on one occasion, a change to previous year policies. In addition to this, in the withdrawal section (1.8) it is highlighting that there is an amendment for any student wishing to re-enter their studies, it is at the discretion of the award court, effectively allowing for a withdrawal at any point. There is a statement that says 'this policy is not intended for use for students with long term health and/or support needs, advice for such cases should be sought from the student wellbeing services to ensure more targeted and appropriate support'. There does not seem to be provision for this if a student were to need to suspend their studies unless this is covered within 'extreme extenuating circumstances' similar to at UWS. This method of one application and then suspension of studies isn't a simple fix, for example SASS funding issues, international students having to return home etc. It was pointed out the this could be disproportionally effecting international students, fee paying students and graduate apprenticeships as well as all those that rely on their SASS funding.

Section 2 highlights 'Extreme Extenuating Circumstances' a wording that may narrow down the number of students that apply under these circumstances as they may not see their issue as 'extreme'. This section alludes to just physical circumstances as opposed to the inclusive wording of duty of care which states; 'where a student discloses complex physical or mental health challenges and/or severe conflict life circumstances through the extreme extenuating circumstances form'. The Student President clarified that the duty of care will only be employed to those suffering from extreme extenuating circumstances as opposed to the 'normal' form. A concern discussed is that students may not submit a form as they do not feel their issues are 'extreme', in turn, not allowing the prevention of a serious incident occurring and for the University to know that an individual may have issues that could be addressed.

The Student President highlighted that in previous initial talks, that there would be a form option or tick box for students that do require additional help.

The VP SCEBE commented that the university should not be alienating those without a formal diagnosis, or to those that do not wish to disclose this information. It was further stated that there needs to be more clarification on what is verifiable, what may constitute as a trained healthcare professional, and who can take a stance on evidence in terms of 'extreme' circumstances. The Senior Student Advisor commented that there needs to be information or online links for students publicly to know what falls under extenuating circumstances and to know where to get further advice on this as well as the forms to complete. Further comments were added that providing formal evidence could lead to an expenditure for students, as well as the added stress of submission if, for example, under extreme circumstances that they may be hospitalised. There should further be a push for support in translation and other language options for this policy as the university currently require a verified translator for this document.

The Student Voice Team Leader voiced concerns regarding the five-day period both prior and post submissions. There seems to be two different criteria's here, specifically in the post

submission in which proof that a student is too unwell to pre-submit would be required. As this is official policy, there needs to be more clarification in the alignment within the policy as there seems to be confusing wording on how this will function in reality.

The Senior Student Advisor further commented on the number of submissions allowed per exam-diet in which under the policy, it seems to be a guarantee of one attempt, does not guarantee further although the policy leaves flexibility open, but does not clearly state this or what this flexibility is. We need more clarification on this to be able to guide students who are seeking advice and may not understand the policy. It was agreed that there needs to be clear clarification and information online and circulated to students for them to understand exactly where they would stand in this policy.

5. Online Learning Project

The Student President was invited to sit in on a Developing Online Learning Transformation Working Group. The aim of the working group was to develop online learning primarily at a post-graduate level for completely online courses. They would work with an external provider to develop this project although these courses would be presented internally. The paper outlined in the remit of the working group. The Student President would reflect if it would be more suitable for another Full Time Officer to attend this working group. **Action: Student President.**

6. Letter of Condolence

The Student President co-signed a letter of condolence for the passing of an alumni student with the University. This item was brought forward from the matters arising to be noted and acknowledged.

7. NUS Coronavirus Survey Phase 5: Higher Education

The Committee noted the recent NUS Coronavirus Survey Phase 5: Higher Education research.

8. Campaigns Budget

Two budget items listed below were brought forward for approval from the Campaigns Budget:

NUS Scotland Rally	Student Poverty	22/02/2022	Trains	£56.80
NUS Scotland Rally	Student Housing	23/03/2022	Trains	£85.20

The Chair called for a vote to approve the above expenses for the Campaigns Budget. **Vote: For 2; Against: 0; Abstentions: 0.** The campaigns budget expenses were approved.

9. Revised Sustainability Policy

It was noted that the Sustainability Policy is reviewed every three years but due to the Covid-19 pandemic last year's review was unable to take place.

It was noted that Student Voice had recently approved the revised Sustainability Policy on 4th April 2022. However, it was proposed to make some further changes to the policy as outlined in the tracked changes document to better explain the governance arrangements for sustainability and how the Students' Association uses the Green Impact Students' Unions as a

code of practice to demonstrate, monitor and evaluate success and sustainability progress. There were no changes in the overall approach, there was still a commitment to reduce our water consumption, non-recyclable waste and energy usage and there had been consultation with the Ethical and Environmental Officer on the further revised changes. The Committee felt that the changes were not material enough to require the approval of Student Voice again before being submitted to the Trustee Board for approval.

The Chair called for a vote to approve the revised Sustainability Policy. **Vote: For 2; Against: 0; Abstentions: 0.** The revised Sustainability Policy were approved and would be taken to the next meeting of Trustee Board for approval.

The Student Voice Team Leader left the meeting.

10. Full Time Officer Reports

Due to time restraints on the meeting, the Full Time Officers have agreed to circulate their Full Time Officer reports after the meeting. In addition to this, each Full Time Officer will circulate their Trimester B reports.

11. Regulated Lobbying

There was no Regulated Lobbying to report.

12. Minutes of Executive Committee 19th April 2022

The Chair called for a vote to approve the minutes taken from the Executive Committee meeting held on 19th April 2022. **Vote: For 2; Against: 0; Abstentions: 0.** The minutes from the Executive Committee meeting held on 19th April 2022 were approved.

13. Matters Arising

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

There was a new action raised for the Student President in relation to Learning and teaching within the previous Matters Arising (23/03/2022 – 2.1). The Student President is to liaise with the Chief Operating Officer on the universities plan for learning moving forward before we can proceed with any form of student consultation. **Action: Student President.**

14. Life Membership

There were no Life Memberships to consider.

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

There was no further business to consider.

The meeting ended at 11:27am

Date of next meeting: Wednesday 25th May 2022, from 09:30am-11:30am, in NH208.

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Friday 20th May 2022 9.45am. This was a hybrid meeting held in NH208 and on MS Teams.

Members:

Adil Rahoo, Student President (Chair)

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

Priscilla Otuagoma, Vice President Glasgow School for Business and Society (VP GSBS)

Apologies:

Olivia Hall, Vice President School of Computing, Engineering and Built Environment (VP SCEBE)

In Attendance:

David Carse, Chief Executive

Philip Morton, Executive Assistant (Clerk)

Laiba Tareen, Incoming Student President

Chukwuma Egbujor, Incoming Full Time Officer

Jennifer Abali, Incoming Full Time Officer

John Mavileth, Incoming Full Time Officer

Scarlett Hooper, Student Engagement Co-ordinator (agenda item 3)

1. Chair Announcements and Apologies

The Chair welcomed members to the meeting and advised that Olivia Hall, VP SCEBE, had submitted their apologies.

Agenda item 3 was brought forward first due to the Student Engagement Co-ordinator being in attendance to discuss this item.

The Chair welcomed the Incoming Full Time Officers to the Executive Committee meeting and advised that whilst the Observers could participate in discussions they could not participate in any voting.

2. University Meetings

2.1 Executive Board

It was noted that Executive Board will be removed as a standing agenda item going forward as these meetings will no longer be attended by the Student President. This arrangement had previously been in place to support quick decision making through the height of the Coronavirus pandemic. The Student President advised that the University had proposed that regular meetings with the Executive Board and the Full Time Officers was set-up instead.

2.2 Student Learning Leadership Group (SLLG)

The Student President was unable to attend the last SLLG meeting and was instead attended by the VP SHLS.

The VP SHLS advised that the GCU Student Ambassadors would be calling students to check in on how they were doing and signposting to any relevant GCU services, as appropriate. The

SLLG were discussing the best group of students to target and initial discussions had included first year, direct entry and PGT students. There was no agreement on this during the meeting and will likely return on the next SLLG agenda. The Committee discussed level one and two undergraduate students have now been so used to online learning throughout the pandemic that they may find themselves struggling and needing more assistance as we move back to in-person learning.

3. Draft Equality, Diversity and Inclusion Policy

The Student Engagement Co-ordinator advised that they had been working with the Student Voice Team Leader on revising the Equality and Diversity Policy to become an Equality, Diversity and Inclusion Policy. They wanted to provide the Outgoing Full Time Officers with the opportunity to be consulted on the development of the policy, that would be presented to the Student Voice and its Sub Committee and Trustee Board for consultation and approval during the academic year 2022/23. The Student Engagement Co-ordinator advised that the draft policy was at an early stage of development and the policy had still to be reviewed by the Chief Executive and the Students' Association employment lawyers. They explained that the revised policy would better articulate how the Students' Association encourages inclusion, a sense of belonging and brings our values to life, instead of a focus on compliance with the Equality Act 2010.

It was confirmed that this policy is an organisational policy for members, employees, volunteers, trustees and for everyone who uses the Students' Association services and activities. It was noted that the current draft makes reference to old policies and a full review would be required to link to current student and HR policies. It was confirmed that a mechanism exists for anonymous complaints within the Complaints Procedure. Any allegations made within this policy would be investigated within the relevant Students' Association policy and referral can be made to the University within the GCU Student Code of Conduct.

The recent PENSA Society affiliation was discussed and how the revised policy would attempt to encourage that all members to feel included as part of the Students' Association and able to enjoy their protected characteristics without actively discriminating against another protected characteristic.

The Committee discussed having a Zero Tolerance Policy and what this meant for the Students' Association as a learning organisation and when would it be appropriate to educate and encourage behavioural change. It was acknowledged that this required further consideration. The Committee also felt there could be further definitions in the glossary within the policy.

4. Planning for Learning and Teaching Delivery, Academic Support and Assessment, AY 22/23

The Student President advised that the paper on the Planning for Learning and Teaching Delivery, Academic Support and Assessment AY 22/23 had been circulated to GCU staff before the Students' Association had the opportunity to submit its written response on the proposals. The Student President confirmed that the Pro-Vice Chancellor Learning and Teaching had provide a written response to our feedback that was circulated for discussion.

A discussion would take place on genuine or meaningful consultation between the University and Students' Association as part of the agenda item on the Partnership Agreement, as it was

felt that whilst this was significant discussions and engagement with the Students' Association but there was no consultation in the final proposals outlined in the final paper.

In the response the University have confirmed there will be a full on-campus experience in the academic year 2022/23, that GCU is not offering a lower level of in-person teaching and that 75% of classes being in person is in step with other universities in Scotland. The University said requiring teams to move back to 100% face-to-face traditional modes of teaching would be a missed opportunity and does not reflect how pedagogies have rapidly advanced during the pandemic.

The University have argued that students cannot be given full choice as to whether they attend classes on campus or engage online as it would be counter to the student attendance and engagement policy (taught) in that students are expected to attend all timetabled in-person learning and teaching sessions associated with their programme of study and secondly due to UKVI regulations requiring International and EU Students being sponsored by the University on a UKVI Tier4/ Student visa to attend classes in person. They further argued that no Scottish university currently has the technological capacity to deliver Hyflex Teaching. [Clerk's Note: Hyflex Learning is defined as a teaching activity where some students are simultaneously attending online, and some are attending in-person].

In terms of academic reps being involved in the split between on campus and online learning, the University said they highly value working in partnership with students and will continue to ensure that the student voice is heard through a range of established informal and formal mechanisms. However, final decisions need to be made by professional qualified staff, in the light of feedback from students.

The Committee discussed the Home Office Guidance Covid-19: Guidance for Student sponsors, migrants and Short-term students which outlined what was permitted under Blended Learning. [Clerk's Note: Guidance available from www.gov.uk/government/publications/coronavirus-covid-19-student-sponsors-migrants-and-short-term-students]. It was also noted that the University are discussing a new attendance monitoring software system.

The Committee discussed its current policy position that all scheduled learning and teaching should be in person, with online used to enhance only. It would be up to the Incoming Full Time Officers to establish their position. Outstanding issues include on whether the minimum of 75% of timetabled classes being in person related to each module or the overall programme. It was still unclear what would happen if the minimum of 75% of learning and teaching was not delivered in person. It was still unclear how programmes would seek feedback with students or academic reps on the split of on campus and online learning and teaching. The Committee were not convinced that other institutions in Scotland would not have a higher percentage of scheduled classes in person.

The Incoming Full Time Officers discussed whether questions could be asked to the Module Evaluation Question to monitor the effectiveness and evaluate the University approach. It was also important for the University to clearly communicate its approach to students as soon as possible to manage students' expectations.

An action item was generated for the new Full Time Officer team to decide on their stance on the Learning and Teaching principles at the next Executive Committee meeting. **Action: Full Time Officers.**

5. Student Partnership Agreement Refresh

The VP GSBS updated the Committee that the student feedback on refreshing the Student Partnership Agreement between the University, Students' Association and GCU students had now finished. The University are now leading on the staff feedback activity.

The VP GSBS advised that the next iteration of the Student Partnership Agreement would include a section on how the Students' Association and the University defines what is meant by meaningful consultation, so there is mutual agreement and no ambiguity.

It was confirmed that the Student Partnership Agreement would go to stakeholders for consultation during the academic year 2022/23 and would be presented to Student Voice, Senate, Trustee Board and University Court for approval.

6. Fit to Sit Policy Handover

The VP GSBS advised that the Students' Association had submitted feedback to the University on the Fit to Sit Policy. The VP GSBS advised that she had received a response from Academic Registrar that would be circulated. **Action: VP GSBS.** The VP GSBS will have a debrief with the Student Voice Team Leader and the Senior Student Advisor. It was agreed that the Committee would discuss the GCU feedback at the next meeting to establish whether they were any points to raise at the Senate meeting. **Action: Clerk.**

7. Campaign Budget Ideas

The Outgoing Full Time Officers were keen that the remaining Campaigns Budget expenditure was used to purchase new campaign banners and flags, including for the representation networks. It was agreed that the VP SHLS would liaise with the Communications Co-ordinator on their ideas. **Action: VP SHLS.** A discussion also took place on coloured lights for outside of the Students' Association Building for key annual events.

The Chair called for a vote to approve the expenditure from the Campaigns Budget for campaign banners and flags. **Vote: For 3; Against: 0; Abstentions: 0.** The Campaigns Budget expenditure was approved.

8. Review of Team and Individual Objectives 2021/22

The Full Time Officers outlined, notwithstanding research undertaken, meetings or consultation conducted, whether they had achieved their Individual and Team Objectives 2021/22. There had been regular reporting to Student Voice. [Clerk's Note: The latest report is available from www.GCUstudents.co.uk/resources/fto-reports-sv4-april-2022].

Team Objectives	Outcome
1. Greener GCU Campus (Reduced Food Waste, Net-Zero Carbon Emissions Target Date reduced and Recycling)	Not Achieved
2. Refresh Student Partnership Agreement with the University and ensure that student voice is at the heart of decision making.	Achieved
3. Increase the satisfaction score for GCU students above the Scottish and UK average on Q26 of the National Student Survey (NSS).	Not Known

SP Objectives	Outcome
1. Create a mechanism in GCU for Female and Trans students to not be disadvantaged due to menstruation.	Not Achieved
2. Ensure a gradual, physical and safe Return to Campus for GCU students.	Achieved
3. Work with the Disabled Students' Officer and disabled students to establish gaps in provision for disabled students at GCU.	Achieved

VP SHLS Objectives	Outcome
1. Run a racism education campaign.	Achieved
2. Work with SHLS on their Equality, Diversity and Inclusion (EDI) projects.	Achieved
3. Increase the knowledge and engagement students have with the Sustainable Development Goals, entrepreneurial and social innovation activities at GCU.	Achieved

VP GSBS Objectives	Outcome
1. Work with GSBS to investigate the creation of a peer mentoring scheme, particularly for international students.	Achieved
2. Investigate the creation of a GCU community app for student communications and engagement.	Achieved
3. Improved pre-induction information and assistance for students seeking accommodation.	Achieved

It was noted that John Mavileth was keen to develop an online community through the VLE or through the creation of an app and would reflect on whether this could be a personal objective for him for 2022/23. It was noted there is current a GCU VLE Working Group.

The Clerk will ask the VP SCEBE to outline whether their objectives had been achieved. **Action: Clerk.** [Clerk's Note: The following information was obtained from the VP SCEBE as they were not present at the meeting]

VP SCEBE Objectives	Outcome
1. Work with GCU Wellbeing Services to improve knowledge on disordered eating and the best way to support students.	Not Achieved
2. Improving student satisfaction with the Re:Union Bar & Grill menu and interior.	Achieved
3. Investigate the need for a social support network for students who have graduated.	Achieved

9. Full Time Officer Engagement 2021/22

The Committee discussed the report outlining the progress against the Full Time Officer Engagement Plan 2021/22. It was noted that it was particularly challenging to do in-person engagement due to the Coronavirus restrictions, learning and teaching approach and low footfall on campus, therefore there had been no in person Ask the Officer or Lecture Shouts. The Full Time Officer engagement with students would be included in the Trimester B report presented to the Trustee Board and University Court.

10. Representation Officer Appointment

This agenda item was noted but without context it will be discussed as an agenda item at the next Executive Committee meeting. **Action: Clerk.**

11. Full Time Officer Reports

Due to time constraints the Full Time Officer reports would not be discussed. It was noted that each Full Time Officer had provided a handover presentation for the Incoming Full Time Officers.

12. Regulated Lobbying

There was no Regulated Lobbying to report.

13. Minutes of Executive Committee 03rd May 2022

The previous minutes of the Executive Committee were not completed due to staff absence so will be circulated after this meeting and brought forward to the next Executive Committee agenda.

14. Matters Arising

Due to the previous minutes of the Executive Committee not being completed, the matters arising will be brought to the next Executive Committee agenda.

15. Life Membership

There were no Life Memberships to consider.

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

Computer Lab use for Clearing 2022

The Chief Executive advised that the University would like to use the Computer Lab in the Students' Association Building for Clearing during August 2022. Whilst this was an operational decision the Chief Executive was keen to consult on this decision to establish any political perspective. The Committee discussed this and agreed to support this request.

Teaching Awards Feedback

The VP GSBS advised that she had received feedback by email from the Dean of GSBS. The Dean was keen to ensure that the shortlisted nominees were more reflective of all the academic schools. They had also raised concerns about the promotion of the Teaching Award nominations. It was suggested that the Policy Lead met with the Department of Academic Development and Student Learning to discuss the feedback with the Academic Rep Co-ordinator. **Action: Clerk.**

The meeting ended at 12:50am

Date of next meeting: Wednesday 31st May 2022, from 09:30am-11:30am, in NH209.

EXECUTIVE COMMITTEE MEETING

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

Members:

Laiba Tareen, Student President (Chair)
Jennifer Abali, Vice President School of Health and Life Sciences (VP SHLS)
Chukwuma Egbujor, Vice President Glasgow School for Business and Society (VP GSBS)
John Mavileth, Vice President School of Computer, Engineering and Built Environment (VP SCEBE)

In Attendance:

David Carse, Chief Executive
Kirsty McGregor (Senior Student Advisor) for Agenda item 5
Sara MacLean (Student Voice Team Leader) for Agenda items 4, 5 and 6
Philip Morton, Executive Assistant (Clerk)

Apologies:

1. Chair Announcements and Apologies

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

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

2. Full Time Officers Remit Areas 2022/23

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

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

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

3. University Meetings

3.1 Student Learning Leadership Group (SLLG)

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

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

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

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

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

4. Learning and Teaching Delivery Principles 2022/23

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

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

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

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

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

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

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

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

5. Fit to Sit Policy

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

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

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

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

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

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

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

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

6. Representation Officer Appointment

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

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

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

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

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

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

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

7. Scottish Government Spending Review

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

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

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

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

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

8. Full Time Officer Reports

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

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

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

Action: Executive Assistant.

9. Regulated Lobbying

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

There was no Regulated Lobbying to report.

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

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

11. Matters Arising

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

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

12. Life Membership

There were no Life Memberships to consider.

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

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

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

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

The meeting ended at 10:53am

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

EXECUTIVE COMMITTEE MEETING

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

Members:

Laiba Tareen, Student President (Chair)

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

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

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

Apologies:

None

In Attendance:

David Carse, Chief Executive

Philip Morton, Executive Assistant (Clerk)

1. Chair Announcements and Apologies

The Chair welcomed members to the Executive Committee meeting.

2. University Meetings

2.1 Student Learning Leadership Group (SLLG)

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

3. Learning and Teaching Delivery Principles 2022/23

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

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

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

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

4. Enhancement Themes Conference

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

5. Advancing Gender Equality Group Representative

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

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

6. Full Time Officer Reports

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

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

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

7. Regulated Lobbying

There was no Regulated Lobbying to report.

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

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

9. Matters Arising

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

10. Life Membership

There were no Life Memberships to consider.

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

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

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

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

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

The meeting ended at 11:16am

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

EXECUTIVE COMMITTEE MEETING

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

Members:

Laiba Tareen, Student President (Chair)

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

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

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

Apologies:

Philip Morton, Executive Assistant (Clerk)

In Attendance:

David Carse, Chief Executive

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

1. Chair Announcements and Apologies

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

2. University Meetings

2.1 Student Learning Leadership Group (SLLG)

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

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

3. 'Belonging in HE' E-Conference Notes

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

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

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

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

4. Fit to Sit Policy Update

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

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

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

5. Full Time Officer Reports

Student President

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

Vice President GSBS

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

Vice President SCEBE

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

Vice President SHLS

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

6. Regulated Lobbying

There was no Regulated Lobbying to report.

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

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

8. Matters Arising

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

9. Life Membership

There were no Life Memberships to consider.

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

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

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

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

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

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

The meeting ended at 11:30am

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

EXECUTIVE COMMITTEE MEETING

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

Members:

Laiba Tareen, Student President (Chair)

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

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

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

Apologies:

In Attendance:

David Carse, Chief Executive

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

Philip Morton, Executive Assistant (Clerk)

1. Chair Announcements and Apologies

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

2. University Meetings

2.1 Student Learning Leadership Group (SLLG)

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

3. GCU Induction

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

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

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

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

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

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

4. Sports Club and Society Constitutions

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

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

5. Enhancement Themes Lead and/or Deputy Lead Appointment

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

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

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

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

7. Ideas and Student Voice Improvements

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

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

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

8. Full Time Officer Reports

Student President

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

Vice President GSBS

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

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

Vice President SCEBE

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

Vice President SHLS

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

9. Regulated Lobbying

There was no Regulated Lobbying to report.

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

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

11. Matters Arising

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

12. Life Membership

There were no Life Memberships to consider.

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

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

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

The meeting ended at 12:05pm

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