

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Tuesday, 11th June 2019, at 1.30pm, in room NH209.

Members:

Moses Apiliga, Vice President Glasgow School for Business and Society (VP GSBS) (Chair)
Bethany Stevenson, Vice President School of Health and Life Sciences (VP SHLS)
Susan Docherty, Vice President School of Computing, Engineering and Built Environment (SCEBE)
Eilidh Fulton, Student President (via telephone)

Apologies:

David Carse, Chief Executive

In Attendance:

Caroline Miller, Representation and Advice Manager
Kathryn Collins, Executive Assistant (Clerk)

1. Policy Areas 2019/20

The Chair presented a paper outlining the proposed Full Time Officer Policy Areas 2019/20 for each Full Time Officer. The Chair asked the Committee to identify any changes and to seek to approve the document. One amendment was made and the VP SCEBE will now attend the Merchant City and Trongate Community Council. The Chair called for a vote to approve the Full Time Officer Remits 2019/20. **Vote: For: 4; Against: 0; Abstentions: 0.** The Full Time Officer Policy Areas 2019/20 was approved.

2. Learning and Student Experience Week Presentation

The Student President discussed the Learning and the Student Experience Week Presentation taking place on Friday 14th June 2019 and that she was unable to attend and so the VP SHLS was attending in her place to give the presentation. It was established that the TEDx Talk 'Connection' hosted by the University Chancellor, Dr Annie Lennox OBE, was also on Friday 14th June at the SEC Armadillo. A discussion took place on facilitating attending both events. The Student President advised the VP SHLS to seek advice from the Chief Executive on this matter and to keep her updated on the outcome. **Action: VP SHLS.**

3. Student Partnership Agreement Update

The Student President gave an update on the Student Partnership Agreement saying that at a recent meeting with university staff some ideas for the website and graphics were discussed. The Student President said that some examples of students working in partnership with the university were required and if there were any examples for the Full Time Officers to forward them on to her. **Action: Full Time Officers.** The Student President and the VP SCEBE said they had forwarded some examples to the university already. The Student President said she would give an update on the Student Partnership Agreement at the next Executive Committee.

The Full Time Officers noted there was a weekly Student Engagement Framework meeting and the next one is on Thursday 13th June and the VP SCEBE will be attending this meeting. The next Student Engagement Framework meeting is scheduled for Thursday 20th June 2019 and the Full Time Officers said they would request for this meeting to be moved to the afternoon of 17th June 2019 instead so all the Full Time Officers can be in attendance.

At this point the Student President left the meeting.

4. **Proposal within the GCU Foundation**

The VP GSBS discussed a sponsorship proposal from the GCU Foundation. The VP GSBS explained that further information would be forthcoming to a future meeting.

5. **Life Membership**

There were no Life Membership Application Forms received

6. **AOCB**

- 6.1 The VP SHLS discussed the Students' Association website layout saying that she would like to work with the Graphic Designer and Communications Co-ordinator on improving the layout. The Executive Committee said that what the VP SHLS was proposing sounded more of an operational issue in relation to the website rather than policy. The Executive Committee suggested the VP SHLS speak with the Chief Executive about the Students' Association website. **Action: VP SHLS.**

- 6.2 The VP GSBS reiterated that the Staff Pantry was for staff use only.

The meeting ended at 2.30pm

Date of next meeting: Tuesday, 10th July 2019, from 10-12pm, in NH209.

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Tuesday, 10th July 2019, at 10am, in room NH209.

Members:

Eilidh Fulton, Student President (Chair)

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

Bethany Stevenson, Vice President School of Health and Life Sciences (VP SHLS) (arrived at 10.12am)

Apologies:

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

In Attendance:

David Carse, Chief Executive

Kerry Lyon, Student Leaders Co-ordinator (point 1)

Kathryn Collins, Executive Assistant (Clerk)

1. **Focus On: Graduate Skills – Sharing Practice**

The Student Leaders Co-ordinator gave an overview on a QAA Enhancement Themes Conference: Graduate Skills – Sharing Practice that she recently attended to discuss ideas around graduate skills with particular reference to future challenges and how to take action. The Student Leaders Co-ordinator highlighted some key areas including, research projects undertaken by ScotGrad the University of Glasgow and some of the recommendations that came out was from employers and their views on graduate skills, which was to provide graduates with more practical and work based skills for university to increase their interaction with employers and to develop students' soft skills. This is where the Students' Association Student Leaders Programme (SLP) will come in as the programme aims to develop student's leadership abilities and alongside their soft skills. It was also noted that students felt many of their skills were developed through extra-curricular activities i.e. the SLP. Some ideas from the conference workshops included, creating a video for the Student Leaders Programme which has now been done and is on our website and will be used in emails sent out in August 2019 and a completion of questionnaire and personal statement which could be used possibly instead of the current reflection exercise used in the SLP. Discussions around the benefits for students included having the opportunity for the Students' Association to apply to be accredited by the Scottish Institute for Enterprise (SIE) giving students the opportunity to develop innovation skills and a continuation after completing SLP which fits in with the plans that the university has around social innovation. The Executive Committee thanked the Student Leaders Co-ordinator for her feedback from the conference.

At this point the Student Leaders Co-ordinator left the meeting.

2. **Santander (Equality and Diversity) Funding**

The Chief Executive recently met with Santander who offered £1,500 to put towards any project/campaign around equality and diversity. The Students' Association was required to put forward a short submission for the funding. A discussion took place on whether the funding could support liberation groups. Specifically, it was suggested developing the work on Black History Month. The Chief Executive suggested that the Full Time Officers meet to discuss

how they take this forward and to produce a paper (one sheet) with a few proposal ideas showing the return on investment. **Action: Full Time Officers.**

3. **GCU Academic Quality Policy and Practice**

The Chief Executive said that one of the outcomes from Senate was to have a section within the GCU Academic Quality Policy and Practice on Academic Reps. The Full Time Officers discussed and endorsed the agreed text on Academic Reps. The Chief Executive would submit the text to the Department of Academic Quality and Development. **Action: Chief Executive.**

4. **Student Partnership Agreement**

The Student President said that the Student Partnership Agreement website was completed and she is waiting for the Deputy Vice Chancellor-Academic to sign this off.

5. **Previous Minutes**

The Chair called for a vote to approve the minutes taken from the Executive Committee meeting held on 11th June 2019. **Vote: For 3; Against: 0; Abstentions: 0.** The minutes from the Executive Committee meeting held on 11th June 2019 were approved.

The Chair called for a vote to approve the minutes taken from the Executive Committee meeting held on 28th May 2019. **Vote: For 1; Against: 0; Abstentions: 0.** The minutes from the Executive Committee meeting held on 28th May 2019 were approved. It was noted that in this instance only the Student President and the VP GSBS could take a vote.

6. **Matters Arising**

11th June 2019

6.1 **Learning and Student Experience Week Presentation**

The VP SCEBE, VP SHLS and the VP GSBS presented at the Learning and Student Experience event on 14th June. This matter is resolved.

6.2 **Student Partnership Agreement Update**

The Student President received some examples of students working in partnership with the University from the Full Time Officers. This matter is resolved.

6.3 **Students' Association Website Layout**

The VP SHLS has still to speak to the Chief Executive about the Students' Association website. This matter is ongoing. **Action: VP SHLS.**

28th May 2019

6.4 **Academic Rep Review (Term in Office)**

The term of office was added to the role descriptions. This matter is resolved.

6.5 **Full Time Officer Development Review Action Plans**

All the Full Time Officers have forwarded their Development Review Action Plans to the Chief Executive. This matter is resolved.

6.6 **Student Partnership Agreement**

The Clerk added Student Partnership Agreement as a standing item on the agenda. This matter is resolved.

6.7 **Sustainability Paper**

The VP GSBS has still to forward the Sustainability Paper to the Executive Committee. This matter is ongoing. **Action: VP GSBS.**

6.8 **Volunteer Certificate**

The Student President is awaiting an outcome to be communicated to the Executive Committee. This matter is ongoing. **Action: Student President.**

6.9 **NUS Scotland Awards 2019**

The VP GSBS is still to send the Chief Executive his submission for Club of the Year and an article/blog will then be created. This matter is ongoing. **Action: VP GSBS**

7. **Life Membership**

There were no Life Memberships received.

8. **AOCB**

8.1 The VP SHLS discussed a proposal to have free training for sports committee members in relation to a programme called CHANGES (Challenging Hazing and Negative Group Events in Sport) intervention. The workshop is designed to educate students about the consequences of initiation activities in sport. The VP SHLS said that a Full Time Officer from the University of Glasgow would provide the training for us during Freshers. The VP SHLS said that currently Glasgow Caledonian University is the only university not to have undertaken the CHANGES intervention workshop. The Executive Committee agreed that it was a very good idea to have the training. Discussions then took place around the current training provided to sports clubs and societies and whether it should be made compulsory or not. It was suggested that the VP SHLS and the VP SCEBE liaise with the Activities Manager on this matter as well as speak to the Societies Chair and the Sports Chair. **Action: VP SHLS and VP SCEBE.**

8.2 The VP SCEBE informed the Executive Committee that Glasgow University SRC will no longer be working with us on the Gender Based Violence Training.

Date of next meeting: Friday, 2nd August 2019, from 2pm-4pm, in NH209.

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Friday, 2nd August 2019, at 2.00pm, in room NH209.

Members:

Eilidh Fulton, Student President (Chair)

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

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

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

Apologies:

In Attendance:

David Carse, Chief Executive

Kathryn Collins, Executive Assistant (Clerk)

1. **Staff Nightline Awareness Sessions**

The VP SHLS has arranged for a Student Adviser to speak to students within SHLS about Nightline and the Advice Centre.

2. **Freshers**

The VP SHLS gave an update on Freshers 2019. The VP SHLS said she would forward on the new Freshers 2019 logo to the Executive Committee. **Action: VP SHLS.** The Executive Committee discussed what was being scheduled to engage with part-time and evening students. A suggestion was for short film to be specifically tailored for part-time, distance, postgraduate and mature students which the lecturer can play to the students as part of their induction. The Executive Assistant was asked to schedule a time slot with the VP SCEBE or the VP GSBS diary to start filming for the PGR/mature students film. **Action: Executive Assistant.** The Executive Committee discussed having an event or some gift to give to the PGR and mature students and an idea was to have trolley coins with the new Freshers logo on them to give away. The VP SHLS was asked to speak to the Head of Student Enquiries, Advice and Events to see what budget was available. **Action: VP SHLS.**

3. **Student Housing**

A discussion took place on the NUS Scotland Housing Campaign and creating a Student Housing Charter. The Committee discussed that this would be a good campaign to participate in both nationally and through the Glasgow Student Forum.

4. **Full Time Officer Debriefing**

The VP SCEBE discussed the Rose, Thorn, Bud technique, which she heard about at NUS Lead and Change, which is used for identifying things as positive, negative, or having potential. The VP SCEBE proposed having a time slot in the diaries for all the Full Time Officers for the Rose, Thorn, Bud technique to help as a work debriefing and mindful tool. All the Full Time Officers agreed to have a standing weekly, half hour time slot, on a Friday afternoon. **Action: Executive Assistant.**

5. **Student Partnership Agreement Update**
The Student President said that the Student Partnership Agreement website pages will be finished and launched shortly. Once the Student Partnership Agreement website is launched the Student President will bring it to Executive Committee.
6. **Life Membership**
There was no Life Memberships received.
7. **Green Impact**
The VP GSBS said that we have maintained the Very Good award in the NUS Green Impact accreditation. We scored 294 points and received the Very Good award. 300 points is Excellent and so we were not far off from receiving Excellent and we will be working towards this for next year.
8. **Healthy Body Healthy Mind**
The VP GSBS said we have maintained the Healthy Body Healthy Mind award from NUS and Scottish Student Sport (SSS). SSS have not taken over the running of Healthy Body Healthy Mind and will be changing the award criteria in the Autumn to Bronze, Silver and Gold.
9. **AOCB**
 - 9.1 The VP SHLS reminded the Full Time Officer about the Induction Workshop email blurb that the Student Voice Co-ordinator had emailed to them so they can use it to send out to their contacts.
 - 9.2 The VP SHLS talked about having volunteers to assist the Full Time Officers with their remit areas. The Executive Committee discussed and said that all the Student Voice Officers would be the first point of contact to rely on and to utilise thus helping to empower the students and bringing our members along with us. Also, the All Student Email can be sent out to help with any campaigns etc.
 - 9.3 The VP GSBS said that for the Academic Representative Gathering Briefing the topics were still to be decided and he will bring back this discussion to the next Executive Committee when he has an update to give.
 - 9.4 The VP GSBS talked about the discussions around Banded Grading Vs Award Honours Class and the changes from a 1st, 2/1, 2/2 to A1-5, B1-3 and C1-3. The Executive Committee asked the VP GSBS to speak with Policy and Development Officers (Academic Quality) and the Business Partner (Academic Quality).

The meeting ended at 3pm.

Date of next meeting: Tuesday, 27th August 2019, from 10-12pm, in NH209.

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Tuesday, 27th August 2019, at 10.00am, in room NH209.

Members:

Eilidh Fulton, Student President (Chair)

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

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

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

Apologies:

In Attendance:

David Carse, Chief Executive

Kathryn Collins, Executive Assistant (Clerk)

1. **Banded Grading Consultation**

The VP GSBS discussed an email he received from the Associate Dean - Learning Teaching and Quality within the School of Computing, Engineering and Built Environment in relation to Banded Grading Consultation and having input from the Student Action Group for Engagement (SAGE). The VP GSBS explained that seeing as there is no current SAGE members he has brought the Banded Grading Consultation to Executive Committee for feedback as a paper on the Banded Grading Consultation will be going to Academic Quality Policy and Practice (APPC). The Executive Committee discussed the Banded Grading model and the benefits and risks involved. The VP SCEBE added that she felt there should be more band grades for the B classification and have B1-B5 rather than B1-B3. Overall, the Executive Committee understood the need for the change in the Grade Bandings in order to be sector comparable but recognised that further work would be required to make GCU specific grade bandings and the importance of ensuring wider student consultation, such as through the Academic Rep Gathering. **Action: VP GSBS.**

2. **Contextualised Admissions Briefing Paper**

The VP GSBS discussed an email from Head of Admissions and Enquiry Service in relation to the Contextualised Admissions Policy which should have gone via SAGE. The VP GSBS said that feedback is required today and that the paper is required to be submitted to APPC in early September in the hope it will be approved in time for the new admissions cycle for 2020 entry. The Executive Committee discussed whether there were any other groups of students, such as those identified in the Outcome Agreement guidance that could be added. The Executive Committee agreed that the policy could be worded better and that Section 4 – Support for Applicants is out of context. The VP GSBS said he would feedback the comments made. **Action: VP GSBS.**

3. **Mitigating (MITS) Circumstances Policy**

The VP GSBS spoke about the Mitigating Circumstances Policy paper going to APPC in September and discussed the changes to the Policy. Some changes include, MITS Circumstances Boards changing to MITS Circumstances Panels and there will be more emphasis on school pre-screening stages with more than two people to check the form before it goes to the Panel. The Executive Committee discussed the deadline for MITS submission

and that the five days after the last assessment should not be changed. The Committee discussed electronic submission of forms and that this should now be achievable, with students submitting high quality photo evidence. The Student President would feedback to the Head of Academic Quality before the next APPC meeting. **Action: Student President.**

4. **ETSE Actions**

The VP SHLS spoke about Enhancing the Student Experience Steering Group (ETSE) and said that there was no representation at the last meeting due to the Full Time Officers attending the Executive Committee Training in Aviemore. The VP SHLS explained that there are normally some objectives from the Students' Association within the Student Experience Action Plan. Suggestions for this year could be Constitutional Review, Student Mental Health Partnership Agreement, Teaching Awards Investing in Volunteering and Mind Your Mate. It was also noted considerable time would be taken up working on the GCU Strategy 2030 and ELIR Review. It was decided that this would be decided after the Full Time Officers Team and Individual Objectives had been decided. **Action: Student President.**

It was discussed at the ETSE Steering Group that the Students' Association could better support students completing the NSS by explaining each question. It was noted that Helenor Landsburgh within the University had previously undertaken some work within this area and this could be feedback to Strategy and Planning to take forward. **Action: Student President.**

5. **Student Experience Action Plan (SEAP) Objectives**

It was recognised that agenda item 4 and 5 were the same topic.

6. **GCU and GCU Students' Association Student Rep Structure**

The Chief Executive presented the GCU and GCU Students' Association Student Rep Structure. He explained this was the outcome of the EY Internal Audit on Student Representation conducted during 2018/19. The paper was development between the Students' Association, Department of Governance and Department of Academic Quality and Development. It was explained that the guide would be updated annually for the new Full Time Officers and could be shared with colleagues within the University.

The Chief Executive asked the Committee to endorse the paper. The Committee endorsed the paper but noted that they felt students might find the Student Rep Structure diagram confusing. The VP SCEBE offered to review and see if it could be better presented. **Action: VP SCEBE.** The paper would now be circulated to colleagues within the University to finalise.

[Clerk's Note: The GCU and GCU Students' Association Student Rep Structure has been renamed as Guide to Student Representation at GCU.]

7. **Accessibility Legislation Compliance**

The Chief Executive presented the draft GCU Information Services Project Proposal Accessibility Legislation Compliance from the Director of Information Services and gave some background to the project proposal. As the VP SHLS has Information Technology under her remit she asked to sit on the project team.

8. **Climate Change School Protests**

The Student President discussed an email she received from the Campus Trade Unions in relation to the Climate Changes Strike on 20th September 2019. The Student President said she will respond to the Campus Trade Unions and give them the contact details for GCU Extinction Rebellion Society as they have a protest organised on 20th September at George Square. **Action: Student President.**

9. **Campaign Funding Application**

The Executive Committee discussed a Campaign Funding Application received for Disabled Students Representation requiring £200. The aim of the campaign is to create and foster an environment within the University where disabled students feel catered for and assisted. The Executive Committee discussed the application and said that there is already an unofficial safe space on Level 2 within the Students' Association Building. The VP SCEBE added that as part of the Student Mental Health Agreement she was working on mapping out the quiet areas/zones on campus to let students know where they are. The Executive Committee felt that the application needed to be a clearer idea and that perhaps suited better to apply for the Common Good Fund for money. The VP SHLS said that she would draft a reply to the applicant to let them know the Full Time Officers are working on labelling the quieter areas on campus and to ask them if they wish to get involved working on this. However, if they wish to do a separate campaign then they can. **Action: VP SHLS.**

10. **Previous Minutes**

The Executive Committee agreed that the minutes from the previous Executive Committee meeting held on 10th July 2019 were an accurate record of the meeting. **The Chair called for a vote to approve the minutes from the Executive Committee meeting held on 10th July 2019. Vote: For 3.**

11. **Matters Arising**

11.1 **Santander (Equality & Diversity) Funding**

The Full Time Officers are still to meet to discuss how they take this forward and to produce a paper (one sheet) with a few proposal ideas showing the return on investment. This matter is ongoing. **Action: Full Time Officers.**

11.2 **GCU Academic Quality Policy & Practice**

The Chief Executive has submitted the text to the Department of Academic Quality and Development. This matter is resolved. The VP GSBS will follow this up as it required to go into the policy for the Full Time Officers to action. **Action: VP GSBS.**

11.3 **Students' Association Website Layout Meeting**

The VP SHLS requested that this action regarding the Students' Association website layout be put on hold for the time being.

11.4 **Sustainability Paper**

The VP GSBS forwarded the Sustainability Paper on 28th May 2019. This matter is resolved.

11.5 **Volunteer Certificate**

The Student President said that she is awaiting a reply from the Deputy Vice-Chancellor Academic. This matter is ongoing. **Action: Student President.**

11.6 **NUS Scotland Awards 2019**

The VP GSBS is still to send the Chief Executive his submission for Club of the Year and an article/blog will then be created. This matter is ongoing. **Action: VP GSBS.**

11.7 **CHANGES Intervention Training**

It was suggested that the VP SHLS and the VP SCEBE liaise with the Activities Manager on this matter as well as speak to the Societies Chair and the Sports Chair to put on the agenda for the next meeting to discuss. This matter is ongoing. **Action: VP SHLS and VP SCEBE.**

12. **Life Membership**

A Life Membership application was received from Ross Henderson. **The Chair called for a vote to approve the submitted Life Membership Form. Vote: For – 4.**

13. **AOCB**

13.1 The VP SHLS said that the Freshers materials for the packs have arrived and that although the printed material is not on recycled paper the paper that was used can be still be recycled.

13.2 The Executive Committee wished the VP GSBS a very Happy Birthday!

The meeting ended at 12pm.

Date of next meeting: Tuesday, 10th September 2019, from 10-12pm, in NH209.

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Tuesday 10th September 2019 at 10.00am in room NH210.

Members:

Eilidh Fulton, Student President (Chair)

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

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

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

Apologies: None.

In Attendance:

David Carse, Chief Executive

Kathryn Collins, Executive Assistant (Clerk)

Sara MacLean, Student Voice Team Leader (until agenda point 4)

1. **Class Rep Role Description**

The Student Voice Team Leader presented the revised Class Rep Role Description, which had been aligned to the Department, PGT and PGR Rep Role Descriptions. It was explained that consultation would take place with the Department of Academic Quality and Development. The Committee discussed the cosmetic changes to the role description, as substantially the role would remain the same. **The Chair called for a vote to approve the Class Rep Role Description. Vote: For: 4; Against: 0; Abstentions: 0.** The Class Rep Role Description was approved. The Student Voice Team Leader said that the Class Rep Role Description would next then go to Academic Quality and Development. **Action: VP GSBS.**

2. **Campaign Dates**

The Student Voice Team Leader said that she had sent out an email a few weeks ago in relation to the Draft Campaign Dates 2019-20 and did not receive any feedback. The Student Voice Team Leader asked the Executive Committee their thoughts on the draft Campaign Dates grid and did it look like what they want to run for the year ahead. The Student Voice Team Leader said that other campaigns can still go ahead but the priority campaigns will take place first. It was noted that Black History Month will take place in week 4 instead of week 5. The VP SHLS added that week 1 on 25th September 2019 is National Fitness Day and the ARC will be promoting free classes on campus and #Rainbowlaces will take place in March 2020 as well as the Glasgow Taxi Cup. It was agreed that promotions for both Feel Fab February and the Full Time Officer nominations will take place in February 2020. However, the nominations will be a priority for the organisation. The VP GSBS added that Go Green Week was still to be included in February. The Full Time Officers agreed that all the other campaigns were fine and no changes were made.

The VP SHLS left the meeting at 10.17am.

3. **NSS Action Plan**

The Student Voice Team Leader discussed the NSS Action Plan saying that mental health actions would be completed through the Student Mental Health Partnership Agreement Action Plan. The Student Voice Team Leader said that from the Alterline survey and the Students' Association internal survey that there has to be a stronger focus on Class Representatives as it came across that members did not know who they are and so this will

be a theme in the Action Plan. The Action Plan will promote what we currently do rather than new actions. The Academic Rep Gathering will have a higher profile this year.

4. **Ideas paper and campaign mock-up**

The Student Voice Team Leader presented the Ideas paper and campaign mock-up including a film being made to help explain the Idea process better to our members. The Executive Committee discussed how many 'likes' are required from member on the website before an Idea comes to Student Voice and agreed that it would be good to increase the threshold to 10 'likes' before the Idea is submitted to Student Voice as proposers of their Ideas have little vested interest in talking to others about their idea and sharing it on social media and the quality of Ideas can be variable. The Executive Committee agreed that the number of likes before a submission to Student Voice will be increased to 10 on the website. **Action: Student Voice Team Leader.** It was suggested that a discussion on the increased threshold be scheduled to be discussed at the next Student Voice. **Action: Clerk.** Another suggestion was for the Full Time Officers to use the Idea tool for their campaigns which can then tie into their objectives.

The Student Voice Team Leader left the meeting at 10.35am.

5. **U2B (Institute for University to Business Education)**

The VP SCEBE discussed the meeting with the Director of Institute for University to Business Education who discussed wanting the graduate apprenticeships to have their own representation group/society or something similar and the need for more funding from the government to attract more employers. The Executive Committee discussed graduate apprenticeships and the Student President will suggest the concept of working together and email the Director of Institute for University to Business Education and the Head of Academic Quality. One suggestion was a thematic review on graduate apprenticeships. **Action: Student President.**

6. **Christmas Exam Opening Hours**

The VP GSBS discussed a meeting he had with Library Services regarding the opening hours over the Christmas period. The Library will follow the same opening hours as last year during the Christmas period but will only have Library Services staff from 9-6pm during week days, then 9-6pm on a Saturday and the 11-6pm on a Sunday.

The Chair agreed with the Committee to move agenda item 7, Full Time Officer Reports, to the end of the agenda.

8. **Previous Minutes**

The Chair called for a vote to approve the minutes taken from the Executive Committee meeting held on Friday, 2nd August 2019. **Vote: For 3; Against: 0; Abstentions: 0.** The minutes from the Executive Committee meeting held on Friday 2nd August 2019 were approved.

The Chair called for a vote to approve the minutes taken from the Executive Committee meeting held on Tuesday, 27th August 2019. **Vote: For 3; Against: 0; Abstentions: 0.** The minutes from the Executive Committee meeting held on Tuesday 27th August 2019 were approved.

9. **Matters Arising**

9.1 **Freshers Logo**

The VP SHLS forwarded the newly designed Freshers 2019 logo to the Executive Committee. This matter is resolved.

9.2 **PGR/mature students film**

The VP SCEBE and the Executive Assistant filmed content for part-time and mature student films. This matter is resolved.

9.3 **Freshers budget - trolley coins**

The VP SHLS was asked to speak to the Head of Student Enquiries, Advice and Events to see what budget was available. This matter is ongoing. **Action: VP SHLS.**

9.4 **Full Time Officer Debriefing**

The Executive Assistant scheduled a weekly, half hour time slot, on a Friday afternoon for the Full Time Officers to meet and debrief. This matter is resolved.

9.5 **Banded Grading Consultation Feedback**

The VP GSBS said he will give feedback from the Executive Committee on banded grading and raise the subject of having banded grading as a theme at the next Academic Rep Gathering. This matter is ongoing. **Action: VP GSBS.**

9.6 **Contextualised Admissions Briefing Paper Feedback**

The Executive Committee agreed that the policy could be worded better and that Section 4 – Support for Applicants is out of context. The VP GSBS said he would feedback the comments made. This matter is ongoing. **Action: VP GSBS**

9.7 **Mitigating (MITS) Circumstances Policy**

The VP GSBS said that the deadline for MITS submission after the last assessment was remaining at five days and so there would be no change to the MITS Policy. This matter is resolved. The Committee discussed electronic submission of forms and that this should now be achievable, with students submitting high quality photo evidence. The Student President will feedback to the Head of Academic Quality before the next APPC meeting. **Action: Student President.**

9.8 **ETSE Actions**

The Full Time Officers will discuss the potential objectives for the ETSE Action Plan 2019/20 as part of their objective setting. **Action: Student President.** This matter is ongoing.

The Chief Executive asked the Full Time Officers to have their objectives in the Full Time Officer Objectives Grid for the next Executive Committee meeting. **Action: Full Time Officers.** The Full Time Officers objectives will be filmed and put on the website once finalised.

9.9 **NSS (Explanation for each question)**

The Student President is still to contact Head of Content and Multimedia and Director of Student Life as it was noted that the Head of Content and Multimedia had previously undertaken some work within this area and this they could link up and feedback to Strategy and Planning to take forward as it was discussed at the ETSE Steering Group that the Students' Association could better support students completing the NSS by explaining each question. **Action: Student President.** This matter is ongoing.

- 9.10 **GCU and GCU Students' Association Student Rep Structure Diagram**
The VP SCEBE offered to review and see if it could be better presented. It was decided that the original diagram will be used. This matter is resolved.
- 9.11 **Climate Change School Protests**
A response was sent to the Campus Trade Unions and they were given the contact details for GCU Extinction Rebellion Society as they were attending the protest organised on 20th September 2019 at George Square. This matter is resolved.
- 9.12 **Campaign Funding Application**
The VP SHLS is still to draft a reply to the applicant to let them know the Full Time Officers are working on labelling the quieter areas on campus and to ask them if they wish to get involved working on this. However, if the wish to do a separate campaign then they can. **Action: VP SHLS.** This matter is ongoing.
- 9.13 **Santander (Equality & Diversity) Funding**
The VP GSBS and the VP SCEBE are writing a paper to Santander for the funding which will show the objectives and measures. The funding is for an event and a video for "We all stand together" which will include all the liberation groups and will be part of Black History Month. **Action: VP GSBS & VP SCEBE.** This matter is ongoing.
- 9.14 **GCU Academic Quality Policy & Practice text**
The Chief Executive has submitted the agreed text on academic reps to the Department of Academic Quality and Development for the GCU Academic Quality Policy and Practice. The VP GSBS is still to follow this up with Business Partner – Nickie Varley (Academic Quality) as it required to go into the policy for the Full Time Officers to action. **Action: VP GSBS.** This matter is ongoing.
- 9.15 **Volunteer Certificate**
The Student President is awaiting an outcome from the DVC Academic on whether she will sign volunteer certificates and this will be communicated to the Executive Committee. **Action: Student President.** This matter is ongoing.
- 9.16 **CHANGES intervention Training**
CHANGES intervention Training is on the agenda for the next Societies Council and Sports Council meetings. This matter is resolved. The Full Time Officers discussed developing the Sports and Societies Committee Training online or blended.
10. **Life Memberships**
There were no Life Memberships
11. **AOCB**
- 11.1 **Wear Red Day**
The VP GSBS discussed the Show Racism the Red Card's initiative and asked for £100 from the campaigns budget for 10 red t-shirts to take part in Show Racism the Red Card's initiative - Wear Red Day this year, which is on 4th November 2019 where everyone is encouraged to wear something red. The Executive Committee agreed on the proviso that the VP GSBS bring along the completed Campaign Toolkit paperwork to the next meeting. **Action: VP GSBS.** It was also discussed whether it was more suitable to obtain this funding from the Common Good Fund.

11.2 Academic Rep Gathering

The Executive Committee discussed the Academic Rep Gathering and what the plans are so far. It was agreed to make it more cost effective that catering would only be provided at the start or mid/morning break.

12. Full Time Officer Reports (verbal)

12.1 Student President

- Attended Scottish Higher Education Enhancement Committee (SHEEC) yesterday where discussions took place about diversity and inclusion.
- Submitted Court Report. University Court is next Friday.
- The Circle Society is holding its first event shortly.
- A win for No Graduation Fees and a video and blog was done.
- Attended NUS Scotland The Gathering.
- Sat on Enhancement-led Institutional Review (ELIR) Steering Group.
- Attending the Welcome BBQ with international students at the weekend.
- Freshers Week next week – 12 Induction Talks scheduled.
- Liberation training taking place.
- University Court Remuneration Committee (REMCO) next week.

12.2 VP SCEBE

- Worked with SCEBE on a refresh for school.
- Society Committee meeting this week. Looking at having a wall space in the Re:Union Bar & Grill area similar to the Sports Wall. A logo for societies will be required for all the societies including the media groups.
- Postgraduate Taught (PGT) and Postgraduate Research (PGR) – speaking with the Pro Vice Chancellor Research & Enterprise for a calendar of events with events such as a Burns Supper and having PGT/PGR London students attend. Events such as a Christmas party and a games night is being looked into.
- A meeting has been arranged with the Director of Estates regarding a mature and part time space.
- Working on the Student Mental Health Partnership Agreement Action Plan.
- Meeting with the student groups this week.
- Attending the International Students event on Thursday evening scheduled in the Re:Union Bar & Grill and hosting a quiz with the VP SHLS.
- Attended NUS Scotland The Gathering.
- Freshers Induction Talks next week.

12.3 VP GSBS

- Attended NUS Scotland The Gathering.
- Starting to have regular meetings with GSBS.
- Recruiting for Ethical and Environmental Officer.
- Met with the Library regarding the GCU Christmas opening hours.
- Working on individual objectives around Careers.
- GSBS have a planning day on Thursday.
- Will promote Student Leaders Programme through the lecture shout-outs.
- Social innovation event on Friday and a member of staff from the Research Innovation Office attended.
- Freshers Induction Talks next week.

The meeting ended at 12noon.

Date of next meeting: Tuesday, 24th September 2019, from 10-12pm, in NH209.

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Tuesday 24th September 2019 at 10.00am in room NH209.

Members:

Eilidh Flton, Student President (Chair)

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

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

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

Apologies: None.

In Attendance:

David Carse, Chief Executive

Kathryn Collins, Executive Assistant (Clerk)

1. **Honorary Degrees – Call for Nominations**

The Student President discussed an email from the Department of Governance in relation to Honorary Degrees saying that the Principal is very keen to receive nominations from the Students' Association. Nominations to be received by 2nd October 2019 and the Student President will respond on behalf of the Students' Association. **Action: Student President.**

The Executive Committee initially discussed and listed the following nominees.

- Lewis Capaldi (Singer-songwriter)
- Megan Rapinoe (American soccer player)
- Derek Ferguson (Scottish football player)
- The Obamas (44th U.S. President and Former First Lady of the United States)

The Executive Committee felt that members from the Students' Association should have some input and so decided to circulate via social media asking members who they would like to be nominated for an honorary degree. **Action: Full Time Officers.**

2. **Full Time Officers Engagement Plan 2019-20**

The Executive Assistant presented the Full Time Officers Engagement Plan 2019/20 that outlined the targets for the Full Time Officers. The targets will be monitored to assess progress. The Chair called for a vote to approve the Full Time Officer Engagement Plan for 2019/20. **Vote: For: 4, Against: 0; Abstentions: 0.** The Engagement Plan 2019/20 was therefore approved.

The Chair agreed with the Executive Committee to move agenda item 4, Full Time Officer Reports, to the end of the agenda.

3. **Previous Minutes**

The Chair called for a vote to approve the minutes taken from the Executive Committee meeting held on 10th September 2019. **Vote: For 3; Against: 0; Abstentions: 1.** The minutes from the Executive Committee meeting held on Tuesday, 10th September 2019 were approved.

4. **Matters Arising**

4.1 **Class Rep Role Description**

As the policy lead for Academic Quality and Development, the VP GSBS will consult with the Department of Academic Quality and Development on the revised Class Rep Role Description. This matter is ongoing. **Action: VP GSBS.**

It was noted that the academic rep role descriptions are now included in the Guide to Student Representation at GCU and will be reviewed annually by the Students' Association, Department of Governance and Department of Academic Quality and Development.

4.2 **Ideas Threshold Website**

The Executive Assistant spoke with the Student Voice Team Leader about the proposed number of likes being increased to 10 on the website before the Idea is submitted to Student Voice. This matter is resolved.

4.3 **Ideas Threshold on Student Voice Agenda**

The Ideas threshold has been added to the agenda for the next Student Voice meeting on 28th October 2019. This matter is resolved.

4.4 **U2B – Thematic Review on graduate apprenticeships**

The Student President spoke with the Director for the Institute for University to Business Education and the Head of Academic Quality on working together on a thematic review on graduate apprenticeships. This matter is resolved.

The Full Time Officers agreed that the thematic review on graduate apprenticeships will be one of their team objectives and will be included in the Team Objectives grid. **Action: Full Time Officers.**

4.5 **Freshers budget – trolley coins**

The VP SHLS said she had raised the subject about getting trolley coins. This matter is resolved.

4.6 **Banded Grading Consultation Feedback**

The VP GSBS said he had given feedback from the Executive Committee on banded grading and raised the subject of having banded grading as a theme at the next Academic Rep Gathering. This matter is resolved.

4.7 **Contextualised Admissions Briefing Paper Feedback**

The VP GSBS said he had given feedback from the Executive Committee on the Contextualised Admissions Briefing Paper and the wording will be changed and it will be reiterated in the paper that there is support available for all. This matter is resolved.

4.8 **Mitigating (MITS) Circumstances Policy**

The Student President and the VP GSBS attended Academic Policy and Practice (APPC) Committee. It was noted that the University agreed to allow electronic submission of MITS and reverses its proposal on removing Retro MITS. It was agreed this was a win that should be communicated to students once implemented. This should be communicated as a blog. **Action: VP GSBS.**

4.9 **ETSE Action Plan – potential objectives**

The Full Time Officers discussed potential joint areas of working within the ETSE Action Plan 2019/20. These included:

- Student Mental Health Partnership Agreement
- Aligning University and Students' Association Teaching Awards
- NUS Green Impact Accreditation
- ELIR
- GCU 2030 Strategy
- Apprenticeship Thematic Review

The Student President had submitted these joint areas of work for discussion at the next ETSE Steering Group. This matter is resolved.

4.10 **Full Time Officer Objectives Grid**

The VP GSBS and the VP SHLS are still to forward their Objectives Grid to the Chief Executive. This matter is ongoing. **Action: VP GSBS/VP SHLS.** In the meantime, the Full Time Officers each gave their Individual Objectives verbally.

The Full Time Officers then discussed their Team Objectives and agreed:

- Graduate Apprenticeships Thematic Review
- NSS Action Plan for Q26 (score better than Scottish average)
- Diversity of Thought – All Stand Together Campaign
- Implementation of Higher Education Achievement Report (HEAR) at GCU

It was noted that the Team and Individual Objectives require to be formally approved at the next meeting of the Executive Committee and then Student Voice. **Action: Full Time Officers.**

4.11 **NSS (Explanation for each question)**

The Student President is still to contact the Head of Content and Multimedia and Director of Student Life as it was noted that the Head of Content and Multimedia had previously undertaken some work within this area and they could link up and feedback to Strategy and Planning to take forward as it was discussed at the ETSE Steering Group that the Students' Association could better support students completing the NSS by explaining each question. This matter is ongoing. **Action: Student President.**

4.12 **Campaign Funding Application –quiet areas**

The VP SHLS emailed a reply to the applicant to let them know the Full Time Officers are working on labelling the quieter areas on campus and to ask them if they wish to get involved working on this. This matter is resolved.

4.13 **Santander (Equality & Diversity) Funding**

The Full Time Officers are still to write a paper to Santander for the funding which will show the objectives and measures. This matter is ongoing. **Action: Full Time Officers.**

4.14 **GCU Academic Quality Policy & Practice text**

The VP GSBS confirmed that a section had been added to Programme Handbooks about the academic reps. He said that the text provided by the Students' Association had still to be added to the GCU Academic Quality Policy and Practice, as agreed by Senate in May 2019. The VP GSBS would work with the Department of Academic Quality and Development to ensure this action is completed. **Action: VP GSBS.**

4.15 **Wear Red Day – Campaign Toolkit**

The VP GSBS has still to bring along the completed Campaign Toolkit paperwork for £100 from the campaigns budget for 10 red t-shirts to take part in Show Racism the Red Card's initiative

- Wear Red Day this year, which is on 4th October 2019 where everyone is encouraged to wear something red to the next meeting. This matter is ongoing. **Action: VP GSBS.**

5. **Life Membership**

A Life Membership application was received from Kenneth Chan, Niklas Juergens, Adam Hinchliff. The Chair called for a vote to approve the submitted Life Membership form. **Vote: For 4; Against: 0; Abstentions: 0.**

6. **Full Time Officer Reports**

6.1 **Student President**

- Freshers Week: attended the organised international student trips to castles and to Loch Lomond.
- Attended multiple Freshers events including having The Student Circle Society stall and doing 13 Induction Talks.
- Attended University Court.
- Attended APPC.
- People Committee on Thursday.
- Principal's Student Surgery held on Monday.
- Media Training on 11th October.
- Remuneration Committee (REMCO) today.
- ETSE Steering Group.
- Attended Governors Training.
- Attended Glasgow Student Forum (GSF).
- Attended International Students BBQ.
- 5th October – Undergraduate Open Day Talks.

6.2 **VP GSBS**

- Started Short Life Equality Race Working Group.
- Attended 1st Common Good Curriculum Group.
- GSBS Engagement Day organised and well attended.
- Freshers Week and attended various Freshers events and did 13 Induction Talks.
- Working on Santander Funding Application.
- Remuneration Committee (REMCO) today.
- Attending Careers Exhibition Event.
- Attended GCU Extinction Rebellion (Society) demonstration.

6.3 **VP SCEBE**

- Attended Governors Training.
- Societies Council competition – to have a design within the Re: Union Bar for a Societree! Open to societies to take part.
- Filmed the Part Time Student Video and the Mature Student Video.
- Hosted the International Students Welcome Quiz
- Attended Glasgow Student Forum (GSF).
- Attended International Students BBQ.
- Attended University Court
- Organised and attended the Postgraduate Afternoon Tea – over 40 people attended.
- Attended various Freshers events
- Mindful Monday started this week.
- Next two weeks working on filming for the Quiet Spaces video.

- Let's Talk video – Thursday.
- Media training on 11th October.
- Cyber Security Conference.
- 5th October – Undergraduate Open Day Talks.
- Gal careers event.
- Induction Talks.

6.4 VP SHLS

- Attended various Freshers events.
- Attended the Loch Lomond trip for International Students.
- Hosted the International Students Welcome Quiz.
- Attended and assisted at the Postgraduate Afternoon Tea.
- Organised GCU Wolves launch night – 20% increase.
- Glasgow Taxis Cup coming up.
- Intervarsity Cup this week and will attend.
- Donated old sports kits to refugee football teams.
- Attended SSS Forum. The next meeting date is on 4th October.
- CHANGE training on Thursday at 5pm.
- Students' Association webinar for student life.
- Gal careers event.
- Nightline volunteer training.
- Free volunteer training by LEAP sports.
- Helping with GCU Learn refresh.
- Working on promoting to clubs and societies about the common good fund. The closing date is on 6th October. The Chief Executive asked if the VP SHLS could email all staff that the fund is open as it is relevant to them too. Nightline can also bid too. **Action: VP SHLS.**

7. AOCB

- 7.1 The VP SCEBE spoke about the Societies Council logo that is being used currently on Facebook which was brought to her attention. The logo being used is not the Societies Council official logo and has not been approved by Student Voice or Trustee Board. The VP SCEBE, as policy lead for societies, was encouraged to speak to Societies Council to discuss a Societies Logo and ensure that it is approved at Societies Council, Student Voice and Trustee Board, through a tracked changes Societies Policy Document. **Action: VP SCEBE.**
- 7.2 The VP GSBS updated the Committee that the campus trade unions are balloting their members on the recently implemented pay award for GCU staff.
- 7.3 The VP GSBS spoke about a Race Equality Working Group paper from Adrian Lui, GCU Equality and Diversity Adviser, that was sent to him about the BME attainment gap at GCU and that he would add to the next agenda. **Action: VP GSBS/Clerk.**
- 7.4 The VP SHLS sought clarity on whether the Nightline Partnership Agreement between Strathclyde and Caledonian Nightline and with the University of Strathclyde Students' Association and GCU Students' Association required to be approved by the Executive Committee. This was confirmed as accurate and should be brought to a future meeting. **Action: VP SHLS.**

- 7.5 The VP SHLS spoke about recruiting for a new member to sit on the Sports Council. This requires to rename one of the role titles and advertise for the position. The Chief Executive explained that Sports Policy outlines the election process for the Sports Council and that any changes to a role title would require approval by Sports Council, Student Voice and Trustee Board by submitting a tracked change version of the Sports Policy. The revised Sports Council Policy would normally be presented by the Sports Council Chair.
- 7.6 The VP SHLS enquired about Challenger Sports America advertising with GCU Students' Association. The VP SHLS was advised to speak to the Activities Manger who deals with commercial activity.

The meeting ended at 11.32am

Date of next meeting: Tuesday, 8th October 2019, from 10-12pm, in NH209.

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Tuesday, 8th October 2019, at 10.00am, in room NH209.

Members:

Eilidh Fulton, Student President (Chair)

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

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

Bethany Stevenson, Vice President School of Health and Life Sciences (VP SHLS) (arrived at 10.13am)

Apologies: None.

In Attendance:

David Carse, Chief Executive

Sara MacLean, Student Voice Team Leader (agenda items 1 & 2 only)

Kathryn Collins, Executive Assistant (Clerk)

1. **Student Voice Matters Arising**

The Student Voice Team Leader presented the Matters Arising paper from the previous Student Voice meeting held on 25th March 2019 and asked the Full Time Officers for an update. The Executive Committee discussed and decided who would be taking forward each matter as since the previous meeting held last year there has been a change of Full Time Officers and remits. The Full Time Officers will provide the Student Voice Team Leader with an update for each point by Wednesday 16th October 2019. **Action: Full Time Officers.**

2. **GCU Students' Association By-Laws Review**

The Student Voice Team Leader presented the revised By-Laws. It was explained that there were no substantial changes to the By-Laws but that the By-Laws have been updated based on changes through the Academic Rep Review during 2018/19 and current practice. The Student Voice Team Leader said that the proposed changes to the By-Laws had been sent to all the Student Voice Sub Committees for consultation. The Chief Executive and the Student Voice Team Leader presented the changes, as outlined within the paper, and explained the rationale behind the changes.

The Executive Committee welcomed the revised By-Laws changes. It was noted that the Student President would retain Policy Lead for GCU London and be added to the membership of GCU London Council. It was noted that the Students' Association does not represent student studying at GCNYC, that was described as GCU New York within the By-Laws.

The Executive Committee suggested that there was a further discussion on the purpose of the Mental Health Officer and Men's Health and Alliance Students' Officer and that this would be added to the next agenda for further discussion. **Action: Clerk.** It was also raised on whether there should be further criteria on who can be an ordinary member of Student Voice to improve diversity and that this would also be added to the next agenda for further discussion. **Action: Clerk.**

The Chair called for a meeting to approve the proposed changes to GCU Students' Association By-Laws. **Vote: For: 4; Against: 0; Abstention: 0.** The GCU Students' Association By-Laws Review was approved.

At 11.34am the Student Voice Team Leader left the meeting.

3. **Nightline Partnership Agreement**

The VP SHLS presented the annual Nightline Partnership Agreement between the University of Strathclyde Students' Association and Glasgow Caledonian University Students' Association saying that there had been one change in relation to the financial contribution and that this will be £1,000 per Students' Association. It was previously £1,300 per Students' Association. The Chair called for a meeting to approve the Nightline Partnership Agreement. **Vote: For: 4; Against: 0; Abstention: 0.** The Nightline Partnership Agreement between was approved.

4. **Funding for Radio Caley**

The VP SCEBE discussed a request from Radio Caley for additional funds to attend training in London. The Chief Executive explained that the Executive Committee is not a resourcing committee and that it could only approve campaign funding. It was suggested that Radio Caley engage with the Common Good Funding and they could undertake fundraising, such as through the sponsorship agreements with Re:Union Bar & Grill.

The VP SCEBE also raised feedback from Radio Caley about the use of digital music services. The Chief Executive noted the feedback.

5. **Previous Minutes**

For the previous minutes from 24th September 2019, it was pointed out that under point 4.15, Wear Red Day – Campaign Toolkit, that the date 4th November 2019 was not correct and should read 4th October 2019. Also, the spelling of the surname of the Student President was incorrect. The minutes would be amended. **Action: Clerk.** The Chair called for a vote to approve the minutes taken from the Executive Committee meeting held on 24th September 2019 pending the amendments. **Vote: For 4; Against: 0; Abstentions: 0.** The minutes from the Executive Committee meeting held on 24th September 2019 were approved.

6. **Matters Arising**

6.1 **Honorary Degrees - Call for Nominations**

The Student President responded on behalf of the Students' Association and nominated Lewis Capaldi (singer and songwriter) to the Honorary Degrees Committee. This matter is resolved.

6.2 **Honorary Degrees – Call for Nominations to members via social media**

A call for nominations did not go out to members via social media due to time constraints. However, a name was submitted to the Honorary Degrees Committee and therefore this matter is resolved.

6.3 **Revised Class Rep Role Description**

The VP GSBS was advised to speak to the Student Voice Team Leader and the Student Voice Co-ordinator in relation to the revised Class Rep Role Description to ask them what is happening with this, where it is at and how we can take this forward. **Action: VP GSBS.** This matter is ongoing.

6.4 **Team Objectives on Graduate Apprenticeships**

The Full Time Officers agreed that the thematic review on graduate apprenticeships will be one of their team objectives and will be included in the Team Objectives grid. It was noted that the Team Objective Grid was still to be completed. **Action: Full Time Officers.**

6.5 **Electronic Submission of MITS Blog**

It was noted that the University agreed to allow electronic submission of MITS and reverses its proposal on removing Retro MITS. It was agreed this was a campaign win that should be

communicated to students once implemented. This should be communicated as a blog.
Action: VP GSBS. Until implemented this matter is ongoing.

6.6 Full Time Officers Objectives Grid

The VP GSBS has still to forward his Individual Objectives Grid to the Chief Executive. **Action: VP GSBS.** This matter is ongoing.

6.7 NSS: Questions Explained

The Student President said that this matter is resolved.

6.8 Santander Funding Paper

The Full Time Officers have sent their paper to Santander and are awaiting a response. This matter is resolved.

6.9 GCU Academic Quality Policy and Practice Text

The VP GSBS confirmed that a section had been added to Programme Handbooks about the academic reps. He said that the text provided by the Students' Association had still to be added to the GCU Academic Quality Policy and Practice, as agreed by Senate in May 2019. The VP GSBS would work with the Department of Academic Quality and Development to ensure this is put in the Policy. **Action: VP GSBS.** This matter is ongoing.

6.10 Wear Red Day – Campaign Toolkit

The VP GSBS said that this matter is resolved as funding has been provided the Common Good Fund.

6.11 Common Good Fund Promotion

The VP SHLS said the Common Good Fund was promoted to all clubs. This matter is resolved.

6.12 Societies Council Logo Discussion

The VP SCEBE spoke with the Societies Co-ordinator to ensure that any creation or changes to the Societies Logo was outlined within the Societies Policy Document and the changes would be required to be approved by the Societies Council, Student Voice and Trustee Board. This matter is resolved.

6.13 Race Equality Working Group Paper added to agenda

The VP GSBS explained that he has since been informed that the Race Equality Working Group that the paper is confidential and cannot be shared. The VP GSBS said he would ask again if the Race Equality Working Group paper can be brought to the Executive Committee for their perusal only. **Action: VP GSBS.** This matter is ongoing.

6.14 Nightline Partnership Agreement to future Executive Committee

The VP SHLS brought the Nightline Partnership Agreement to Executive Committee for approval. This matter is resolved.

7. Life Memberships

There were no Life Memberships.

8. Full Time Officer Reports

The Chair agreed with the Executive Committee that the Full Time Officer reports would be discussed at the next meeting, due to time limitations.

9. **AOCB**

- 9.1 The VP GSBS discussed the monthly meetings scheduled with the Deputy Vice-Chancellor Strategy and the Deputy Vice-Chancellor Academic and whether the monthly meetings were still to go ahead due to the Chief Operating Officer being the new Executive Lead for the Students' Association. The Executive Committee discussed and felt that the monthly meetings with the Deputy Vice-Chancellor Strategy and the Deputy Vice-Chancellor Planning should continue as high level discussions about academic schools and the student learning experience were important.
- 9.2 The VP GSBS discussed a new online group GSBS Learning Teaching Student Experience Forum. The VP GSBS asked the other Full Time Officers if they attended one for their school. The VP SHLS said that she did but the VP SCEBE had not been made aware of this and said she would contact her school.
- 9.3 The VP GSBS discussed a multicultural event for Black History Month taking place at Strathclyde Students' Union and that an ex-colleague has been contacting GCU Students' Association contacts for this event. However, the VP GSBS said that he is organising events for Black History Month and will be contacting GCU Students' Association contacts for this event and raised concern about the use of our contacts. The VP GSBS was advised to contact his ex-colleague to say that we are looking to contact our contacts for Black History Month.

The meeting ended at 12.09pm.

Date of next meeting: Friday, 1st November 2019, from 1.00pm-3.00pm, in NH209.

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Friday 1st November 2019 at 1.00pm in room NH209.

Present:

Eilidh Fulton, Student President (Chair)

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

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

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

Apologies: None.

In Attendance:

David Carse, Chief Executive

Kathryn Collins, Executive Assistant (Clerk)

1. Impact of Universal Credit on students

The Student President discussed a letter being sent to that NUS Scotland are asking associations to sign and is being sent to the Secretary of State for Work and Pensions regarding the impact of Universal Credit on students. The Committee discussed the letter.

The Chair called for a vote to sign the letter to the Secretary of State for Work and Pensions.

Vote: For: 4, Against: 0. Abstention: 0. The Student President will sign the letter on behalf of GCU Students' Association.

2. Student Action Day

It was noted that NUS Scotland would not be holding a Zones Conference this year and instead will host the first Student Action Day on Thursday 5th December 2019 in Edinburgh and it is a free event. The Executive Committee discussed who would attend and the Student President said she would attend. The Clerk was asked to register the Student President for the Student Action Day and organise train travel to Edinburgh. **Action: Clerk.**

3. NUS UK Plan for Action

The NUS UK Plan for Action was noted.

4. Enhancement Led Institutional Review (ELIR) Reflective Analysis

A final draft of the GCU ELIR Reflective Analysis was presented to the Committee. It was noted that each Full Time Officer has been involved in reviewing the Reflective Analysis at different stages of its development through University and Students' Association committees. The Student President also wrote a foreword.

It was agreed that one final read of the Reflective Analysis by each Full Time Officer be read by 15 November 2019, as it would be useful in preparing for the ELIR Visit and any suggested changes provided to the Student President. **Action: Full Time Officers.**

5. Mental Health Officer and the Men's Health and Alliance Students' Officer

The Committee discussed whether there is a need for a Mental Health Officer and a Men's Health and Alliance Students' Officer. It was proposed instead having one person to be the Wellbeing Officer who has it within their remit to run a campaign on men's health and a campaign on mental health. The Executive Committee discussed and agreed that the change

would be taken to the next Student Voice. In the meantime, the VP SCEBE will consult with the Mental Health Officer and the Men's Health and Alliance Students' Officer and then bring back a proposal to the next Executive Committee meeting. **Action: VP SCEBE.** A paper will then follow to go to the next Student Voice.

7. **Diversity in Student Voice Ordinary Members**

The VP SCEBE discussed how the membership of student voice could be more representative of the diversity of the GCU student body. It was noted that in addition to the Liberation and Representation Officers that there were ordinary members for each academic school, to which one must be a level 1 [UG] student. As the ordinary members are elected it was difficult to establish how this could be taken forward, as the data held on each student on informed their gender and international status. It was discussed running an inclusivity recruitment campaign in future years.

8. **360 Development Reviews**

The Committee noted the guidance and timescales for the Full Time Officer 360o Development Review that would be conducted by Blackshaw Management. Each Full Time Officer identified proposed respondents. **Action: Full Time Officers.** The Development Review feedback would take place on 13th January 2020.

9. **Previous Minutes**

The Chair called for a vote to approve the minutes taken from the Executive Committee meeting held on Tuesday 8th October 2019. **Vote: For 4; Against: 0; Abstentions: 0.** The minutes from the Executive Committee meeting held on Tuesday 8th October 2019 were approved.

10. **Matters Arising from meeting on 8th October 2019**

10.1 **Student Voice Matters Arising Update**

The Full Time Officers provided the Student Voice Team Leader with an update for each matters arising point by Wednesday 16th October 2019. This matter is resolved.

10.2 **Mental Health Officer and the Men's Health and Alliance Students' Officer**

The Clerk added this matter to the agenda for discussion. This matter is resolved.

10.3 **Ordinary Member of Student Voice (improve diversity)**

The Clerk added this matter to the agenda for discussion. This matter is resolved.

10.4 **Previous Minutes (24th September 2019)**

The pervious minutes were amended as requested. This matter is resolved.

10.5 **Revised Class Rep Role Description**

The Students' Association consulted with GCU Academic Quality on the revised Class Rep Role Description. This matter is resolved.

10.6 **Team Objectives on Graduate Apprenticeships**

The Team Objective Grid was completed. This matter is resolved.

10.7 **Electronic Submission of MITS Blog**

It was agreed this was a campaign win that should be communicated to students once implemented. This should be communicated as a blog (until implemented this matter is ongoing). This matter is ongoing. **Action: VP GSBS.**

10.8 **Full Time Officers Objectives Grid**

The VP GSBS has sent his Individual Objectives Grid to the Chief Executive. This matter is resolved.

10.9 **GCU Academic Quality Policy and Practice Text**

The VP GSBS said the revised GCU Academic Quality Policy and Practice has not yet been through the GCU committee structure for approval. This matter is ongoing. **Action: VP GSBS.**

10.10 **Race Equality Working Group Paper added to agenda**

The VP GSBS did not add the Race Equality Working Group to the agenda as it is confidential. However, the VP GSBS said he would get back in touch to ask again if the paper could be made available for the Executive Committee only. This matter is ongoing. **Action: VP GSBS.**

11. **Life Membership**

Two Life Membership applications were received from Susan Sutherland and Imene Mitchie. The Chair called for a vote to approve the two submitted Life Membership Forms. **Vote: For: 4, Against: 0. Abstention: 0.**

12. **Full Time Officer Reports (Verbal)**

As Student Voice was held on Monday 28th October 2019 and reports were provided by the Full Time Officers the Student President asked for any updates since their reports were submitted.

Student President

- Attended the Sir Alex Ferguson Library opening and met Sir Alex Ferguson.
- Held Coffee on Campus and engaged with 20 students.
- All the Full Time Officers met the new Executive Board lead – Susan Mitchell, Chief Operating Officer.
- All the Full Time Officer Individual and Team Objectives were passed at Student Voice.

VP SCEBE

- Ask the Officer online statistics have been very good.
- Attended the Sir Alex Ferguson Library opening and met Sir Alex Ferguson.
- Santander funding received for the Full Time Officers Team Objective.
- Dragons Den Panel met and all the money was allocated.
- Attended the Sir Alex Ferguson Library opening and met Sir Alex Ferguson.
- Attended Coffee on Campus.

VP SHLS

- Freshers Week Debrief meeting held with recommendations for next year.
- SHLS Open Morning event was held this morning and went well.
- Attended the Sir Alex Ferguson Library opening and met Sir Alex Ferguson.
- Attended Coffee on Campus.

VP GSBS

- Attended Emergency Climate Working Group.
- Attended the Sir Alex Ferguson Library opening and met Sir Alex Ferguson.
- Attended Coffee on Campus.

13. **Any Other Business**

- 13.1 The Executive Committee said they are aware that the Campus Trade Unions are currently balloting on industrial action and they are having further conversations with the University and the Campus Trade Unions. The Full Time Officers discussed the stance they would take to show solidarity with the Campus Trade Unions and colleagues which could involve being part of the picket line. The Executive Committee spoke about doing a statement on agreeing with their colleagues for taking action and joining them.
- 13.2 The VP GSBS talked about the Climate Emergency Working Group which want to work with students and be independent from the University. The VP GSBS said that the Climate Emergency Working Group are distinctly different from the GCU Extinction Rebellion (Society) and see themselves as an ethical and environmental group. The Executive Committee suggested asking the Student Voice Team Leader, who clerks the Ethical and Environmental Group, along to any further conversations.
- 13.3 The VP GSBS and the VP SCEBE discussed room NH205, on level 2, within the Students' Association building, which is currently the designated Gender and Sexuality Safe Space. The space is also used by the LGBT+ and the Women's Liberation Group as a base. The VP SCEBE discussed using NH205 as a quiet space and digital detox zone. The VP GSBS discussed having NH205 as a more inclusive space so that all the liberation groups can use it as well as a quiet space. The Clerk was asked to schedule a separate meeting with the VP GSBS, the VP SCEBE and the Chief Executive to talk further about the usage of NH205 and to come to a conclusion.
Action: Clerk.

The meeting ended at 3pm.

Date of next meeting: Tuesday, 19th November 2019, from 10-12pm, in NH209.

EXTRAORDINARY EXECUTIVE COMMITTEE MEETING

Minutes of the Extraordinary Executive Committee meeting held on Thursday 14th November 2019 at 4.00pm in room NH210.

Present:

Eilidh Fulton, Student President (Chair)

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

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

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

Apologies:

None.

In Attendance:

David Carse, Chief Executive

Sara MacLean, Student Voice Team Leader

Kathryn Collins, Executive Assistant (Clerk)

1. UCU Industrial Action

Following a meeting held between the Vice President SCEBE and members of the University and Colleges Unions (UCU) at GCU on 11th November 2019, the Chair presented to the Committee a statement of support for the UCU industrial action, which includes a strike and action short of a strike.

The Committee discussed the proposed statement and suggested some amendments. The Chair called for a vote to approve the Statement to GCU students, our members, on UCU Industrial Action. **Vote: For: 4; Against: 0; Amendments: 0.** The statement was approved. It was confirmed that the statement would be sent to the UCU Trade Union, University and be made available on the Students' Association website and social media on Friday 15th November 2019. **Action: Student President.**

The Committee discussed supporting the first day of strike action by attending the picket lines on Monday 24th November 2019 to show their support and to provide tea and coffee. It was confirmed that campus would remain open throughout the industrial action.

The Committee discussed the impact of the industrial action on students' assessments and exams and agreed to lobby the University to ensure students are not examined on topics which are not covered due to lectures or seminars being cancelled. Additionally, asking the University to change assessment deadlines set during the period of industrial action, where striking lecturers may be uncontactable.

The Committee agreed that they would not support any strategy by UCU that would have a negative impact on graduations. The VP GSBS and the VP SCEBE will speak to UCU prior to the strike action in relation to any disruption that could affect the graduations. **Action: VP GSBS and VP SCEBE.**

The Statement to GCU students, our members on UCU Industrial Action will go to the next Student Voice meeting for discussion. **Action: Clerk.**

The meeting ended at 4.26pm.

EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Tuesday 19th November 2019 at 10.00am in room NH209.

Present:

Eilidh Fulton, Student President (Chair)

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

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

Bethany Stevenson, Vice President School of Health and Life Sciences (VP SHLS) (arrived at 10.13am)

Apologies: None.

In Attendance:

David Carse, Chief Executive

Sara MacLean, Student Voice Team Leader (point 7)

Kathryn Collins, Executive Assistant (Clerk)

The Committee agreed with the Chair to move agenda item 2, Organ Donation Law and agenda item 3, Scotland Colleges Community further down the agenda until the VP SHLS arrived at the meeting.

1. **Assessment Regulations Subcommittee (ARSC) 2019-20 Papers**

The VP GSBS presented two papers from the ARSC which included Early Exam Resit Analysis: Student Outcomes 2018-19 and the Summary Paper for Assessment Working Group Task & Finish Group - Outward exchange/study abroad. The Executive Committee noted the findings of both papers and discussed the results and key points.

The VP SHLS arrived at 10.13am.

2. **Organ Donation**

The Chair discussed an email she received from Kidney Research UK regarding the Organ Donation Law which will be changing in Scotland by August 2020 (opt-out) and who are looking to plan events with University students within a lecture or auditorium setting where they could have a short talk discussing the change of law and answer any questions or queries any of the students may have. The VP SHLS said that she would take this forward. **Action: VP SHLS.**

3. **Scotland Colleges Community**

The Chair discussed an email she received from the Student President of Forth Valley College regarding him wishing to interact with other colleges and universities around Scotland and starting up a community between colleges and universities outside of the standard clubs and societies. Where students can have competitions, socialize, and get to know others outside of their institutions. The Executive discussed and suggested that the Chair contact the Student President, at Forth Valley College, to suggest getting their academic reps involved in sparqs and to attend the NUS Student Day of Action. Also, for the Student President to suggest contacting the Student President of Stirling Students' Association, which may have articulate routes for Forth Valley College students. **Action: Student President.**

4. **London Societies Policy**

The Chair discussed a copy of the new London Societies Policy following recommendations from London Council. The Executive Committee discussed the London Societies Policy and

suggested not having a separate policy for London but to amend the current Societies Policy to include London Societies and to have a couple of awards for London built into the Policy. The Chair said she would take this point forward. **Action: Student President.**

5. **ELIR – Advance Information Set – UK Quality Code Mapping**

The Chief Executive said that in addition to the reflective analysis, the University has a mapping document for the new Quality Code and are asking to be advised on where they think there have been any errors or if any important details have been missed. The Executive Committee discussed and agreed with the feedback and suggestions noted by the Chief Executive which will be forwarded on to the University today. **Action: Chief Executive.**

6. **Enhancement-led Internal Subject Review (ELISR)**

The VP GSBS raised concern about the dates in diaries for the Full Time Officers Enhancement-led Internal Subject Review (ELIS). From discussion, it was noted that this was not a process issue but more of a communications issues and therefore is not required to be discussed at the Executive Committee.

The Student Voice Team Leader joined the meeting at 10.38am.

7. **Student Voice Papers**

The Student Voice Team Leader talked through the agenda and papers for the next Student Voice meeting scheduled for Monday 25th November 2019. The Chair said that Danny Gallacher, University Court Governor, will be attending Student Voice on 25th November 2019. The Executive Committee agreed that a representative from UCU Trade Union should be invited to talk to Student Voice to explain about the industrial action. The VP GSBS said that he as he was the remit lead for the Campus Trade Unions he would speak to the UCU representative. **Action: VP GSBS.** Banded Grading will be added the agenda as an area for discussion and the VP GSBS will speak to Student Voice members. **Action: VP GSBS.**

The Student Voice Team Leader left the meeting at 11.05am.

8. **Previous Minutes**

The Chair called for a vote to approve the minutes taken from the Executive Committee meeting held on Friday, 1st November 2019. **Vote: For 4; Against: 0; Abstentions: 0.** The minutes from the Executive Committee meeting held on Friday 1st November 2019 were approved.

The Chair called for a vote to approve the minutes taken from the Executive Committee meeting held on Thursday 14th November 2019. **Vote: For 4; Against: 0; Abstentions: 0.** The minutes from the Executive Committee meeting held on Thursday 14th November 2019. were approved.

9. **Matters Arising**

From meeting held on 1st November 2019

9.1 **NUS Student Action Day**

The Clerk registered the Student President for the NUS Student Action Day on 5th December 2019 and organised travel to the venue. This matter is resolved. The Student President added that she has a ELISR scheduled for this date if another Full Time Officer can attend. The VP SCEBE will attend in place of the Student President at the NUS Student Action Day.

- 9.2 **ELIR Reflective Analysis**
The Full Time Officers agreed to have a day together where they read, prep and discuss for the ELIR visit. This matter is ongoing. **Action: Full Time Officers.**
- 9.3 **Wellbeing Officer Proposal**
The VP SCEBE has contacted the Mental Health Officer and is awaiting a reply. The VP SCEBE has still to speak to the Men's Health and Alliance Students' Officer. This matter is ongoing. **Action: VP SCEBE.**
- 9.4 **360 Development Reviews**
The Full Time Officers have forwarded the Chief Executive their contact sheet. This matter is resolved.
- 9.5 **Electronic Submission of MITS Blog**
It was agreed this was a campaign win that should be communicated to students once implemented. This should be communicated as a blog (until implemented this matter is ongoing). This matter is ongoing. **Action: VP GSBS.**
- 9.6 **GCU Academic Quality Policy and Practice Text**
The GCU Academic Quality Policy and Practice Text has been added. This matter is resolved.
- 9.7 **Race Equality Working Group Paper**
The VP GSBS will follow up with the Equality and Diversity Advisor. This matter is ongoing. **Action: VP GSBS.**
- 9.8 **Meeting to discuss the usage of room NH205**
A meeting is scheduled today for the VP SCEBE and the VP GSBS to meet with the Chief Executive. This matter is resolved.
- From meeting held on 14th November 2019**
- 9.9 **UCU Industrial Action Statement**
The statement was sent to the UCU Trade Union, University and made available on the Students' Association website and social media on Friday 15th November 2019. This matter is resolved.
- 9.10 **UCU Industrial Action – Graduations**
The VP GSBS and the VP SCEBE have spoken to UCU in relation to any disruption that could affect the graduations during the strike action. This matter is resolved.
- 9.11 **UCU Industrial Action Statement – to next Student Voice**
UCU Industrial Action has been added to the agenda for the next Student Voice on 25th November. This matter is resolved.
10. **Life Membership**
A Life Membership application was received from Ella Peters. The Chair called for a vote to approve the submitted Life Membership form from Ella Peters. **Vote: For 4; Against: 0; Abstentions: 0.**

11. **AOCB**

- 11.1 The Chair discussed an email she has received from the President of Dundee University Students' Association and the President of St Andrews University Students' Association, in relation to the recent fire at student accommodation affecting University of Bolton students. The President of Dundee University Students' Association and the President of St Andrews University Students' Association are writing to the Scottish Government asking them to carry out a review to ensure all student accommodation is safe. The Chair asked if the Full Time Officers wished to add GCU Students' Association to the letter being sent to the Scottish Government and signed by student presidents at many colleges and universities. The Executive Committee discussed and agreed that Student President from GCU Students' Association should sign the letter.
- 11.2 The VP SCEBE said that she wished to undertake the Santa Sack Challenge this year and asked the Executive Committee if they wished to get involved. The Executive Committee said they supported the VP SCEBE taking on the challenge. The VP SCEBE said she would start the process to get involved in the Santa Sack Challenge.

The meeting ended at 11.29am.

Date of next meeting: Tuesday, 3rd December 2019, from 10-12pm, in NH209.