

## EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Tuesday, 11<sup>th</sup> 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 14<sup>th</sup> 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 14<sup>th</sup> 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 13<sup>th</sup> June and the VP SCEBE will be attending this meeting. The next Student Engagement Framework meeting is scheduled for Thursday 20<sup>th</sup> June 2019 and the Full Time Officers said they would request for this meeting to be moved to the afternoon of 17<sup>th</sup> 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, 10<sup>th</sup> July 2019, from 10-12pm, in NH209.***

## **EXECUTIVE COMMITTEE MEETING**

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

### **Members:**

Eilidh Flton, 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 11<sup>th</sup> June 2019. **Vote: For 3; Against: 0; Abstentions: 0.** The minutes from the Executive Committee meeting held on 11<sup>th</sup> June 2019 were approved.

The Chair called for a vote to approve the minutes taken from the Executive Committee meeting held on 28<sup>th</sup> May 2019. **Vote: For 1; Against: 0; Abstentions: 0.** The minutes from the Executive Committee meeting held on 28<sup>th</sup> 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**

*11<sup>th</sup> 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 14<sup>th</sup> 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.**

*28<sup>th</sup> 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, 2<sup>nd</sup> August 2019, from 2pm-4pm, in NH209.***

## EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Friday, 2<sup>nd</sup> August 2019, at 2.00pm, 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:

### 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 1<sup>st</sup>, 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, 27<sup>th</sup> August 2019, from 10-12pm, in NH209.***

## EXECUTIVE COMMITTEE MEETING

Minutes of the Executive Committee meeting held on Tuesday, 27<sup>th</sup> August 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:

### 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 20<sup>th</sup> 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 20<sup>th</sup> 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 10<sup>th</sup> 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 10<sup>th</sup> 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 28<sup>th</sup> 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, 10<sup>th</sup> September 2019, from 10-12pm, in NH209.***