**London Council Trimester A (1) 2023**

**Date**: Thursday 23rd November 2023

**Time**: 4pm – 5pm

**Location**: GCU London Campus, Room 1.13 and MS Teams

**Chair**: Ellie Neilson

**Secretary** **and note** **taker**: Ellie Neilson

**Attendees**: Aarushi Kalra [AK] (London Officer), Chidozie Nwaigwe [CN] (Student President), Ellie Neilson [EN] (Student Engagement Coordinator), Alice Putter [AP] (Student Belonging Coordinator), London Class Reps (see table below)

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| Lynda Mbelede [LM] | Public Health, Feb 2023 |
| Abdulrahman Olaonipekun [AO] | Global Masters of Business Administration (MBA), Feb 2023 |
| Shinduja Rajendran [SJ] | Global Masters In Business Administration, Oct 2023 |
| WuraolaIslamiat Adegbola [WA] | International Management & Business Development, Oct 2023 |
| Mohammed Farouk [MF] | International Management & Business Development, Oct 2023 |
| Dianne Furtardo [DF] | MBA Luxury Brand Management, Jan 2023 |
| Sanaya Gandhi [SG] | Luxury Brand Management, Oct 2023 |
| Ankita Rao [AR] | Luxury Brand Management, Oct 2023 |
| Aradhana Srivastava [AS] | International Banking & Finance, Oct 2023 |

**Apologies**: London Class Reps (see table below)

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| Kapil Mavani [KM] | Global Masters In Business Administration, Oct 2023 |
| Charunika Arambegedara [CA] | Environmental Management, Oct 2023 |
| Chloe Murphy [CM] | Luxury Marketing, Jan 2023 |

**Agenda:**

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| **Number** | **Item** | **Lead** |
| 1 | Previous minutes and actions  | EN and AP |
| 2 | Update from London Officer  | AK |
| 3 | Update from Student President  | CN |
| 4 | Update from Research Representative | AJO |
| 5 | Student feedback * 5.1 learning resources & facilities
* 5.2 assessment & feedback
* 5.3 academic support & guidance
* 5.4 campus, community, and belonging
* 5.5 any other business
 | EN/class reps |
| 6 | AOB | EN |
| 7 | Meeting concluded  | EN |
| 8 | Next meeting, Thursday 14th December 2023 | EN |

1. Previous minutes and actions [EN and AP]

AP promises to raise with Ana and Tim and tell CM and SH what has been done. Ask Tim or Ana to see what Akensi is teaching, and to sit in on a lesson to see the concerns of his students. *AP: No Response so far.*

AP to ask Nasiba/Nuruz/Arina about why September starters have to be in London over summer. *AP: No response so far.*

AP to talk to ME (Learning Technologist), and NZ (Campus Admin) about why grades have not been uploaded. *AP: There was a delay but they have now been uploaded.*

AP to raise lack of London specific vacancies with SR (Careers). *AP: There is an option on the newsletter to select comms about London specific vacancies.*

AP to work with other SU Contacts in London to organise networking/socialising events for GCU Students. *Events programme has started for 23/24 and AK will plan with AP to enhance this.*

2. Update from London Officer [AK]

* Enhancing Mental Health: Focusing on the well-being of students and staff, providing support, resources, and awareness campaigns to promote mental health.
* Amplifying Student Voices: Creating channels for students to voice their concerns, ideas, and feedback, ensuring their opinions are heard and valued.
* Promoting Diversity, Inclusion, and Equity (DIE): Working towards a more diverse and inclusive campus environment, with initiatives that celebrate different backgrounds and perspectives.
* Strengthening Engagement: Encouraging active participation in campus activities, clubs, and societies, fostering a sense of belonging and community.
* Community Building: Promoting connections among students, faculty, and staff, organizing events, workshops, and forums that encourage interaction and collaboration.
* Creating Societies for Like-Minded People: Establishing clubs and societies where individuals with common interests can come together and pursue their passions.

Class rep: timetabling issues flagged for Tri2 (this was also raised at their SSCG).

AK: students are still concerned about their fee status when they think all payments have gone through; they are also unsure on when to pay next instalments. ACTION: CN to investigate why students are being told they have payments due when this is not the case.

3. Update from Student President [CN]

London students were concerned they had to attend their graduation in Glasgow. CN has followed up and London students will now have this in London.

Director of London will be at the next London Council and there will be food and drink.

MS Teams groups have been set up for class reps on their campus/schools. They can reach out to their Officers on there and Officers can give updates as well.

FTO team objective is cost of living crisis. Funding has been secured for a Glasgow student food pantry; this is being looked into for London as well. Winter Warmer campaign for London is underway already.

More space has been acquired the London campus meaning more space for the Students’ Association; this means more space for privacy during conversations.

Fit to Sit: there are issues with submitting Fit to Sit requests over the weekend so looking into making the policy state ‘2 working days’.

AI policy: looking at ways to encourage students to use AI for assessments in a positive way rather than for ‘cheating’. Students will be getting comms from the uni about this.

4. Update from Research Representative [AJO]

AJO not present to give update.

5. Student feedback [London Class Reps]

5.1

Class rep: cannot access certain online journals via the library and end up having to contact external companies to do so. AK has already flagged this and been shown there is a way to access them. ACTION: AK to follow up with library to request training sessions on access online journals and to include them on student timetables.

5.2

Class rep: incorrect comms was sent saying a deadline was later than it actually was. It was initially due the day after feedback was given, but students were then told it was the week after by an automated message. Tutors then stated the original deadline was still in place (the day it was due) and students panicked. ACTION: EN to contact professional services about ensuring students are not sent automated messages with incorrect deadlines.

AK: peer review during group work issues as some people do not do any work in group work. Suggestion from students: assigned group leaders to give tutors a ‘review’ for each persons’ participation in the group. To avoid personal issues getting involved, the whole group could be consulted on others’ contributions; individuals from the group could do their own reviews. ACTION: AK to raise the suggestion of group leaders/ group members giving reviews of peers’ participation with Tim Jackson.

5.3

Covered elsewhere.

5.4

AK: create societies, movie days, and swap shop (for sustainability as well).

ACTION: AP to email students asking what societies they would like to see, e.g. music, cultural, anime, harry potter, and niche interests.

EN asked what days would work for students? Class reps: Thursday and Friday, but run events over both days, i.e. run them twice so everyone can attend.

CN suggested festival of cultures/cuisine.

AK: give incentives to be organise/take part in societies, e.g. certificate.

Class rep suggestions for events: trivia nights, debates, presentations on their passion (this could be interuniversity to connect London students as well).

Class rep suggestion for student workshops: fitness, photography, music, dance, Zumba, Bollywood, public speaking, etc.

6. AOB [EN]

Class rep: a student wasn’t allowed to sit their test as they were denied access to the campus because they didn’t have their student ID. Class rep requested there be another way of verifying students to allow them access to the building. Another class rep agrees with this and says this has happened to a peer of theirs as well. CD said the reason is for fire safety but this is still a big issue, especially with exam access. ACTION: CD to look into finding other ways to allow students onto campus other than the use of their student ID.

Class rep: students are unable to find information showing their attendance. And some students’ swipes do not log them as having attended. ACTION: EN will raise the issue of students not being able to view their attendance/there attendance not being recorded with professional services.

ACTION: AP to ask Karl Henry about AK having access to London Officer email address.

ACTION: AP to send AK complaints link for students to use.

7. Meeting concluded [EN]

8. Next meeting, Thursday 14th December 2023 [EN]

**Actions:**

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| Item no. | Action | Owner |
| 2 (231123) | CN to investigate why students are being told they have payments due when this is not the case. | Chidozie Nwaigwe |
| 5 (231123) | AK to follow up with library to request training sessions on access online journals and to include them on student timetables. | Aarushi Kalra |
| 5 (231123) | EN to contact professional services about ensuring students are not sent automated messages with incorrect deadlines. | Ellie Neilson |
| 5 (231123) | AK to raise the suggestion of group leaders/ group members giving reviews of peers’ participation with Tim Jackson.  | Aarushi Kalra |
| 5 (231123) | AP to email students asking what societies they would like to see, e.g. music, cultural, anime, harry potter, and niche interests. | Alice Putter |
| 6 (231123) | CD to look into finding other ways to allow students onto campus other than the use of their student ID. | Chidozie Nwaigwe |
| 6 (231123) | EN will raise the issue of students not being able to view their attendance/there attendance not being recorded with professional services. | Ellie Neilson |
| 6 (231123) | AP to ask Karl Henry about AK having access to London Officer email address. | Alice Putter |
| 6 (231123) | AP to send AK complaints link for students to use. | Alice Putter |