**London Council Trimester B (1) 2024**

**Date**: Thursday 7th March 2024

**Time**: 4pm – 5pm

**Location**: GCU London Campus, Valance Road: V-08, and MS Teams

**Chair**: Ellie Neilson / Aarushi Kalra

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

**Attendees**: Aarushi Kalra [AK] (London Officer), Ademola Joel Osho [AJO] (Research Representative), Solomon Ajala [SA] (VP GSBS), Peter Jones [PJ] (Director of London), Ellie Neilson [EN] (Student Engagement Coordinator), Alice Putter [AP] (Student Belonging Coordinator), London Class Reps (see table below)

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| --- | --- | --- |
| Ogonna | David | Environmental Management |
| Eileen | Martin | International Management & Business Development |
| Kapil | Mavani | Global Masters of Business Administration (MBA) |
| Shinduja | Rajendran | Global Masters of Business Administration (MBA) |
| Lynda | Mbelede | Masters In Public Health (MPH) |
| Mohammed | Farouk | International Management & Business Development |
| Folesade | Lyanda | Fashion & Lifestyle Marketing |
| Aradhana | Srivastava | International Banking & Finance |
| Jyothi | Vishwanath | International Banking & Finance |

**Apologies**: Chidozie Nwaigwe [CN] (Student President), Wilfred Obi [WO] (VP SCEBE), Jennifer Abali [JA] (VP SHLS), London Class Reps (see table below)

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| Chloe | Murphy | Luxury Marketing |
| Ankita | Rao | Luxury Brand Management |

**Agenda:**

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| **Number** | **Item** | **Lead** |
| 1 | Previous minutes and actions | EN |
| 2 | Update from London Officer | AK |
| 3 | Update from Full Time Officers | CN, WO, SA, JA |
| 4 | Update from Research Representative | AJO |
| 5 | Update from Director of London   * Active Blended Learning Delivery | PJ |
| 6 | Student signup to SA events | AP |
| 7 | Student feedback   * 7.1 learning resources & facilities * 7.2 assessment & feedback * 7.3 academic support & guidance * 7.4 campus, community, and belonging * 7.5 any other business | AK/EN/Class Reps |
| 8 | AOB | AK/EN |
| 9 | Meeting concluded | EN |

1. Previous minutes and actions [EN]

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| **Item no.** | **Action** | **Update** |
| 1 (141223) | Reps to send screenshot of the automated message for EN to pass onto professional services. | EN did not receive this. |
| 1 (141223) | AK to get student volunteer (Kumar) to promote the complaints process if needed. | n/a |
| 2 (141223) | EN to invite AK to facilities meeting with TF where AK can raise this further. | TF has not been in contact; EN will update when more details follow. |
| 3 (141223) | Reps to send issue about prelegal finance notices to PJ and EN; both to raise with finance. | This has been raised and no more issues seem to be being reported to AK. |
| 3 (141223) | EN to raise the issue of delayed responses with finance when contacting them about the prelegal notices. | EN has been in email chain with AK and finance; students have been getting responses and are now able to proceed with payment plans. |
| 3 (141223) | AK to provide more detail about TurnitIn resubmission issues with PJ. PJ to raise this with staff. | AK raised this with PJ. PJ has followed up with programme leaders. |
| 5 (141223) | Reps to promote the module evaluations and international barometer. | n/a |
| 5 (141223) | PJ to discuss closing feedback loop in next London Council meeting. | n/a |

2. Update from London Officer [AK]

AK asked if it’s possible to have a London Student Pantry as London students are heavily affected by the Cost of Living Crisis.

AK and PJ have previously discussed London students travelling up to Glasgow.

ACTION: EN to discuss with the Students’ Association about planning a trip to Glasgow for London students.

Students are now having meetings with the London Learning Development Centre (LLDC) if they have any issues or questions about their learning.

PJ has raised the TurnitIn issue with programme leaders and multiple submissions are now allowed.

3. Update from Full Time Officers [SA]

Commended PJ and team for doing a great job.

Student Pantry in Glasgow is up and running and hoping to start this with London campus. Winter Warmer has stopped in Glasgow but is still running in London.

SA and WO will be on London campus beginning of April; they will be in person at the next London Council.

FTO Elections closing at 5pm today; Wilfred is running again.

Current FTOs and academic reps met with school governors to discuss issues affecting students.

Next Academic Rep Gathering is in two weeks; SA asked EN if there are plans for London reps to join. Currently not as it is an in person gathering;

ACTION: SA to discuss with Academic Rep Coordinator if there can be an online option for London reps at Academic Rep Gathering.

ACTION: EN to see if it’s possible to fund a trip for London reps to attend Academic Rep Gathering in person.

FTOs meet with the Exec Board so the Gathering is a good place to pass on info reps want shared with Exec Board.

4. Update from Research Representative [AJO]

Fashion Street, Room 2.5 has been allocated to research students and people are using the space; AJO spent time in the space and saw that it was well used by 4/5 students.

Research students are waiting for conference payments to be expensed, AJO has followed up with Samuel Luton who is investigating. PJ stated that conferences should be requested and booked through the university so students do not have to pay themselves; there is a BTI form for this and students/supervisors will have this.

ACTION: AJO to feedback to PGR students that they should use the BTI form when wanting to book conferences.

Room 2.5 is supporting the collaboration of work between PGR students.

5. Update from Director of London [PJ]

Vallance Road is now open; feedback is positive although tech issues are occurring e.g. projectors not working. Swipe gates will be activated in Tri C / Tri A.

Funding is planned for renovating Fashion Street.

New library is open. Study Skills is taught there and the LLDC is now there; a space to have focused work. May need to promote this space more.

Two new programmes: MSc Computer Science and MSc Software Engineering with Cloud Computing, also developing six other new programmes.

Students with professional practice routes will have 200 hours of placement; new staff member to lead on placements and facilitate the process by liaising with students and employers.

Active blended learning update: teaching moved online during COVID and London has kept online learning in the form of one hour/week online lectures, and recorded lectures so they can be returned to at a later date. However, programmes in Glasgow do not always conform to this so London students doing Glasgow programmes do not have the same online learning benefits as their peers on the London campus. This discrepancy has been raised with the Education Committee, Pro Vice Chancellor for Education, and programme leaders so a more unified approach can happen for these programmes.

6. Student signup to SA events [AP]

462 students signed up to SA events in Trimester A. 317 of these attended (67%).

AP suggested that a small deposit fee could be added to paid ticketed events, that students will get back if they show up to the event. This would aim to avoid no shows and paid tickets being ‘wasted’.

Reps were all in agreement of this proposal.

Rep suggested having an info stall where students can find out what locations do student discount.

Students have suggested a sustainability hub on campus e.g. students can swap items for donated items; EN has a contact who has opened a Community Hub that has this and a saved food waste donation pick up that students can access.

ACTION: EN to pass on Hallam Students’ Union Community Hub details to AP.

ACTION: AP and PJ to discuss possible location for sustainability hub on campus.

Rep stated that there is a need for events to be tailored around more diverse demographics other than the GCU London’s typical; they have been asked to give suggestions of things they would like to see from the SA.

7. Student feedback [AK/EN/London Class Reps]

7.1 learning resources & facilities

AK stated that the LLDC’s resources and sessions have been really helpful.

7.2 assessment & feedback

Rep stated that staff are excellent at helping them prepare for assessments, and it may be students who are not preparing themselves for assessments.

7.3 academic support & guidance

Rep raised that GCU Learn is difficult to navigate when accessing online lectures as there is an ‘empty’ room where the session is not being held, but students think that is where they need to be so miss the session. There needs to be a more unified approach to how online sessions are set up on GCU Learn.

ACTION: PJ to go back to programme leaders and discuss how online lectures are set up on GCU Learn, to ensure it is obvious for students which online room to join.

7.4 campus, community, and belonging

[Covered in Item 6]

7.5 any other business

Rep (for Fashion and Lifestyle Marketing) raised concerns with the need for group work in Tri B research methodology module; suggested that as their research project takes place in Tri C, it would be useful to use their research methodology module in Tri B to prepare for this.

PJ: Research methods modules and dissertation modules are being reviewed and it seems logical for these to align.

ACTION: PJ to feedback during module reviews that it would be useful for research modules to lead into and be applicable for future dissertation modules.

Another rep supported this as group work has resulted in more work for her due to lack of effort from teammates.

PJ: Group work is going to be inevitable in the future so this is implemented in programmes to prepare students on how to deal with difficult situations. There can be a way for staff to find out how much work was completed by each member of a group; could design group work so that each member has a different focus within one project.

Rep (for Fashion and Lifestyle Marketing) stated that submission dates for certain modules could be pushed forward.

PJ: Assessment diet is being looked into but we need to be cautious of altering submission dates as this would not be fair on students who have prepared their work on time.

Rep asked if Vallance Road rooms could be used to film for projects; yes they can.

Rep raised that students often compare the provisions on Glasgow campus to that on London campus; SA has already mentioned that the Student Pantry may be introduced in London. Also asked if career building sessions could be provided for London students; London careers services staff member, Sandra, is running these already so awareness need to be spread about her sessions.

ACTION: EN to send London careers services staff member details to reps. Class reps to pass this onto peers.

Rep raised student issue that they wanted to change to the Glasgow programme; this depends when they started their programme and will need to wait for a response from the university.

8. AOB [AK/EN]

AP stated that there is an International Women’s Day talk taking place, run by the SA, where AP and a rep on the call will be talking. AP asked reps to let their peers know of this and buy a free ticket through the SA website.

PJ raised that there will be a new intake of students in Tri C due to visa issues; they will re-join their cohort in Tri A once they are caught up with content.

Rep (for Fashion and Lifestyle Marketing) stated that she is running a fashion show and if there are any people who would be willing to help, please contact AP. Posters about this fashion show could be displayed as students do not always check their emails.

ACTION: Reps to tell peers that there is a fashion show being run by fellow students and that they can contact AP for more information.

ACTION: AP to look into getting posters to promote the fashion show.

9. Meeting concluded [EN]

**Actions:**

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| Item no. | Action | Owner |
| 2 (070324) | EN to discuss with the Students’ Association about planning a trip to Glasgow for London students. | EN |
| 3 (070324) | SA to discuss with Academic Rep Coordinator if there can be an online option for London reps at Academic Rep Gathering. | SA |
| 3 (070324) | EN to see if it’s possible to fund a trip for London reps to attend Academic Rep Gathering in person. | EN |
| 4 (070324) | AJO to feedback to PGR students that they should use the BTI form when wanting to book conferences. | AJO |
| 6 (070324) | EN to pass on Hallam Students’ Union Community Hub details to AP. | EN |
| 6 (070324) | AP and PJ to discuss possible location for sustainability hub on campus. | AP and PJ |
| 7 (070324) | PJ to go back to programme leaders and discuss how online lectures are set up on GCU Learn, to ensure it is obvious for students which online room to join. | PJ |
| 7 (070324) | PJ to feedback to the module reviews that it would be useful for research modules to lead into and be applicable for future dissertation modules. | PJ |
| 7 (070324) | EN to send London careers services staff member details to reps.  Class reps to pass this onto peers. | EN  Class reps |
| 8 (070324) | Reps to tell peers that there is a fashion show being run by fellow students and that they can contact AP for more information. | Class reps |
| 8 (070324) | AP to look into getting posters to promote the fashion show. | AP |