

Minutes of the 1st Caledonian Student Voice of session 2016/17

Meeting held on Monday, 17 October 2016, in NH208, at 5pm.

1. **Sign In:**

Present:

Philip Coupe (PC, Chair); Lauren Ramage (SP); Chris Daisley (VP SEBE); Jodie Waite (VP GSBS); Kevin Campbell (VP SHLS); Neil Alexander (NA); Romina Arefin (RA); Jeff Barclay (JB); Niall Christie (NC); Linda Cupples (LC); Emma Duncan (ED); Tamar Everson (TE); Caroline Fleeting (CF); David Hendry (DH); Maja Jorgensen (MJ); Bolutife Oyemomi (BO); Amir Shafiq (AS); Rachel Simpson (RS); Adam Stewart (AS); Kayleigh van Dongen (KVD); Aushna Ikhlaiq (AI); Cols Ward (CW); Tanya Ziyenge (TZ); Tom Jarvis (TJ) – in place of Nicola Kennedy.

Absent: Jonnie England (JE); Lisa Graham (LG); Ezra Maguire (EM); Calum McCormack (CMcC).

Apologies: Jen Broadhurst (JB); Scott Buchanan (SB); Nicola Kennedy (NK); Abhishek Mandal (AM); Robyn Moffat-Wall (RMW); Gil McComb (GMcC).

In attendance: Kevin Ward (Student Voice Team Leader); Kathryn Collins (Clerk); Emer O'Toole (EO'T).

Members who were absent without apologies have received an automatic caution from Student Voice. Any member who receives two cautions will automatically face a vote of no confidence at which members of Student Voice may decide to remove them from their position.

1. **Welcome**

- 1.1 The meeting started at 5.05pm. The Chair (Philip Coupe) welcomed all members to the 1st meeting of Student Voice for 2016 – 2017. Members were asked to ensure they had signed in and taken a voting card to use when speaking. Members were reminded of what conduct is acceptable during the meeting.

2. **Previous Minutes**

- 2.1 The Chair invited members to consider the minutes of the previous Student Voice session, held on 21 March 2016. The Chair asked all members to take a vote to decide whether to approve the previous minutes. **(F:18 A:0 Ab:4)**

3. **Matters Arising**

3.1 **Have the parking validation moved back to Saltire Centre**

Currently the parking validation machine is based in the Security office and there is one in the Govan Mbeki building. The VP GSBS has liaised with the University on getting the parking validation machine moved back to the Saltire Centre and the outcome is that it will not be getting moved back to the Saltire Centre. Posters will be going up around campus with details of where the parking validation machines are. Members of Student Voice added that there is no disabled access to the Security Office and whether there could be another parking validation machine installed at the Welcome Desk at the Students' Association or the entrance of the new Hamish Wood foyer area. The VP GSBS said she would see what she could do about getting

another parking validation machine on campus and report back at the next meeting. **Action: VP GSBS.**

3.2 **Better temperature regulation in the university**

The VP GSBS said that all the rooms within the university are set at 22 degrees celsius and that there is no way to change the temperature per room. Sensors are located on each floor and when the temperature changes on that floor the sensors react. So, if someone opens a window in some area on that floor, and the sensors note this, the temperature will go up as the sensors think the temperature has dropped. Members asked if the set temperature could be lowered. The VP GSBS said she would liaise with Facilities and report back at the next meeting. **Action: VP GSBS.**

3.3 **Microwave in the Students' Association**

The VP GSBS said she had spoken with Facilities about getting another microwave. The Students' Association rent the building from the university and due to having a few incidents with different microwaves in the past for Health and Safety reasons another microwave will not be provided as it was seen as a fire hazard. Members agreed that when working late it was not safe to go off campus to get food and the microwave would help. Members asked if another microwave could be put somewhere else on campus so it does not have to be in the Students' Association building. The VP GSBS said she would liaise with Facilities and report back at the next meeting. **Action: VP GSBS.**

3.4 **Graduation Fees**

The VP GSBS gave an update on the graduation fees in absentia and that the reason all students pay the same, whether they wish to attend graduation or not, is due to the cost of hiring the venue for graduations. At the time of hiring the hall the University does not know who will be able to attend and who will not. The University does not make any profit from graduations.

3.5 **Catering**

The VP GSBS said that she was not able to talk about any catering issues on campus at the moment.

3.6 **Research Fund**

The VP SEBE discussed the Research Fund which was picked up from the previous Student Voice. The Research Fund should be more accessible to PhD Students and communication should be transparent. The VP SEBE said that a research report by Caroline Parker, within People Services, was published but that there was not much reported on research funds. The VP SEBE said a meeting was scheduled to discuss the Caroline Parker report. The VP SEBE asked members how they wished him to pursue this or did they wish to wait until the outcome of the meeting. Members agreed to wait to see the outcome of the meeting scheduled to discuss the report and the research funding.

3.7 **More bookable rooms within the Students' Association for societies and sports clubs**

The VP SEBE said that this will be discussed under the Ideas section as he has submitted an idea around more bookable space.

3.8 **Ban 90 day password change**

The VP SEBE that the current security policy for the Wi-Fi and gaming within the university can't be changed. However, University IT sympathise with the 90 day password change in place and are looking at using a 'two password identification process' instead which is similar to what is used in internet banking. The move toward the 'two password identification process' is more secure and will be a matter of time over the next year to move towards this new process.

3.9 Request to allow PC Xbox PS Online Gaming through GCU Network

The VP GSBS and the VP SEBE met with University IT who agreed that the restrictions for access in student accommodation should not apply. Members were informed that at the recent Principal's Student Listening Event, students spoke to the Principal directly about the issues of restriction access to allow PC Xbox PS Online Gaming through GCU Network. Over the next year, there will be major investment put into Caley Court for Wi-Fi and online gaming on campus. The VP SEBE said that he will submit a full report on the IT issues including guest Wi-Fi login. **Action: VP SEBE**

3.10 Employment on Campus

The VP SEBE informed members about The Work Experience Hub which provides students with a 'one stop shop' gateway to a range of on-campus and part time work experience opportunities within the University. Each department within the university has a number of places available which will be relevant to course studies.

3.11 Minimum time between exams

The VP SHLS said that he had enquired with the Examinations Officer about the minimum time between exams and that there are no regulations or policy for the time period between exams. The VP SHLS added that the Deputy Vice-Chancellor Academic is dealing with assessment procedures and things will change and he asked members if they wished to wait for this change or for the VP SHLS to include this issue in his campaign around assessment methods. Members agreed for the VP SHLS to include the minimum time between exams in his campaign.

Action: VP SHLS

4. Minutes of Student Voice Committees

The Chair invited members to consider the minutes of the previous Student Voice Committees. The Chair asked all members to take a vote to decide whether to approve the previous minutes. **(F: 8 A:0 Ab:15)**

5. Affiliations

The following societies and sports clubs were ratified by Student Voice. All affiliations listed below had already been approved by the Societies Council and the Sports Council as appropriate.

- Media and Comms Society
- Italian Culinary
- GCU Sign
- Language Café
- Comedy Society
- Zumba
- Anthony Nolan
- CSSA
- Poker

The VP SEBE was asked about the Media and Communications Society and the Anthony Nolan Society. The Media and Communications Society is purely an academic society for media and communications and the Anthony Nolan society is a bone marrow charity. The Chair asked all members to take a vote to approve all ratifications. **(F:22 A:0 Ab:2)**

At this point in the meeting two videos were shown in relation the Executive Team Full Time Officers Remits and Objectives.

Full Time Officer Objectives 2016-17 Video

<http://www.gcustudents.co.uk/ob/articles/full-time-officer-objectives-2016-17>

Full Time Officer Remits 2016-17

<http://www.gcustudents.co.uk/articles/full-time-officers-what-we-work-on>

6. **Reports**

6.1 The Chair asked the Full Time Officers to provide a brief verbal summary of their reports including any updates on items in which there has been developments since the report was written.

6.2 **Student President**

- 2020 Student Experience Action Plan has been approved by University Senate. Implementation will take place as soon as possible with the Full Time Officers involved.
- Along with the VP GSBS, the SP has been part of the university's strategic group regarding Gender Based Violence. Recruitment was carried out and then training of students has been undertaken by Rape Crisis Scotland. The students will develop sensitive and informative workshops to fellow students.
- Creating a new Sports Strategy and Scottish Student Sport (SSS) have given advice on how to start a new funding model.
- Wellbeing Campaign on Homesickness is taking place on 25 and 27 November 2016. Training will take place on 18 October 2016.
- Attended GCU London School Board and will help create the first ever GCU London Student Survey.

6.3 **VP GSBS**

- Disabled Students Officer has been recruited. Looking into running campaigns and events one of which is looking at seen and unseen disabilities.
- Recently won the Green Impact Excellence project last year and working towards the Gold award.
- Hosting an event for college students on 2nd November 2016. This will involve GCU students speaking to college students about their experiences volunteering at GCU Students' Association as well as meeting students who they may be studying alongside and can ask them any questions.
- Working on publicity for Nightline with 'Where's the Nightline Bear?' campaign.
- Student Carers policy has been completed and awaiting approval from University Executive Board.
- Hoping to increase the Equality and Diversity Committee to ensure that more students are involved in equality, diversity and inclusiveness.

- Recently visited Portugal as part of the new Innovation Project linked to the Student Leaders Programme.
- Working with the University to improve the catering on campus and the Students' Association bar.
- Working with the VP SEBE on unblocking the Wi-Fi on campus.

6.4 **VP SEBE**

- Student-led Programme Review ongoing.
- Successfully appointed three School Officers for SEBE.
- Helping to implement new communication methods between staff and students.
- Working with Students' Association and SEBE to organise the Shield Sports Events.
- Held three events for Postgraduate Welcome Week. The afternoon tea was very well attended.
- Working on organising the INTO School Social event.

6.5 **VP SHLS**

- Organised the Volunteering Fayre with over 20 organisations attending.
- Assessment methods – starting movement across Scotland
- Student Partnership Agreement will be presented at the Student Experience Summit on 4th November. Students are welcome to come along and feed into the SAGE project.
- Secured funding for SHLS PGT School Officer

The Chair invited members to take a vote to decide whether to approve all the reports. **(F: 12 A:0 Ab:6)**

7. **Student Voice Elections**

Elections took place for the following position and the results are as follows:

- Senate Disciplinary Committee (3 places) – Kayleigh van Dongen; Rachel Simpson; and Cols Ward.
- Taught Postgraduate Student Representative on Learning & Teaching Subcommittee

8. **Volunteer Policy**

The VP GSBS discussed the newly created Volunteer Policy outlining the rights and responsibilities of students who volunteer with the Students' Association and what the Students' Association can expect from them. The Volunteer Policy is designed to ensure that the time and enthusiasm given by volunteers is recognised, supported and valued. The Chair asked all members to take a vote to decide whether to approve the new Volunteer Policy. **(F: 20 A:0 Ab:2)**

9. **Elections Timetable and Voter Rewards**

The Elections Timetable was noted and members were informed that the NUS Scotland and NUS UK Conference nominations were missing from the timetable and so an email will be sent out to all members with further information. **Action: Student Voice Team Leader.** Members asked their thoughts on having rewards for students taking part in Full Time Officers elections on campus. Rewards can include free cake at polling stations; a tea/coffee voucher; a prize draw or

free print credit. The Chair asked all members to take a vote to decide whether to approve rewards at elections **(F: 19 A:0 Ab:4)**

10. **Update to The Edit and Radio Caley Policies**

- 10.1 The VP SEBE discussed the updated version of the Edit Policy. However, a member raised concern that when a document has been updated the track changes are usually left to show the changes made and that this had not happened in the newly submitted Edit Policy document. Also, an entirely new section had been added to the Edit Policy and the Committee had not been consulted on the new section of the policy. After discussions, the Chair called for a vote to only approve the changes for Point 9 – Defamation/Contempt of Court, and for the document to go to the Edit Committee for scrutiny before coming back to a future meeting of Student Voice. **(F: 16 A:0 Ab:6)**
- 10.2 The VP SEBE discussed the updated version of the Radio Caley Policy and it was noted that there were the same issues with the Radio Caley Policy and so the Chair called for a vote to only approve the changes for Point 9 – Defamation/Contempt of Court and for the document to go back to the Radio Caley Committee for scrutiny before coming back to a future meeting of Student Voice. **(F: 17 A:0 Ab:6)**

At this point in the meeting the Chair called for a motion to extend the guillotine. A clear majority voted to extend the meeting until 7pm. The Chair asked the Deputy Chair (Jeff Barclay) to take over as he would be presenting the next agenda item in relation to the Societies Policy.

11. **Update to the Societies Policy**

Emma Duncan and Philip Coupe discussed the updated Societies Policy and the track changes which include the removal of the reactivation process; that it is optional for elections to be facilitated by an online process; for the removal of the text about Societies Council mentors being offered to all societies; the submission of a new simplified funding table; a new policy for the Societies Ball; and for the text to be changed for four statutory Council meetings to take place now instead of six. The Chair asked all members to take a vote to decide whether to approve the updates to the Societies Policy. **(F: 12 A:0 Ab:1)**

12. **Officers Remuneration and affiliations update**

- 12.1 The Student President gave an update on the affiliations that the Students' Association are affiliated to, which are the following organisations:
- National Union of Students (NUS)
 - British Universities and College Sports (BUCS)
 - Scottish Student Sport (SSS)
 - National Nightline Association (NNA)

The Chair asked all members to take a vote to decide whether to approve the affiliated organisations. **(F: 17 A:0 Ab:2)**

- 12.2 The Student President gave an update on the Full Time Officer remuneration for 2016-17, which the Trustee Board agreed and is set at £16,846, which has risen from £16,680 in 2015-16.

13. Ideas

13.1 Have outdoor speakers around campus for events such as Open Days and Freshers.

Tamar Everson discussed his submitted Idea to have an outdoor sound system around the main areas at the University (the concourse) and outside the Santander bank/Arc for music to be played at events such as Open Days and Freshers. Concern was raised Radio Caley having limited resources within the technical team to set up the equipment and about the noise levels which could affect autistic students who are audio sensitive. The Chair called for a vote for the VP SEBE to look into whether more speakers can be set up around campus during events. **(F: 12 A:2 Ab:5)** This Idea required to have a 2/3 majority to pass and was passed.

13.2 The VP GSBS discussed her submitted Idea to have four extra 'Equality and Diversity Champions' Two Student Voice spaces would become Equality and Diversity Champions, and these will be nominated and elected at Student Voice. These positions are open to any members of Student Voice who have an interest in equality and diversity and it would involve reporting any issues or ideas from the student body concerning equality, diversity and inclusiveness to the Equality and Diversity Committees. The other two spaces will be elected by the Sports Council and by Societies Council. The Chair called for a vote to approve the additional four new places within the Students' Association Equality and Diversity Committee. **(F: 16 A:0 Ab:1)**. This Idea required to have a 2/3 majority to pass and was passed.

13.3 The VP SEBE discussed his proposal that the Social Learning Space (NH008) can be booked between 1pm - 8pm, during Trimester 1 and 2, and 9am -5pm, during Trimester 3, to Student Groups. If passed it would take two weeks to implement. The Chair called for a vote to approve Social Learning Space being part of the rooms available to book. **(F: 15 A:0 Ab:3)**. This Idea required to have a 2/3 majority to pass and was passed.

13.4 The VP SEBE discussed funding that has been secured from each of the academic schools for a new model of Postgraduate Taught (PGT) Representation. The model consists of three PGT School Officers (per academic school). This new model would replace the current model which consists of one PGT Student Officer for the university. The Chair called for a vote to approve the membership of the PGT School Officers to Student Voice meetings. **(F: 17 A:0 Ab:2)**. This Idea required to have a 2/3 majority to pass and was passed.

14. Any Other Business

Romina Arefin (RA) raised concern about bookable labs with the software she requires and the amount of space available given to students on the SEBE Engineering course on the H: drive, which is 500 megabytes. RA said that one piece of project work is 400 megabytes taking up all the room so more space is needed. The VP SEBE said he would look into the issues raised and report back at a future meeting. **Action: VP SEBE.**

The Chair thanked all members of Student Voice for their attendance.
The meeting was concluded at 7.03pm.