

Executive Committee (FVC and LEDIC) Minutes; 26th May 2020

15:00-17:00

Item			Action																																																																																							
1.	<p>1.1 Attendance P = Present, Ap = Apologies, A = Absent</p> <p>1.1.1 Members</p> <table border="1" data-bbox="225 701 1345 1809"> <tbody> <tr><td>Kerdisha Ali-Arab</td><td>Women's Rep (Cambridge)</td><td>A</td></tr> <tr><td>Angela Atuahene</td><td>Women's Rep (Chelmsford)</td><td>A</td></tr> <tr><td>Amanda Campbell-White</td><td>Vice President: Arts, Humanities and Social Sciences</td><td>P</td></tr> <tr><td>Mary Copsey</td><td>Vice President: Business and Law</td><td>Ap</td></tr> <tr><td>Gold Dominic</td><td>International Students' Rep (Chelmsford)</td><td>A</td></tr> <tr><td>Ethan Dredge</td><td>Trans Students' Rep (Cambridge)</td><td>A</td></tr> <tr><td>Damien Francis</td><td>B&L Faculty Rep (Chelmsford)</td><td>A</td></tr> <tr><td>Luca Girardi</td><td>LGBT+ Students' Rep (Cambridge)</td><td>A</td></tr> <tr><td>Ganesh Gupta</td><td>BME Students' Rep (Cambridge)</td><td>P</td></tr> <tr><td>Matt Hayes</td><td>President (CHAIR)</td><td>P</td></tr> <tr><td>Jose Hermosilla</td><td>S&E Faculty Rep (Chelmsford)</td><td>A</td></tr> <tr><td>Caroline Hill</td><td>Disabled Students' Rep (Chelmsford)</td><td>Ap</td></tr> <tr><td>Ashleigh Jackson</td><td>HEMS Faculty Rep (Chelmsford)</td><td>Ap</td></tr> <tr><td>Anna Kiss</td><td>International Students' Rep (Cambridge)</td><td>A</td></tr> <tr><td>Tiegan Lawson</td><td>HEMS Faculty Rep (Cambridge)</td><td>A</td></tr> <tr><td>Imogen Lay</td><td>HEMS Faculty Rep (Chelmsford)</td><td>Ap</td></tr> <tr><td>Emily Long</td><td>S&E Faculty Rep (Cambridge)</td><td>P</td></tr> <tr><td>Fraser Luther-Yarwood</td><td>Vice President: Health, Education, Medicine and Social Care</td><td>A</td></tr> <tr><td>Alessia Mevoli</td><td>B&L Faculty Rep (Cambridge)</td><td>A</td></tr> <tr><td>Bethany Miller</td><td>HEMS Faculty Rep (Cambridge)</td><td>P</td></tr> <tr><td>Obinna Ogbankwa</td><td>BME Students' Rep (Chelmsford)</td><td>A</td></tr> <tr><td>Sarah Strachan</td><td>AHSS Faculty Rep (Cambridge)</td><td>P</td></tr> <tr><td>Emma Scriven</td><td>Disabled Students Rep (Cambridge)</td><td>Ap</td></tr> <tr><td>Andrew Taylor</td><td>LGBT+ Students' Rep (Chelmsford)</td><td>A</td></tr> </tbody> </table> <p>1.1.2 Observers</p> <table border="1" data-bbox="225 1895 1345 2107"> <tbody> <tr><td>Emma Howes</td><td>Engagement Manager</td><td>P</td></tr> <tr><td>Rachel Wilkenson</td><td>Democracy & Campaigns Coordinator</td><td>P</td></tr> <tr><td>Rose Guy</td><td>Education Enhancement and Campaigns Coordinator</td><td>P</td></tr> <tr><td>Fatima Lakhani</td><td>Incoming VP of AHSS</td><td>P</td></tr> <tr><td>Riya Gadhavi</td><td>Incoming VP of HEMS</td><td>P</td></tr> </tbody> </table>		Kerdisha Ali-Arab	Women's Rep (Cambridge)	A	Angela Atuahene	Women's Rep (Chelmsford)	A	Amanda Campbell-White	Vice President: Arts, Humanities and Social Sciences	P	Mary Copsey	Vice President: Business and Law	Ap	Gold Dominic	International Students' Rep (Chelmsford)	A	Ethan Dredge	Trans Students' Rep (Cambridge)	A	Damien Francis	B&L Faculty Rep (Chelmsford)	A	Luca Girardi	LGBT+ Students' Rep (Cambridge)	A	Ganesh Gupta	BME Students' Rep (Cambridge)	P	Matt Hayes	President (CHAIR)	P	Jose Hermosilla	S&E Faculty Rep (Chelmsford)	A	Caroline Hill	Disabled Students' Rep (Chelmsford)	Ap	Ashleigh Jackson	HEMS Faculty Rep (Chelmsford)	Ap	Anna Kiss	International Students' Rep (Cambridge)	A	Tiegan Lawson	HEMS Faculty Rep (Cambridge)	A	Imogen Lay	HEMS Faculty Rep (Chelmsford)	Ap	Emily Long	S&E Faculty Rep (Cambridge)	P	Fraser Luther-Yarwood	Vice President: Health, Education, Medicine and Social Care	A	Alessia Mevoli	B&L Faculty Rep (Cambridge)	A	Bethany Miller	HEMS Faculty Rep (Cambridge)	P	Obinna Ogbankwa	BME Students' Rep (Chelmsford)	A	Sarah Strachan	AHSS Faculty Rep (Cambridge)	P	Emma Scriven	Disabled Students Rep (Cambridge)	Ap	Andrew Taylor	LGBT+ Students' Rep (Chelmsford)	A	Emma Howes	Engagement Manager	P	Rachel Wilkenson	Democracy & Campaigns Coordinator	P	Rose Guy	Education Enhancement and Campaigns Coordinator	P	Fatima Lakhani	Incoming VP of AHSS	P	Riya Gadhavi	Incoming VP of HEMS	P	
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Avinash Miryam	Incoming President	P
Omkar Singh	Incoming VP of B&L	P

1.2 Terms of Reference

There have been no changes to the terms of reference

Before commencing, EH introduced the observers to the meeting and welcomed them to the meeting.

ACW noted that this is the last exec of the current executive committee.

1.3 Minutes of the last meeting

The minutes were accepted as accurate.

1.4 Actions Arising

ITEM	ACTION	OWNER	UPDATE
Carried Over Actions: January 2020			
2.1	MH to check attendance requirements / agenda for NUS Liberation Conference	MH	Complete – Event has taken place
5.1	MH to follow up on Exec Committee Review emails	MH	Bye-law change request did not pass
Carried Over Actions: February 2020			
5.1	MH to ensure surveys for the 'Break the Cycle' campaign include ethnic background information	MH	Survey will not take place
5.3	MH to keep exec committee updated with decisions made at the Well-Being Strategy Group.	MH	Ongoing – No major updates at this time. Continuing to try to get FICA and Big White Wall on-board. Allows students to build their own well-being guide and gives 24 hour access to counselling essentially respectively.
New Actions: April 2020			
2.1	RW to make voting live for the proposed bye-law change following exec. All exec members to vote.	RW/ALL	Complete
3.1	MH to raise concerns of students on placements and access to their accommodation at relevant university meetings.	MH	Ongoing
3.3	EL to send email with information regarding students issues with VMWare to ACW. ACW to raise at COVID Education Response Meeting.	EL/ACW	Complete

2.	2. Items for Discussion	
3.	<p>3. Faculty Rep Updates: ACW: Taken as read.</p> <p>3.1 BM: In terms of feedback from students, we have had less recently. We think many problems have been resolved. Have had meetings with Matt Webster and the Deputy Dean of Student Experience on assessment issues due to move to online. Problems with changes not being thought through. Still seem to be a lot of confusion regarding the No Detriment Policy. Different staff members giving different answers. Have spoken with Matt Webster, discussed a document to be sent to students. Allied Health – contact time in TRI 3 meant to be a substitute – but students have gone from 6 hours to 20 mins a week. Do any other faculties have this issue? EH: If you have specific examples, like year group or course, regarding contact time, please let us know. We can take this to different COVID response meetings. You can get in touch with me or FLY and we can raise this.</p> <p>3.2 SS: Main update is that there has been lots of discussion around No Detriment policy, assessments, degree shows going online, changes to student experience for those in Y3. Unique challenge faced by Y1 and Y2s due to impact of No Detriment Policy and their qualifications.</p> <p>3.3 EL: I reported some issues between staff being rude to students at the last exec. This has calmed down a lot. This has been helped by students cc'ing myself and TP into emails. We've had considerable progress from staff in feedback regarding behaviour. Students fasting are struggling with their motivation and energy levels. Need to open a discourse with Counselling and Wellbeing on additional support, which we may need to highlight to those students in need. Is the SU offering drop-in advice sessions? I will send an email to C&W to see what additional support they might be offering. EH: They are currently putting on a series of workshops. I will share the links to those. https://counsellingandwellbeing.anglia.ac.uk/calendar/cambridge-workshops/?cid=6806&t=d&d=0000-00-00&cal=6806&inc=0</p> <p>Similar to BM and SS, the quantity of feedback had decreased and overall quality of experience seems to be improving. Currently looking into a staff timetable to show when they might go on annual leave or be available to give feedback. This has happened with some but have suggested it to the entire faculty. Hoping to make this permanent next year.</p> <p>OPtom Y3 students are due to graduate but their exams have been pushed back by the board so they will need to come back to campus to take the exam and find accommodation. Student Finance have offered a short-term loan to pay for accommodation. Not clear who is responsible for paying this ultimately. ACW: Can I action you to raise this with MH? EH: There are many issues to consider, especially for international students. ACW: Would be worth having a conversation with Aletta.</p>	<p>BM/FLY</p> <p>EL/MH</p>

	<p>EL: Regarding September delivery, many international students are not sure if they need to come back to campus if face-to-face delivery is not possible. I've spoken with students that things may change. It's difficult for students to make necessary arrangements if nothing is set in stone. Is it worth it for them to move to the UK basically? Difficulty to figure out the logistics with no certainty.</p> <p>BM: (In response to face-to-face delivery offered to students) I haven't heard of anything like this in HEMS, we've just been moved online. We've had this issue in HEMS as well. Both international and UK students that live further away have been given the opportunity to work online, but how will this work with placements? Will they be required to do the placements and how will this impact their qualification?</p> <p>EL: Staff trained to use online teaching platforms. I've had confirmation that S&E staff will be supported with training, but I would encourage everyone to check in with their faculties to confirm this is happening.</p> <p>EH: SS and I went to ASQ and they brought a clear roadmap on their plans for staff to get relevant training. We can answer questions on this.</p> <p>SS: There is also considerable learning students are taking on as well regarding the new digital platforms.</p> <p>EH: A survey is currently out for students on teaching and their modules, I can share the link.</p> <p>SS: The survey is more about your experience but there is not a lot of free-text so I did not find it very helpful.</p> <p>EH: I will happily pass on comments to the person that created the survey.</p> <p>ACW: SS, I would recommend you speak with the Dan, Cambridge School of Art Learning Technologist to give your feedback.</p> <p>SS: John Walsh, who works on Canvas has also been brought up as a good contact.</p> <p>EL: My faculty has asked me to write a blog to go on our faculty homepage for next year. Incoming officers for next year may be interested in this.</p> <p>I also suggested creating a rep template that reps can send to their students.</p> <p>EL: Update to my comms report between students, ARU and the SU. Generally it was positive, students gave a ranking of 6.6/10 in terms of communication. Free-text comments included that there should be more dialogue between the SU and faculty before students are informed. Felt that they were told things twice when it wasn't necessary. I can send RW the report to be shared. Recommendations were included as well as areas to improve.</p> <p>I've learned that students are more honest when things are anonymous for example.</p> <p>BM: I agree, most students in HEMS didn't want to do the module evaluation survey because you have to input SID number so hesitate to be completely honest. I asked FLY if they are anonymous but this wasn't clarified.</p> <p>ACW: Action to raise this again with FLY.</p>	<p>SS</p> <p>EL</p> <p>BM</p>
4.	<p>4. Campaign Rep Updates:</p> <p>ACW: Taken as read.</p> <p>4.1 GG: A few months ago, I supported the BME Advocate Event with MH. It went really well and students described things like macroaggressions and ethnicity. Also hosted a table at Global Week. I also wanted to host Moonlight but was unable to as a result of the lockdown.</p>	

	<p>RW: As a reminder, the 26th of June is the last day officially of this current exec team but you're more than welcome to host online events before then like a Netflix Watch Party or Coffee Morning. I'm here if you'd like to discuss further.</p> <p>EH: We would love for you to keep working on things and please keep contacting us should you need anything.</p> <p>GG: I was wondering if I should do a short blog about my experience and what it's been like for the next BME Rep?</p> <p>RW: I can send a short handover doc with space for keep, stop, and starts so you can provide relevant information to your successor.</p> <p>MH joins meeting and takes over chair duties.</p>	RW/ALL
5.	<p>5 Executive Officer Reports</p> <p>5.1 President MH: Taken as read. Apologies for being late, I was interviewing prospective new governors. Reviewed actions.</p> <p>5.2 VP: Business and Law MC: Taken as read</p> <p>5.3 VP: Arts, Humanities and Social Sciences ACW: Taken as read Q&A took place, if anyone wants to see the video you are welcome to. SU Awards took place and went really well.</p> <p>5.4 VP: Health, Education, Medicine and Social Care FLY: Taken as read</p> <p>5.5 VP: Science and Engineering N/A</p>	
8.	<p>8 Budgets No budgets were submitted for approval this month.</p>	
9.	<p>9. Any other business</p> <p>9.1 EL: Can exec member documents be kept in a central share drive location? RG: We do have a location available, however there has been a move to SharePoint and OneDrive recently. If you have emails of faculty making promises, save those emails! This is very important. RW: If you have handover documents or emails that need to be saved, please email directly to me and RG and we will save directly into the share drive to keep them safe.</p> <p>9.2 MH: To our observers, is there anything you would like to see in your handover? EL: Not for me RG: Nothing for now.</p>	ALL

<p>EH: Please all make sure to keep in touch, especially with SD and our HR team.</p> <p>BM: Do I need to do a handover if I am the incoming rep?</p> <p>RW: No but if you have something to save, you can send that to us.</p> <p>EH: Helpful to have a reflection.</p> <p>MH: Officers last year found it useful to do a reflective piece.</p> <p>9.3 RG: Log volunteering hours for your transcripts. Also, if you have any items you would like to spend campaigns budget on, please do think and let us know.</p> <p>EH: Not frivolous spending - but the money is there for wrapping up campaigns if you need it</p> <p>RG: We can give an update on how much is left and there seems to be one last request so it's possible to still do so. We're happy to meet with you and discuss.</p> <p>9.4 RG: Southern Conference is taking place Friday, you're all invited! The SU is hosting this between several different Unions across the southern region minus London. We'll be discussing student engagement and lots of other things regarding the student experience. The link is here: www.angliastudent.com/southernconference Contact us for the password.</p> <p>9.5 MH: (In response to private query from observer) Current officers' campaigns are a big part of the handover and will be covered.</p>	<p>ALL</p>
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