

Executive Committee (FVC and LEDIC) Minutes; 24th November 2020

13:00-15:00

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="233 698 1350 1966"> <tbody> <tr><td>Izzy Woodcock</td><td>Women's Rep (Cambridge)</td><td>P</td></tr> <tr><td>Carla Straw</td><td>Women's Rep (Chelmsford)</td><td>A</td></tr> <tr><td>Fatima Lakhani</td><td>Vice President: Arts, Humanities and Social Sciences</td><td>Ap</td></tr> <tr><td>Omkar Singh</td><td>Vice President: Business and Law</td><td>P</td></tr> <tr><td>Rohit Dhyani</td><td>International Students' Rep (Chelmsford)</td><td>A</td></tr> <tr><td>Olubenga Oluwatominyi</td><td>BME Students Rep (Chelmsford)</td><td>A</td></tr> <tr><td>Sara Hoxhaj</td><td>B&L Faculty Rep (Chelmsford)</td><td>Ap</td></tr> <tr><td>Abdullahi Idris</td><td>BME Students' Rep (Cambridge)</td><td>Ap</td></tr> <tr><td>Avinash Miriyam</td><td>President (CHAIR)</td><td>P</td></tr> <tr><td>Olu Onasanya</td><td>HEMS Faculty Rep (Chelmsford)</td><td>P</td></tr> <tr><td>Aina Bashir</td><td>International Students' Rep (Cambridge)</td><td>P</td></tr> <tr><td>Imogen Lay</td><td>HEMS Faculty Rep (Chelmsford)</td><td>P</td></tr> <tr><td>Moh Sufyaan</td><td>S&E Faculty Rep (Cambridge)</td><td>P</td></tr> <tr><td>Riya Gadhavi</td><td>Vice President: Health, Education, Medicine and Social Care</td><td>Ap</td></tr> <tr><td>Em Long</td><td>Vice President: Science & Engineering</td><td>P</td></tr> <tr><td>Cristina Ionita</td><td>B&L Faculty Rep (Cambridge)</td><td>Ap</td></tr> <tr><td>Bethany Miller</td><td>HEMS Faculty Rep (Cambridge)</td><td>P</td></tr> <tr><td>Matt Hayes</td><td>AHSS Faculty Rep (Cambridge)</td><td>P</td></tr> <tr><td>Shubham Singh</td><td>Disabled Students Rep (Cambridge)</td><td>P</td></tr> <tr><td>Kat Persaud</td><td>LGBT+ Students Rep (Cambridge)</td><td>P</td></tr> <tr><td>Calli Dale</td><td>Trans Students Rep (Cambridge)</td><td>Ap</td></tr> <tr><td>Charlotte Fraser-Williams</td><td>LGBT+ Students Rep (Chelmsford)</td><td>Ap</td></tr> <tr><td>Lucy Barton</td><td>HEMS Faculty Rep (Chelmsford)</td><td>Ap</td></tr> <tr><td>Efua Taylor</td><td>S&E Faculty Rep (Chelmsford)</td><td>P</td></tr> <tr><td>Bennitta Benny</td><td>HEMS Faculty Rep (Peterborough)</td><td>A</td></tr> </tbody> </table> <p>1.1.2 Observers</p> <table border="1" data-bbox="233 2051 1350 2132"> <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> </tbody> </table>		Izzy Woodcock	Women's Rep (Cambridge)	P	Carla Straw	Women's Rep (Chelmsford)	A	Fatima Lakhani	Vice President: Arts, Humanities and Social Sciences	Ap	Omkar Singh	Vice President: Business and Law	P	Rohit Dhyani	International Students' Rep (Chelmsford)	A	Olubenga Oluwatominyi	BME Students Rep (Chelmsford)	A	Sara Hoxhaj	B&L Faculty Rep (Chelmsford)	Ap	Abdullahi Idris	BME Students' Rep (Cambridge)	Ap	Avinash Miriyam	President (CHAIR)	P	Olu Onasanya	HEMS Faculty Rep (Chelmsford)	P	Aina Bashir	International Students' Rep (Cambridge)	P	Imogen Lay	HEMS Faculty Rep (Chelmsford)	P	Moh Sufyaan	S&E Faculty Rep (Cambridge)	P	Riya Gadhavi	Vice President: Health, Education, Medicine and Social Care	Ap	Em Long	Vice President: Science & Engineering	P	Cristina Ionita	B&L Faculty Rep (Cambridge)	Ap	Bethany Miller	HEMS Faculty Rep (Cambridge)	P	Matt Hayes	AHSS Faculty Rep (Cambridge)	P	Shubham Singh	Disabled Students Rep (Cambridge)	P	Kat Persaud	LGBT+ Students Rep (Cambridge)	P	Calli Dale	Trans Students Rep (Cambridge)	Ap	Charlotte Fraser-Williams	LGBT+ Students Rep (Chelmsford)	Ap	Lucy Barton	HEMS Faculty Rep (Chelmsford)	Ap	Efua Taylor	S&E Faculty Rep (Chelmsford)	P	Bennitta Benny	HEMS Faculty Rep (Peterborough)	A	Emma Howes	Engagement Manager	P	Rachel Wilkenson	Democracy & Campaigns Coordinator	P	
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1.2 Terms of Reference

There have been no changes to the terms of reference

1.3 Minutes of the last meeting

The minutes were accepted as accurate.

1.4 Actions Arising

ITEM	ACTION	OWNER	UPDATE
Carried Over Actions: August Campaigns Workshop			
	Blog article about how to get to zero-waste / low-waste shopping around Cambridge and Chelmsford (e.g. markets, Re-Fill, Full Circle, Arjuna [maybe Daily Bread in Arbury? Although many students unable to get there])	EL, IL	Ongoing: Maps of these locations are being produced for each campus and then a video will be made
	Short proposal for a 'hygiene rating'-style sustainability audit scheme	SH, EL	Ongoing
	Collaborate with Cambridge on carbon footprint app	MS	Ongoing
	Sustainability Week plan	Officers	Ongoing: Sustainability working group is in the planning phase and actions will be redirected.
	Sustainability calendar	Officers	Ongoing: Sustainability working group is in the planning phase and actions will be redirected. (Action can be removed in further meetings- could potentially be a regular item for discussion)
	Find out Chelmsford green waste lifecycle (is it turned into compost?)	IL	Complete
	Find out canteen plans for food waste	RNG	Ongoing: Meeting scheduled
	Follow up and find out if Peer Mentoring is still running (the program that hosted activities in the SU space, available outside normal hours)	IW	Complete.

	Updates from the Mental Health Steering Group	FL	Ongoing	
	Investigation into mental health resources for Chelmsford students for signposting	CS	Ongoing: reviewing pathways available. MIND is referenced on our website	
New Actions: October Campaigns Workshop				
	EL to share with exec; paper sent to Parliament re: Mental Health	EL	Complete: awaiting response	
	To establish a sustainability working group to further the campaign and allow executive members and other students to input.	EL / All	Complete: First meeting will be held on 27/11/2020	
	EL to share proposal and timeline for sustainability campaign / sustainability working group	EL	Ongoing: Has been sent to working group for approval	
	Attend Group Chat if possible and be ready to present your updates on work you have been doing – email if you will not be able to attend	All	Ongoing	
	Attend the SU strategy launch if you wish to hear updates and network with senior staff	All	Complete	
	EH to email committee vacancies please email expressions of interest	EH / All	Complete	
	Please vote on budget request if you have not already	All	Complete	
	Please email RW with your hoody size requests	All	Ongoing	
2.	2. Items for Discussion 2.1 Non-Anonymised Assessment- EH EH introduced paper that had been circulated including 18 suggestions to ensure fairness in non-anon assessment			
	1.	Clearly explaining to students which assessment tasks will not be marked anonymously	Many assessments will be marked anonymously – e.g. an exam or an essay. Where it cannot, this should be made clear to students in the assessment description / brief so that they know the assessment is not anonymous and why?	
	IW: What kind of assessments can't be anonymous? EH: Anything that can't be anonymous, like presentations, art-based projects, journal entries, performances or practical exams.			
	2.	Clarifying what measures are being employed to	Once a Marking & Moderation strategy is agreed, this should be described to students so that they understand clearly how they are being assessed	All

	ensure fairness in the assessment process	
3.	Constructing relevant intended learning outcomes	The course and module learning outcomes identify what is expected to be learned. This helps to see the assessment in context, and often will help explain why an assessment cannot be undertaken anonymously.
4.	Providing detailed and robust assessment briefs/descriptions	Clearly describing the assessment task is important anyway. As with learning outcomes, understanding this can help clarify why an assessment cannot be assessed anonymously.
5.	Using clear and transparent marking criteria (e.g. including rubrics)	This naturally follows on from the 3 & 4. What will be learned, what task will you undertake to show that this has been learned, and then what criteria will be used to assess the performance of that task?
6.	Submitting proposed assessment tasks to verification / validation processes	Having a committee or group oversee the Marking & Moderation strategy provides confidence that it has been independently considered and approved.
7.	Having assessment teams engage in standardisation / calibration processes to ensure a common and shared understanding exists	It is natural for different markers to have different interests and perspectives. Standardisation / calibration is a process that helps the marking team to 'be on the same page' in terms of what the assessment is and what the criteria are. In essence, what is a good piece of work and why?

EH: If there are no comments or objections on those strategies, then we'll move on to how to go about employing those strategies.

8	Single Marker with simultaneous student Peer Marking	One academic marks all work allocated to them – students in the group mark each other's work using the same criteria as the academic
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MH: Peer marking would not remove any potential bias. Students could still feel as though they are being marked down because they don't feel well liked by their peers/teachers

EL seconds MH

9	Single Marker with simultaneous student Self-Assessment	One academic marks all work allocated to them – students in the group mark their own work using the same criteria as the academic
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MH: I think in certain circumstances it could work

EL: There could be an issue if there isn't enough clarification when self-marking. Would need support throughout the trimester, rather than just asking the student to self-assess only at the very end of assessment

10	Sampled Moderation	One academic marks all work allocated to them – another academic (the internal moderator) reviews and moderates a defined sample of student work (e.g. a minimum of eight items or 10%, whichever is greater, and including FVCLEDIC 80/20 V1 the range of marks awarded by the marker). The internal moderator has access to the assessment criteria / marking scheme, knows the mark awarded by the first marker, and also has access to any written feedback given to the student by the first marker. The purpose of Internal Moderation is to check the consistent application
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		by the first marker of the assessment criteria and marking standards for the assessment task.
11	Cohort Moderation (100% Sample)	One academic marks all work allocated to them – another academic (the internal moderator) reviews and moderates all work assessed by the first marker. The purpose of Cohort Moderation is the same as Sampled Moderation, in that it is checking the consistent application of university standards.

EL: Any moderation when there is no anonymity needs to be very clear and needs to suit the type of course

12	Sampled Double Marking (seen or unseen)	Double Marking is sometimes known as “Second Marking”. One academic marks all work allocated to them – another academic (the second marker) independently marks a defined sample of student work allocated to the first marker. As with Moderation processes, both markers have access to the assessment criteria and marking scheme for the assessment task. In Seen Double Marking, the second marker knows the mark awarded by the first marker, in Unseen Double Marking, they do not. The purpose of the Double Marking process is to independently assess and agree a mark for each sampled student.
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EL: The second marker is usually someone who works on your course, so it doesn’t eliminate the potential for bias.

EH: This is also true for the moderation

BM: It really depends on the assessment and the situation. I would argue that even formative assessment isn’t anonymous for the first reader, but it could be for second reader.

EH: It would be very specific for each module/assignment.

13	Cohort Double Marking (Seen or Unseen - 100% sample)	In Cohort Double Marking one academic marks all work allocated to them – another academic (the second marker) also independently marks all work submitted or undertaken by the students. In Seen Double Marking, the second marker knows the mark awarded by the first marker, in Unseen Double Marking, they do not. As above, the purpose of the Double Marking process is to independently assess and agree a mark for each student.
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14	Recording of assessment task for subsequent Moderation or Double Marking at a later stage	Where the moderator or second marker cannot be present during the assessment, the task or performance is recorded so that they can view and moderate or mark (as appropriate) at a later time
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EL: I think in terms of longer projects, recording that isn’t feasible for students who are assessed on the work put into the presentation, etc.

EH: This would be more for a drama performance or a practical where they would only be assessed on the actual event, rather than the other work

BM: This has happened previously. Three markers combined their scores after an assessment last year

EH: There is a possibility of combining the recording and then having a team or a panel mark the work

	15	Panel / Team Marking	This may involve 3 or more assessors involved in the marking of the assessment task. It is common for this approach to be used in creative disciplines when assessing the performance of an assessment task. It might include university staff and external specialists as part of the marking panel (e.g. a subject or discipline expert from practice). The process can be useful to obtain consensus from different markers. The Panel/Team could undertake Sampled or Cohort Marking (see 12 & 13).	
	16	Panel / Team Moderation	Again, this may involve 3 or more individuals moderating work that has been assessed by the markers. It might include university staff and external specialists as part of the marking panel (e.g. a subject or discipline expert from practice). The process can be useful to obtain consensus from different moderators. The Panel/Team could undertake Sampled or Cohort Moderation (see 10 & 11).	
	17	Involvement of External Examiner in the Marking & Moderation cycle (e.g. attending on the day)	The External Examiner reviews and Moderates the assessed student work for a module, during the process of assessment. Commonly this would be limited to a defined sample of assessed work, but this could also include all work, if that was the agreed Marking & Moderation strategy.	
	18	Involvement of External Specialist in the Marking process (e.g. practice based representative / employer).	As noted in 15 & 16, it can be very effective to include people outside of the university, who are specialists in the subject or discipline. This could be practising health care professionals for a health-related course, lawyers or Judges for a legal course, or practising musicians, producers or artistic directors for performing arts courses. Their involvement underpins the authenticity of the assessment, enhances the credibility of the process, and keeps it in touch with work-based expectations.	
	<p>EH: Do we have any suggestions on how it could be made fairer that haven't already been covered?</p> <p>Action: get in touch with Emma Howes regarding any additional ideas so we can send this paper back to the Assessment review group and we will feed back any updates to you.</p> <p>EL: How will they review these options to ensure success if we implement these points?</p> <p>EH: This will be reflected in the NSS and I'm sure there will be another review</p>			
3.	<p>3. Faculty Rep Updates:</p> <p>3.1 AHSS Faculty Rep Cambridge</p> <p>MH: I've met with FL and ER to discuss Faculty Forum/ the use of course leader funds. Very quiet otherwise. Faculty Forum will take place early trimester 1 we're still deciding the exact date but its on the cards.</p> <p>3.2 HEMS Faculty Rep (Cambridge)</p> <p>BM: Not much to update on, discussions with HEMS for forums. Students are now in the headspace of leaving so its difficult to get feedback but there is a lot in the works for tri2 so hopefully we'll have more updates then.</p>			

	<p>3.3 HEMS Faculty Rep (Chelmsford) IL- Researched the waste lifecycle for Essex- food waste gets changed into biofuel and stuff that isn't turned into biofuel is turned into soil. We won't be calling it faculty forums; they will be Course Rep Meetups as Faculty Forums seem too formal for reps. I've put all placements on one spreadsheet. I have a meeting with Abi Dickinson scheduled to discuss Christmas events. Working with RNG about the HEMS student newsletter- looking for news to include in it. 40 volunteer hours last month and won volunteer of the month.</p> <p>3.4 HEMS Faculty Rep (Chelmsford) OOn- Discussing faculty forum and how to get in touch with reps to get things moving. Working on the newsletter. Representing the nurses in front of the chief nurse next week.</p> <p>3.5 FSE Faculty Rep (Chelmsford) ET-EL, MS and Toby Pallatt, are meeting with Course Reps every week and gathering their feedback. They have tackled a mitigation issue, and are working on a timetabling issue, as well as a library issue. Working for a no detriment policy to be applied to this trimester.</p>	
4.	<p>4. Campaign Rep Updates:</p> <p>4.1 Disabled Students Rep (Cambridge) SS: No update as of now.</p> <p>4.2 International Rep (Chelmsford) AB: Recently interacted with many international students; their main concern currently is placement. Extremely anxious about finding placements. RW and ER to schedule meeting with AB to discuss next steps.</p> <p>4.3 Women's Rep (Cambridge) IW: Refer to recording. IW to communicate with Officer team to coordinate timelines for campaign weeks to avoid potential clash</p>	<p>RW</p> <p>EL</p>

<p>5.</p>	<p>5 Executive Officer Reports</p> <p>5.1 President AM: I am working on several campaigns and projects, including WhatsApp communication for Course Reps, Accessibility, and setting up a BME Committee. I have met with Katie Potts, who is happy to have the SU take the lead on this committee. I have also worked with Rep Cos to start using WhatsApp Broadcast to allow reps to communicate with each other and build a community. RW: Just to clarify- the WhatsApp broadcast does not allow students to communicate with each other, just with the Rep Coordinator. AM: Thank you. I am also working on accessibility and capture for lecture videos has been completed. I am continuing to work on campus signage and access to facilities or software, due to the pandemic. Mental Health- working on attaining mental health training for students. We are working with the Wellbeing team to decide which training would be most appropriate. Sustainability- We are planning Sustainability Week and partnering with ARU Green.</p> <p>5.2 VP: Business and Law OS: The Incubation Centre now has 18 people on the working group, from across all faculties. We will be creating a student focus group on Dec 10th from 11am-1pm with 5 students from each faculty. If any exec members are interested in being a part of this focus group, please contact OS We hope to wrap up this project by next Trimester. There are no social distancing signs in the prayer space on either campus, and I will be looking for a permanent space for Muslim students (post COVID) For the mental health campaign, I've created the 'Logged On' series during the second lockdown, I've had a series of guests from the MP to Deputy Deans of the faculties, and more who join and discuss the importance of good mental health. Masters students are starting their placements in January, but the faculty did not advertise any opportunities for any non-MBA students. This has now been rectified. Masters students will also be working on the Incubation Centre for 13 weeks starting in the next Trimester. I've created a WhatsApp group for Course Reps and B&L Facebook group for updating and gathering feedback.</p> <p>5.3 VP: Arts, Humanities and Social Sciences N/A</p> <p>5.4 VP: Health, Education, Medicine and Social Care N/A</p> <p>5.5 VP: Science and Engineering EL: For my ARU Community Campaign, I am putting together a virtual challenge series to bring our community together. It will be student led and each day in December there will be a new challenge. I have gotten lots of ideas from Course Reps through our weekly catch ups, but I would love to see more ideas from across the faculties. If any members of exec have any ideas or would like to host an event, please contact EL. IW: Can we have a pet photo competition? EL: It has already been suggested by a Course Rep, so I am glad to see support of it. Another part of the ARU Community Campaign are the Holiday Boxes which is a positive initiative to support our student community. These boxes will include mental health resources and</p>	<p>All</p> <p>All</p>
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	<p>little activities. I should be receiving the funding for this from the university tomorrow, but I am confident it will happen. I am hoping to have these boxes ready before students start leaving for the break.</p> <p>I have revisited my campaigns because I felt like I was doing a lot, so I have condensed a few things and the rewards for student leaders idea that I have been working on will now be a part of the ARU Community Campaign</p> <p>I am working with Citizens UK on introducing student opportunities within the local community in Chelmsford</p> <p>Athena Swan-I hosted a panel discussion on the inclusion of LGBTQ+ into STEM subjects and I am part of the steering group for that moving forward.</p> <p>IW: Can I be a part of that?</p> <p>EL: You should have been contacted about that already, but I will look into it. EL to follow up on IW involvement</p> <p>For the Accessibility Campaign, we are about 60% complete in the action plans that came from that report. I have been working with the Disability Centre to improve the training given to staff to support students with hidden disabilities. Nov 22nd-Dec 22nd is Disability Awareness month. We do not have anything planned for this month, but it will be worked on this week.</p> <p>I completed all school level town halls- overall feedback was positive. It gave senior staff the opportunity to speak with students themselves rather than us relaying that information up. FSE has started weekly Course Rep catchups. Alternating Tuesdays and Thursdays to ensure students can attend.</p> <p>Bridging Communication Gaps- SU Town halls, trying to open communication between the SU and the Uni. VC will be hosting.</p> <p>Student Support Campaign (reactive from FEC.) We will be providing tutorials for specific things required for courses. EL will be creating these tutorials and getting them posted up on the website in collaboration with the SU Comms Team. Exec Members are welcome to record their own tutorials. If any members would like to take part, please contact EL</p> <p>Sustainability- going well, moving on to more long-term projects such as getting shops to stop selling single-use plastics, etc.</p>	<p>EL</p> <p>All</p>
6.	<p>Campaign Ideas</p> <p>AM: No campaign ideas were submitted to be discussed</p> <p>RW: As a reminder, please send RW/ER ideas you would like to be included in the agenda or to set up 1:1 meetings to discuss</p>	

7.	<p>Policy Implementation AM: No papers or updates were submitted</p>	
8.	<p>8 Budgets No Budget Approvals. If there are any that need to come forward, please reach out to RW. Quorum is now 13, so we need 13 people to vote.</p>	
9.	<p>9. Any other business</p> <p>9.1 Group Chat Tomorrow is Group Chat; please ensure you confirm your attendance with RW. Two-minute verbal update/introduction. If you have any concerns, please contact RW. Please share the link provided with any students. https://www.angliastudent.com/ents/event/8164/</p> <p>9.2 Staff Update ER new in role as Campaigns, Education Enhancement, and AHSS Representation Coordinator.</p> <p>9.3 Refreshers Refreshers is coming up; we are in planning for it now. It will be the week of January 18th Please let RW know by end of next week (Dec 5th) if interested in hosting any kind of event for refreshers.</p> <p>9.4 No Detriment EL: FSE Course Reps have expressed a need for an automatic extension and a no detriment policy to be put in place due to timetable issues, changes to assessment, second lockdown and lack of access. Just want to gauge how widely spread that was through exec. It is going to the Senior Management Team meeting tomorrow to decide a stance that the SU is taking on this so we can write a more cohesive proposal to give to the uni. MH: Agrees IW: Agrees. As an FSE student, two of my modules have been completely reworked. Just because we are 'used to' the pandemic now does not mean we are better equipped to handle the workload RW: I will send out an email to exec or put it in the Facebook group if anyone wants to get in touch about it.</p> <p>9.5 Group Campaigns MH: From the general update and the action lists it comes across as EL is doing all the work on the group campaigns from an outside prospective- which is quite concerning. EL: I have been doing a lot and that is why I reworked my other Campaigns. Made a clearer plan for the sustainability campaign as the project plan tool does not work for me. I do think other people can get involved with the team campaigns. MH: Just checking in to make sure you are okay, and that other people are pulling their weight EL: Yes and no. I feel like I do a lot, but I enjoy the work that I'm doing. I feel that other people could take more responsibility. AM: As EL is leading on the campaign, she is doing a lot of great work. For mental health, we each have our own responsibilities and we are working together. OS and I have other responsibilities. Someone has to take the lead and EL is taking the lead on Sustainability. OS: EL decided that she was the best person to be the lead the sustainability campaign and she is being supported while AM leads the Mental Health campaign and I support him as well.</p>	<p>All</p> <p>All</p> <p>RW</p>

	<p>EL: I am happy to lead on the sustainability campaign. I do not feel like we have the same system with the mental health campaign, and it feels like we need to revisit the aims for that campaign. I sometimes take on things that are not necessarily mine to work on. I think we could be clearer to exec in the team campaigns and we need to take a step back and re-evaluate</p> <p>MH: Thanks for your comments- sounds like you might need to have a sit down as a team with ER and RW to nail down some more details on the mental health campaign</p> <p>9.6 NSS Charities</p> <p>RW: It's time to pick our NSS Charities- you can pick one charity for each campus. We have funds to donate for Chelmsford, Cambridge, and Peterborough. More details to follow via email</p> <p>IW: Would like to submit the Cambridge Rape Crisis Centre and Centre 33</p> <p>MH: Would like to submit Kite trust</p> <p>9.7 Update on the Mental Health Rep Role (requested by IW)</p> <p>RW: Mental health rep role has been added ready for exec elections. There is currently no written role outline, but it will be in line with the other campaign rep roles. I can communicate further details via email.</p> <p>9.8 Date of Next Meeting</p> <p>Typically, we have not had December Exec, but would you be interested in having a campaigns workshop in December or just skipping to an Admin Exec in Jan?</p> <p>Votes- No Exec Committee meeting in December</p> <p>For: EL, MH, BM, IW, ET</p> <p>Against:</p> <p>Abstained: AM, OS, AB, OO</p> <p>Administrative Exec in January. RW will send out doodle poll soon.</p> <p>9.9 Closure</p> <p>AM: Thank you all for attending and updating</p>	<p>All</p> <p>RW</p>
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Item	Action	Owner	Update
Carried over from August Campaigns Workshop			
	Blog article about how to get to zero-waste / low-waste shopping around Cambridge and Chelmsford (e.g. markets, Re-Fill, Full Circle, Arjuna [maybe Daily Bread in Arbury? Although many students unable to get there])	EL, IL	Ongoing: Maps of these locations are being produced for each campus and then a video will be made
	Short proposal for a 'hygiene rating'-style sustainability audit scheme	SH, EL	Ongoing
	Collaborate with Cambridge on carbon footprint app	MS	Ongoing
	Sustainability Week Plan / Sustainability Calendar	Officers	Ongoing: Sustainability Working Group has been created and can become a regular update on the agenda for future exec meetings
	Find out canteen plans for food waste	RNG	Ongoing: Meeting scheduled

	Updates from the Mental Health Steering Group	FL	Ongoing
	Investigation into mental health resources for Chelmsford students for signposting	CS	Ongoing: reviewing pathways available. MIND is referenced on our website
Carried over from October Campaigns Workshop			
	EL to share proposal and timeline for sustainability campaign / sustainability working group	EL	Ongoing: Has been sent to working group for approval
	Attend Group Chat if possible and be ready to present your updates on work you have been doing - email RW if you will not be able to attend	All	Ongoing
	Please email RW with your hoodie size requests	All	Ongoing
New Actions: November Administrative Exec			
2.1	Get in touch with EH with any ideas around non-anonymous assessment solutions	All	
2.1	EH to feedback any updates from the Assessment Review Panel	EH	
4.2	Schedule a meeting with AB to discuss next steps regarding possible campaign around placements for international students	RW/ER	
4.3	Communicate with the Officer team to coordinate timelines for campaign weeks in Feb to avoid a potential clash	IW/Officers	
5.2	Contact OS if interested in participating in focus group (held on Dec 10 th from 11:00-13:00) for Incubation Centre	All	
5.5	Contact EL if interested in hosting any events during the virtual challenge series in December	All	
5.5	Investigate IW involvement with Athena Swan and confirm membership to appropriate committees/groups	EL	
5.5	Contact EL if interested in filming a tutorial in support of the accessibility campaign	All	
9.3	Communicate with Exec Committee via email or Facebook group regarding No Detriment Policy to ask for opinions on the matter	RW	
9.6	Contact RW/ER to nominate charities to donate the NSS funds to	All	
9.7	Communicate details of Mental Health Rep role as they become available	RW	