



Executive Committee Meeting Minutes
25/05/18 16:00-18:00

Item No		Action
1	<p>Attendance</p> <p>1.1 Present</p> <p>Ben Morris FMS Faculty Rep (Chelmsford) Blessing Raimi Black & Minority Ethnic Students' Rep (Cambridge) Jamie Smith President Kyia Thompson Women's Rep (Cambridge) Laura Douds FST Faculty Rep (Cambridge) Luca Giradi LGBT+ Students' Rep (Cambridge) Michael Graham LAIBS Faculty Rep (Cambridge) Michael Turner Trans* Students Rep (Cambridge) Stewart Watson FST Faculty Rep (Cambridge)</p> <p><i>In Attendance</i></p> <p>Abi Dickenson Student Activities Manager Emma Howes Engagement Manager Jonathan Malton Representation/Executive Assistant Megan Bennett ARU London & Democracy Coordinator Rose Guy Campaigns & Education Enhancement Coordinator Ashton McGregor Assistant Academic Registrar</p> <p>1.2 Apologies</p> <p>Johanna Korhonen VP (Arts, Law & Social Sciences) Kirran Khan VP (Business)</p> <p>1.3 Absent</p> <p>Anita Miezah Women's Rep (Chelmsford)</p>	

	<p>Antonia Vetter International Rep (Cambridge) Aysha Goodwin LAIBS Faculty Rep (Chelmsford) Bobby Hughes FST Faculty Rep (Chelmsford) Clarissa Devey-Smith FHSCE Faculty Rep (Cambridge) Christiane Kouassi Black and Minority Ethnic Students' Rep (Chelmsford) Eliza Torres VP (Health, Social Care, Education & Medical Sciences) Grant Rose Disabled Students' Rep (Cambridge) Gill Jacob Disabled Students' Rep (Chelmsford) Imogen Davnall LGBT+ Students' Rep (Chelmsford) Joel Tyson ALSS Faculty Rep (Chelmsford) Kathryn Dunnill FHSCE Faculty Rep (Chelmsford) Leigh Rooney FMS Faculty Rep (Cambridge) Maggie Raleva ALSS Faculty Rep (Cambridge) Michael Turner Trans* Students' Rep (Cambridge) Roman Ivanov International Rep (Chelmsford)</p> <p>1.4 Declaration of Interest None</p>	
2	<p>2.1 Acceptance of Previous Minutes</p> <p>Change to the previous minutes, 4.7 MG to be added instead of MT The minutes from the previous Executive Committee were otherwise accepted as an accurate record of the meeting.</p> <p>2.2 Matters Arising</p> <p>Actions</p> <p>7.14 – Money, Money, Money Action: RW to chase email reading UK island submissions. RG</p> <p>JS explained that Executive Officers need to make sure all of the actions are updated before the next meeting</p> <p>Action: KK to complete action table KK</p> <p>Action: ET to complete action table ET</p> <p>5.8 – Teaching Excellence Framework - Action Complete: JS to circulate TEF data</p> <p>What the Faculty? – Action: SW to meet with the EH to discuss training materials for Repls SW</p> <p>Executive Accountability: Exec successfully promoted Student Council</p> <p>MB highlighted budget and spending as an area for discussion and accountability. LD suggested that budget management and training start with Officers then move to the rest of Committee members</p> <p>BME forum – JS & BR to rearrange meeting JS</p>	

	<p>5.8 Unison & UCU Reps – JS to re-arrange meeting between them, this may have to roll over to new Exec team.</p> <p>Executive Comms: The new Faculty & Liberation Reps want to promote their roles. JS stated that this conversation should begin in July when the new officers and Reps start.</p> <p>3.3 Starred items on the agenda – completed and in place for this meeting</p> <p>4.3 CAM FM. – Completed – Exec discussed options for suitable places to play CAM FM on campus. LD raised that the Costa in Helmore plays music, would students rather listen to CAM FM? Action: LD to survey students outside Costa in Helmore of what type of programme would they listen to</p> <p>4.5 Diversity Projects: Action incomplete: LD to discuss Pride events with RL</p> <p>4.8 Movember: SW shared request for a new ambassador to take his place, initially had no interest from other Reps. LG expressed interest in organising the campaign. Action: SW to send Movember information to LG</p> <p>8.16 Grad Ball Action incomplete: – JS to arrange meeting with Dave Sexton (ARUL)</p> <p>8.23 Turnitin: LD to update during Executive Officer Reports. Praise was given to Florence (?)</p> <p>2.3 Terms of Reference There has been no update to the Terms of Reference</p> <p>2.4 Budgets Budgets from the previous meeting have been approved</p>	<p>LD</p> <p>LD</p> <p>SW</p> <p>JS</p>
3	<p>3.1 JS - Module Evaluation Survey</p> <p>Ashton McGregor (Assistant Academic Registrar) presented information about changes to the current Module Evaluation Surveys.</p> <p>Ash worked with his team to analyse the existing Module Evaluation Survey and came up with 14 modified multiple choice questions and 2 qualitative free text questions (adding a third about disability after discussion with Equality, Diversity, and Inclusion committee).</p> <p>Ash was tasked in the Quality, Enhancement, and Standards Committee (QESC) to seek student feedback. This is to ensure students' needs are considered.</p> <p>The MES will soon be moved online.</p> <p>LD asked when the current survey is being released. Senate would need to approve it and then it would be instituted.</p> <p>JS questioned the ability of student feedback to influence any change to the questions. Ash will be working with the Students Union to continue gathering feedback which may lead to changes.</p> <p>JS requested a timeline of the changes. Ash replied that it would be organised for the new semester following Senate approval in June.</p> <p>LD asked for confirmation that the MES is a confidential questionnaire. Ash replied that the results are aggregated so all responses will remain anonymous.</p>	

	<p>MG suggested that questions 10 & 11 could be merged, as 'learning materials' can refer to resources in the classroom and items in the library. There was a brief discussion about how different courses access learning materials and what they would consider those resources to be, supporting the separation of these two questions.</p> <p>JS raised concerns around possible mis-interpretations of Question 1.</p> <p>LG requested further information on mechanisms for specific feedback on an individual lecturer. AM raised concerns around types of feedback relating to personal interactions and bias and the appropriateness of the MES. Ash explained that any feedback through the MES is anonymous. It was clarified that feedback about conduct and bias should be directed to other routes, such as SU advice or Course Leaders. SU staff would expect to signpost students to the relevant staff members across the University if there are any issues with reporting feedback.</p> <p>LD asked about the process regarding derogatory comments in the responses. Ash replied that all comments in the feedback go to the lecturers.</p> <p>Ash & JS reminded the committee that students should not be offensive on the forms, but to answer honestly.</p> <p>JS suggested that the MES form includes signposting to other services to support students with more personal queries and concerns.</p> <p>Action: RG to clarify routes for sensitive / anonymous feedback to be addressed.</p> <p>Action: JS to send email to all exec to gather feedback about the language of particular questions and general feedback about the proposed questions overall.</p> <p>Action: JS to raise the MES distribution at Senate.</p>	<p>RG</p> <p>JS</p> <p>JS</p>
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4	<p>Permanent items</p> <p>4.1 Executive Officer Reports</p> <p>4.1.1 LD – Faculty Restructure</p> <p>The current proposal includes some changes to faculties:</p> <p>Arts Law & Social Science (ALSS) becomes Arts, Humanities and Social Sciences</p> <p>Business becomes Business & Law</p> <p>Faculty of Science & Technology (FST) becomes Faculty of Science & Engineering (FSE)</p> <p>Faculty of Health Social Care & Education (FHSCE) & Faculty of Medical Sciences (FMS) combines to become Faculty of Health & Medical Sciences (FHMS)</p> <p>Anglia Ruskin University London (ARUL) stays the same.</p> <p>LD had a meeting with Aletta Norval (Deputy Vice Chancellor (Education)) & stated that no lecturers will be losing their jobs</p> <p>The restructure means that 25 departments are being moved into 13 schools</p> <p>KT raised concerns around staff that might be losing their jobs, however, LD suggested that this is not the area of concern which the SU should prioritise. JS stated that the SU should take a stance, but it should benefit students.</p> <p>LD explained that the University is looking at make £10 million worth of savings, but should also provide with the same quality of service</p> <p>Audio Media Technology moving to the Arts school, even though they are a technology based course. SW wants to get feedback from Audio Media Technology & Computer Gaming Technology. Action: SW to gather feedback from AMT & CG students on faculty changes.</p> <p>JS explained that any decision from this meeting will be need to be consulted with the rest of the Executive Committee</p> <p>BM reported that staff losses are likely to include administrators and faculty deans. Any savings are going to be put into student facing services. JS wants to have written confirmation of this from Aletta. Action: JS to seek written confirmation of savings going into Student facing Services from Aletta Norval.</p> <p>Action: LD to gather feedback from the departments moving to faculties.</p> <p>Action: LD to create a briefing document to bring to June exec to inform execs decision on next steps for the union.</p>	<p>SW</p> <p>JS</p> <p>LD</p> <p>LD</p>
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	<p>4.1.2 KT – Campaign Reps</p> <p>KT raised concerns with the clarity of Campaign Rep roles, support and opportunities JS explained that MB & RG will book meetings with campaign Reps for the new academic year. KT and LG suggested that discomfort and lack of engagement was created by inconsistency and lack of clarity in the support received and the access to staff, resources and spaces. LG asked if this is the same for the Faculty Reps. BM replied that he normally asks the front desk staff if certain members of staff are in the office but the access to office spaces remain ‘unclear’. JS expressed that the Campaign Reps are volunteers, so don’t have all of the privileges that full officers have, such as card access to the meeting room and that office desk space would not be appropriate or relevant. JS did explain that they can meet staff and book resources through the front desk. KT suggested further information on access to support and resources during the Campaign Reps induction training and that more basic training is also necessary.</p>	
	<p>4.1.3 LG – Voting Rights</p> <p>LG raised concerns around the voting rights of Executive Committee members who do not attend meetings or engage with discussions. In accordance with bye-laws LG suggested a record of who is not attending meetings and suspension of the voting rights of these members. JS responded that blocking voting rights from Reps would remove the vote from constituencies, such as women or BME. There was a discussion about engagement, accountability and whether voting counts as engagement. It was acknowledged that further work is needed on accountability including visibility on the website and work to ensure that we fulfil our articles of association & bye-laws.</p> <p>Action: EH & MB to explore bylaws and voting rights</p>	EH & MB
	<p>4.1.4 KT – Liberation Forum</p> <p>KT proposed the creation of a Liberation Forum to support Liberation Reps to work together, share ideas and discuss campaigns. This was broadly supported by the Executive Committee in attendance. KT queried the involvement of students at Peterborough. EH clarified that the Faculty Rep in Peterborough could support Liberation Rep work on that campus, but explained that the Faculty Rep role there is not currently filled.</p>	
	<p>4.1.5 JS – Teaching Excellence Framework</p> <p>JS asks Exec if they agree with the TEF Exec opposes the TEF</p>	
	<p>4.2 Executive Officer Work Plans</p> <p>All reports were taken as read.</p> <p>4.2.1 Jamie Smith - President</p> <p>Retention Campaign</p> <p>Campaign is still ongoing, will be passed onto the new Officer team</p>	

	<p>Teaching Excellence JS is still working with Anglia Learning & Teaching and Post-Graduate students who specialise in the TEF & Teaching Excellence.)</p>	
	<p>Johanna Korhonen - Vice President (ALSS) No Verbal update given</p>	
	<p>Kirran Khan - Vice President (Business) No Verbal update given</p>	
	<p>Eliza Torres Vice President (FHSCE & FMS) No Verbal update given</p>	
	<p>Laura Douds – Vice President (FST) Turnitin Students can now submit their work as many times as they like before the closing time.</p>	
	<p>Policies All updates were taken as read and any question arising will be addressed by email (A reminder was made to use the ‘reply all’ function.)</p> <ul style="list-style-type: none"> 5.1 Against Cuts to Education 5.2 Against NHS cuts <p>BM will be working with RG for the next 12 months to make some progress in this project.</p> <ul style="list-style-type: none"> 5.3 Gender Neutral Toilets 5.4 Increased Equality for Vegan Students 5.5 Keep Wednesday Afternoons Free 5.6 Liberating the Curriculum 5.7 Save Our Space 5.8 Teaching Excellence Framework 5.9 Trans Not Trans* 5.10 Up Your Grants 5.11 Wheels in Motion 5.12 Equal Access 5.13 Living Wage 5.14 Reduced Printing Policy 	
6	<p>Ideas* (Starred items are not discussed unless a specific request is made to do so)</p> <ul style="list-style-type: none"> 6.1 SU Permanent Bar in Cambridge 6.2 Books Plus Card Used for Printing 6.3 Summer Graduation 6.4 Stop Charging for Hot Water 6.5 Therapy Dogs 	

	<p>6.6 Accessible Microwave</p> <p>6.7 Free Graduation Guest Fee</p> <p>6.8 Halal Food and Prayer Room</p> <p>6.9 Free parking</p> <p>6.10 Jacket potatoes</p> <p>6.11 Cheerleading</p> <p>6.12 Food in Library – Awaiting confirmation that cold food is now allowed and 24 hours access to the library in the heavy working periods has been approved.</p> <p>6.13 Lab coats</p> <p>6.14 Money, money, money</p> <p>6.15 Graduation Hand Shake Should Come With Academic Certificate</p> <p>6.16 Grad Ball</p> <p>6.17 Students Guide of Renting Private Accommodation</p> <p>6.18 Reduce Healthy Food Prices</p> <p>6.19 New Accessible Toilet Signs</p> <p>6.20 Open All Hours</p>	
7	<p>7.1 Budgets</p> <p>The Executive Committee was supplied with a breakdown of the budget for the year 2017/2018, which was split between each officer & their campaigns.</p> <p>Action: JS to circulate the budgets document to exec</p> <p>7.2 LD - Buffet lunch – £70</p> <ul style="list-style-type: none"> • Buffet Lunch for 15 - £70 (Student services have agreed to pay for this) <p>7.3 MT/LG/KT - Bathrooms Inclusivity – £64.50</p> <ul style="list-style-type: none"> • 100 Regular Tampons - £9.50 • 100 Super Tampons - £9.50 • 100 Super Tampons - £9.50 • 50 Badges – £36 • BM asked if this is being trialled only in Cambridge, LD responded that at the present time, it will be competed, but will be moved to Chelmsford if it is successful. <p>Action: MT to send email to JS regarding campaign</p> <p>Action: LD to send out email to members of Executive Committee to accept the budget.</p>	<p>JS</p> <p>MT</p> <p>LD</p>
9	<p>Any Other Business</p> <p>None</p>	
10	<p>Date and Time of Next Meeting:</p> <p>To Be Confirmed</p>	