



Faculty Voice Committee (FVC) and Liberation, Equality, Diversity and Inclusion Committee (LEDIC)

5:30pm-8pm, 28 September 2017

Members

Jamie Smith	President	FVC/LEDIC	
Johanna Korhonen	Vice President (Arts, Law and Social Sciences)	FVC/LEDIC	
Kirran Khan	Vice President (Business)	FVC/LEDIC	
Eliza Torres	Vice President (Health, Social Care, Education and Medical Science)	FVC/LEDIC	
Laura Douds	Vice President (Science and Technology)	FVC/LEDIC	
Margarita Raleva	ALSS Faculty Rep (Cambridge)	FVC	
Joel Tyson	ALSS Faculty Rep (Chelmsford)	FVC	
Leigh Rooney	FHSCE Faculty Rep (Chelmsford)	FVC	<i>Apologies</i>
Kathryn Dunnill	FMS Faculty Rep (Cambridge)	FVC	<i>Apologies</i>
Benjamin Morris	FMS Faculty Rep (Chelmsford)	FVC	
Stewart Watson	FST Faculty Rep (Cambridge)	FVC	
Bobby Hughes	FST Faculty Rep (Chelmsford)	FVC	
Michael Graham	LAIBS Faculty Rep (Cambridge)	FVC	
Christiane Kouassi	Black and Minority Ethnic Students' Rep (Chelmsford)	LEDIC	
Grant Rose	Disabled Students' Rep (Cambridge)	LEDIC	
Gill Jacob	Disabled Students' Rep (Chelmsford)	LEDIC	
Harsha Revanna	International Rep (Cambridge)	LEDIC	<i>Apologies</i>
Imogen Davnall	LGBT+ Students' Rep (Chelmsford)	LEDIC	
Michael Turner	Trans* Students' Rep (Cambridge)	LEDIC	
Kyia Thompson	Women's Rep (Cambridge)	LEDIC	

In attendance

Daniel Login	Engagement and Volunteer Centre Manager	
Megan Bennett	ARU London and Democracy Coordinator	

Agenda

Welcome, apologies and absences	Jamie Smith	<i>To note</i>	
Minutes of the last meeting	Jamie Smith	<i>To approve</i>	45/17
Actions and matters arising from last meeting	Jamie Smith	<i>To discuss</i>	46/17
Terms of reference	Megan Bennett	<i>To note</i>	47/17
Executive Officer work plans			
President	Jamie Smith	<i>To discuss</i>	48/17
Vice President (Arts, Law and Social Sciences)	Johanna Korhonen	<i>To discuss</i>	49/17
Vice President (Business)	Kirran Khan	<i>To discuss</i>	50/17
Vice President (Health, Social Care, Education and Medical Science)	Eliza Torres	<i>To discuss</i>	51/17
Vice President (Science and Technology)	Laura Douds	<i>To discuss</i>	52/17
Policies			
Against cuts to education	Kirran Khan/Eliza Torres	<i>To discuss</i>	53/17
Against NHS cuts	Eliza Torres	<i>To discuss</i>	54/17
Gender neutral toilets	Michael Graham/Laura Douds	<i>To discuss</i>	55/17
Increased equality for vegan students	Johanna Korhonen	<i>To discuss</i>	56/17
KWAF	Stewart Watson/Jamie Smith	<i>To discuss</i>	57/17
Liberating the curriculum	Imogen Davnall/Laura Douds	<i>To discuss</i>	58/17
Save our space	Stewart Watson/Jamie Smith	<i>To discuss</i>	59/17
TEF	Laura Douds/Kirran Khan	<i>To discuss</i>	60/17
Trans not trans*	Michael Graham/Laura Douds	<i>To discuss</i>	61/17
Up your grants	Laura Douds	<i>To discuss</i>	62/17
Ideas	All	<i>To discuss</i>	
AOB			
Rep on Student Matters Committee	Jamie Smith	<i>To discuss</i>	Verbal
Budget	Jamie Smith	<i>To approve</i>	Verbal
Campaign & Liberation support	Laura Douds	<i>To discuss</i>	Verbal
Date of next meeting(s)	TBC		

17Executive Committee Meeting Minutes

30/08/17 12:00-2:00

Item No		A c t i o n																																										
1	<p>Attendance</p> <p>1.1 Present</p> <table><tr><td>Laura Douds</td><td>VP of S&T</td></tr><tr><td>Michael Graham</td><td>LAIBS Faculty Rep (Cambridge)</td></tr><tr><td>Johanna Korhonen</td><td>VP of ALSS</td></tr><tr><td>Eliza Torres</td><td>VP of FSHCE & MS</td></tr><tr><td>Jamie Smith</td><td>President</td></tr><tr><td>Stewart Watson</td><td>FST Faculty Rep (Cambridge)</td></tr></table> <p><i>In Attendance</i></p> <table><tr><td>Bethan Dudas</td><td>Advocacy & Engagement Director</td></tr><tr><td>Linda Collett</td><td>Minute Taker</td></tr></table> <p>1.2 Apologies</p> <table><tr><td>Eve Hawes</td><td>LGBT+ Rep (Cambridge)</td></tr><tr><td>Kirran Khan</td><td>VP of Business</td></tr><tr><td>Leigh Rooney</td><td>FHSCE Faculty Rep (Chelmsford)</td></tr><tr><td>Kyia Thompson</td><td>Women’s Rep (Cambridge)</td></tr></table> <p>1.3 Absent</p> <table><tr><td>Maggie Raleva</td><td>ALSS Faculty Rep (Cambridge)</td></tr><tr><td>Joel Tyson</td><td>ALSS Faculty Rep (Chelmsford)</td></tr><tr><td>Giovanna Mead</td><td>FHSCE Faculty Rep (Cambridge)</td></tr><tr><td>Kathryn Dunnill</td><td>FMS Faculty Rep (Cambridge)</td></tr><tr><td>Bobby Hughes</td><td>FST Faculty Rep (Chelmsford)</td></tr><tr><td>Joy Awoh</td><td>LAIBS Faculty Rep (Chelmsford)</td></tr><tr><td>Christiane Kouassi</td><td>Black and Minority Ethnic Students' Rep (Chelmsford)</td></tr><tr><td>Grant Rose</td><td>Disabled Students’ Rep (Cambridge)</td></tr><tr><td>Gill Jacob</td><td>Disabled Students’ Rep (Chelmsford)</td></tr></table>	Laura Douds	VP of S&T	Michael Graham	LAIBS Faculty Rep (Cambridge)	Johanna Korhonen	VP of ALSS	Eliza Torres	VP of FSHCE & MS	Jamie Smith	President	Stewart Watson	FST Faculty Rep (Cambridge)	Bethan Dudas	Advocacy & Engagement Director	Linda Collett	Minute Taker	Eve Hawes	LGBT+ Rep (Cambridge)	Kirran Khan	VP of Business	Leigh Rooney	FHSCE Faculty Rep (Chelmsford)	Kyia Thompson	Women’s Rep (Cambridge)	Maggie Raleva	ALSS Faculty Rep (Cambridge)	Joel Tyson	ALSS Faculty Rep (Chelmsford)	Giovanna Mead	FHSCE Faculty Rep (Cambridge)	Kathryn Dunnill	FMS Faculty Rep (Cambridge)	Bobby Hughes	FST Faculty Rep (Chelmsford)	Joy Awoh	LAIBS Faculty Rep (Chelmsford)	Christiane Kouassi	Black and Minority Ethnic Students' Rep (Chelmsford)	Grant Rose	Disabled Students’ Rep (Cambridge)	Gill Jacob	Disabled Students’ Rep (Chelmsford)	
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2	<p>Acceptance of Previous Minutes</p> <p>2.1 Accuracy</p> <p>The minutes were accepted as a true record of the meeting.</p> <p>2.2 Matters Arising</p> <p>4.1 – President report – All actions to be addressed by emailing students when they return in September. JS</p> <p>4.2 – VP ALSS – Social media training to be posted on Facebook. JK</p> <p>Free printing – JK was still working on this. JS to meet with Julie Walkling. JK</p> <p>4.4 – VP FHSCE – Carried forward to the next meeting. ET</p> <p>4.5 – VP S&T – Men's rep – This would be addressed in September when students return. LD</p> <p>6.1 – Against cuts to education – Information to be sought from Katie Potts. LD to liaise with the International office. LD</p> <p>6.2 – Against NHS cuts – JS to chase and to meet Roderick Watkins to discuss. JS</p> <p>6.3 – Gender neutral toilets – LD and MG still to meet with Active Anglia. LD/MG</p> <p>6.4 – Increased equality for vegan students – JK had met with catering and would continue the conversation. The data provided was out dated. JK</p> <p>7.3 – Graduation ceremonies in summer – JS to discuss with Julie Walkling at her next one to one. JS</p> <p>7.9 – Free parking – KK to meet Julie Walkling. KK</p> <p>7.11 – Make cheerleading an Active Anglia sport – JS had met with Active Anglia and had negotiated for Cheer to use both Sawyers Gym and Mildmay gym when it was available. JS to push Active Anglia for more time to be made available. JS</p> <p>7.12 – Allowing food in Library – JS had spoken to Nicky Kershaw who had confirmed that food could not be allowed in the Libraries. However a scheme to reserved seats whilst students went to eat was being investigated. JS to meet bi-monthly with Julie Walkling. JS</p> <p>7.14 – Money money money FMS students travel costs – LD to support. LD</p> <p>Terms of reference</p> <p>As the meeting was inquorate, it was agreed not to cover this in the meeting. It was suggested that this be put at the beginning of specific committees.</p>	
3	<p>Permanent items</p> <p>3.1 Executive officer reports</p> <p>President – The retention report would need to be re-written following a discussion on the data and what impact the SU has on retention. This would take about a year but an update would be provided for the next committees. JS</p>	

	<p>VP ALSS – Catering – JK had received the survey results from catering and now needs to study and put together a comms plan. The data from Cambridge and Chelmsford would be compared. JK to meet with the Comms co-ordinator to plan a survey on what students think value for money should be. The chef would be sending menus and would increase the vegan options. A food forum would be arranged and will meet with the Vegan society. JK would also be looking at visiting other University catering services.</p> <p>Comms – JK would be holding a forum on feedback for each faculty. She had met with the Communications Manager and was awaiting information on SU and University communications. She would also be arranging a meeting with University communications staff.</p> <p>Free printing – JK had met with faculty staff about hidden course costs with students needing to print every week and would be arranging a further meeting in September. JK was now working on collecting data and evidence. She would be arranging a meeting with the Environment team about sustainability issues and would continue to push for online submissions. The contract from All I want is print had not yet been received. Students would be asked to raise the issue at SLC meetings.</p> <p>International student events – JK would be planning provisionally and would work with the International society president and the International rep.</p> <p>VP Business – Personal tutoring – KK had met with Ruth Taylor (see report).</p> <p>LikeBike – KK was looking at a bike bundle of lock and lights to be sold in the SU shop. The Commercial Services manager would be talking to students about safety tips and what they would like in a bike bundle.</p> <p>VP HSCE and MS – Cultural GIAGS – ET had met with the Comms team and would be running a teaser campaign from 8 December.</p> <p>De-stress events – ET had met the Commercial Services manager about events' content. She had also sources resources from Amanda Human and met with Dan Fow. A variety of events were planned, with events every week during Black History month which would include Men's and Women's empowerment sessions with speakers, networking opportunities and a fashion show.</p> <p>VP S&T – LGBTQ+ and Black History – A variety of events were being planned, including a panel on terminology, a club night and a social media campaign. LD had spoken to Accommodation who had agreed to change the wording on the website.</p> <p>Clubs and societies – LD had finalised the aims and would be meeting with the Student Activities manager.</p>	<p>JK</p> <p>JK</p> <p>JK</p> <p>JK</p> <p>JK</p> <p>JK</p> <p>LD</p>
4	<p>Appointments</p> <p>Deputy president – KK</p> <p>FVC – Ben Morris</p> <p>LEDIC – Imogen Davnall</p> <p>Vice LEDIC – still vacant</p>	
5	<p>Policies</p> <p>5.1 Against cuts to education</p> <p>Yet to meet but have plans to do so. JS to chase KK regarding an update</p> <p>5.2 Against NHS cuts</p>	<p>JS</p>

	<p>ET to discuss when students return in September</p> <p>5.3 Gender neutral toilets</p> <p>LD had emailed Sandy Lynam who had confirmed that GNTs would be included in the design brief for contractors in future. LD noted that there was now no gendered accessible toilet in Coslett and agreed to gain student feedback on this.</p> <p>5.4 Increased equality for vegan students</p> <p>JK to meet with Sarah when students return in September.</p> <p>5.5 KWAF</p> <p>JS to email students when they return in September. This also needed to be discussed with sports clubs.</p> <p>5.6 Liberating the curriculum</p> <p>A meeting to be arranged with James Hampton-Till.</p> <p>5.7 Save our space</p> <p>A meeting had taken place between Active Anglia and the activities team on who had ownership of the dance studio. Students were continually being consulted on how they feel about space. It was noted that the VC was being most helpful on this.</p> <p>5.8 TEF</p> <p>LD and KK to discuss</p> <p>5.9 Trans not trans*</p> <p>MG had sent an email regarding change to bye-laws but this would need to go to Council and would need to contain rationale. LD to include Trans* on the next update.</p> <p>5.10 Up your grants</p> <p>LD had taken over ownership of this. JS to provide a handover.</p>	<p>ET</p> <p>LD</p> <p>JK</p> <p>JS</p> <p>LD/KK</p> <p>LD</p> <p>JS</p>
6	<p>Ideas</p> <p>SU permanent bar in Cambridge – Conversations with the University had been positive but the reality was probably three years away.</p> <p>Books Plus card used for printing – This was part of the free printing campaign.</p> <p>Summer graduation - Completed</p> <p>Stop charging for hot water – Catering had refused to stop charging for hot water. Once the SU move to PTH was complete, free hot water would be available there for students. JS to provide an update at the next meeting</p> <p>Therapy dogs – Completed.</p> <p>Accessible microwave – Risk assessments and PAT testing were needed before these could be in use.</p> <p>Free graduation guest fee – The University refused to shift on this.</p> <p>Halal food – Catering confirmed that all chicken in catering outlets was halal. JK to talk to catering about labelling and discuss with the Chaplain.</p> <p>Free parking – This is not possible. KK to write an update for the website.</p> <p>Jacket potatoes – JK to obtain recipe ideas and discuss with catering.</p> <p>Cheerleading – The society have access to more facilities with the SU. Students to be consulted when they return in September.</p> <p>Food in Library – Currently working on a variety of initiatives.</p>	<p>JS</p> <p>JK</p> <p>KK</p> <p>JK</p> <p>JS</p>

Actions and matters arising from last meeting

30th August 2017

ITEM	ACTION	OWNER	UPDATE
Carried over			
4.1	Re: Cambridge campus limited library group study room times. President report – All actions to be addressed by emailing students when they return in September	JS	
4.2	Social media training to be posted on Facebook	JK	
4.2	Free printing (JK still working on this) JS to meet with Julie Walkling	JK/JS	
4.4	Officers to discuss 'What is a personal tutor' and the possibility of a peer mentoring team.	KK	
4.5	LD, JT, KT to discuss the possibility of a Men reps. To be addressed in September when students return.	LD	
6.1	RE against cuts to education. Set up an international student forum. LD to liaise with Katie Potts/International Office.	LD	
6.1	LR (Against cuts to education) to do research about the cut of education placements for students.	LR	
6.2	'Against NHS Cuts' JS to chase meeting with RW	JS	
6.3	Speak to Active Anglia about the possibility of gender neutral toilets.	LD/MG	
6.4	JK to speak to continue conversation with catering re: equality for vegan students	JK	
7.3	Graduation ceremonies in summer – JS to discuss with Julie Walkling at her next one to one.	JS	
7.9	Free parking – KK to meet Julie Walkling.	KK	
7.11	Make cheerleading an Active Anglia sport – JS had met with Active Anglia and had negotiated for Cheer to use both Sawyers Gym and Mildmay gym when it was available. JS to push Active Anglia for more time to be made available.	JS	
7.12	Allowing food in Library – JS had spoken to Nicky Kershaw who had confirmed that food could not be allowed in the Libraries. However a scheme to reserved seats whilst students went to eat was being investigated. JS to meet bi-monthly with Julie Walkling.	JS	
7.14	'Money, Money, Money' Faculty of Medical Science hidden NUS course costs to be investigated.	LD	
3.1	The retention report would need to be re-written following a discussion on the data and what	JS	

	impact the SU has on retention. This would take about a year but an update would be provided for the next committees		
	Catering: JK to meet with the Comms co-ordinator to plan a survey on what students think value for money should be.	JK	
	JK would also be looking at visiting other University catering services.	JK	
	JK would be holding a forum on feedback for each faculty. She had met with the Communications Manager and was awaiting information on SU and University	JK	
	JK also arranging a meeting with University communications staff.	JK	
	Free printing: JK arranging a meeting with the Environment team about sustainability issues and would continue to push for online submissions	JK	
	International student events – JK would be planning provisionally and would work with the International society president and the International rep.	JK	
	LGBTQ+ and Black History: Clubs and societies – LD had finalised the aims and would be meeting with the Student Activities manager.	LD	
5.1	Against cuts to education: et to meet but have plans to do so. JS to chase KK regarding an update.	JS	
5.2	Against NHS cuts: ET to discuss when students return in September	ET	
5.3	GNT's: LD had emailed Sandy Lynam who had confirmed that GNTs would be included in the design brief for contractors in future. LD noted that there was now no gendered accessible toilet in Coslett and agreed to gain student feedback on this.	LD	
5.4	Increased equality for vegan students: JK to meet with Sarah when students return in September.	JK	
5.5	KWAF: JS to email students when they return in September. This also needed to be discussed with sports clubs.	JS	
5.6	Liberating the curriculum: A meeting to be arranged with James Hampton-Till.	EXEC	
5.8	TEF: LD and KK to discuss	LD/KK	
5.9	Trans not Trans* LD to include Trans* on the next update	LD	

5.10	Up your grants: LD had taken over ownership of this. JS to provide a handover.	JS	
6	Stop charging for hot water – Once the SU move to PTH was complete, free hot water would be available there for students. JS to provide an update at the next meeting	JS	
	Halal food – JK to talk to catering about labelling and discuss with the Chaplain	JK	
	Free parking – KK to write an update for the website.	KK	
	Jacket potatoes – JK to obtain recipe ideas and discuss with catering.	JK	
	Cheerleading – The society have access to more facilities with the SU. Students to be consulted when they return in September.	JS	
7	Budget – JS explained the options of how the budget had been distributed in the past. JS to meet with the Finance manager to discuss options going forward and put a vote online.	JS	
	Rainbow lanyards – MG to establish whether other faculties had been consulted and copy in JS	MG	

2. EXECUTIVE COMMITTEE

2.1 Membership

The Executive Committee as defined in the Union's Articles of Association shall be made up of the:

- (a) Faculty Voice Committee; and
- (b) Liberation, Equality, Diversity and Inclusion Committee

2.2 Faculty Voice Committee

2.2.1 Initiation and frequency

- (a) The Faculty Voice Committee will be held monthly.
- (b) Other Faculty Voice Committee meetings may be called by a simple majority vote of the Faculty Voice Committee.

2.2.2 Organisation

Notice of at least five days shall be given for a Faculty Voice Committee meeting.

2.2.3 Membership

There will be a maximum of sixteen members, being the Student Members who hold the following positions within the Union:

- (a) President;
- (b) Vice President (Arts, Law and Social Sciences);
- (c) Vice President (Business);
- (d) Vice President (Vice President Health, Social Care, Education and Medical Science);
- (e) Vice President (Science and Technology);
- (f) ALSS Rep Leader (Cambridge) and (Chelmsford);
- (g) FHSCE Rep Leader (Cambridge), (Chelmsford) and (Peterborough);
- (h) FMS Rep Leader (Cambridge) and (Chelmsford);
- (i) FST Rep Leader (Cambridge) and (Chelmsford); and
- (j) LAIBS Rep Leader (Cambridge) and (Chelmsford).

2.2.4 Chair and Vice Chair

- (a) The Chair of the Faculty Voice Committee will be the President.
- (b) The Vice Chair of the Faculty Voice Committee will be nominated by the Faculty Voice Committee.

2.2.5 Duties

The duties of the Faculty Voice Committee will include to:

- (a) plan and implement ideas and projects to improve the experience of students;
- (b) plan and implement Policy;
- (c) discuss and draw together key issues and/or themes across faculties;
- (d) plan and deliver campaigns;

2.2.6 Quorum

2.2.7 Quorum shall be at least half of the elected members.

2.3 Liberation, Equality, Diversity and Inclusion Committee

2.3.1 Initiation and frequency

- (a) The Liberation, Equality, Diversity and Inclusion Committee will be held monthly.
- (b) Other Liberation, Equality, Diversity and Inclusion Committee meetings may be called by a simple majority vote of the Liberation, Equality, Diversity and Inclusion Committee.

2.3.2 Organisation

Notice of at least five days shall be given for a Liberation, Equality, Diversity and Inclusion Committee meeting.

2.3.3 Membership

There will be a maximum of seventeen members, being the Student Members who hold the following positions within the Union:

- (a) President;
- (b) Vice President (Arts, Law and Social Sciences);
- (c) Vice President (Business);
- (d) Vice President (Vice President Health, Social Care, Education and Medical Science);
- (e) Vice President (Science and Technology);

- (f) Black and Minority Ethnic (BME) Students' Rep (Cambridge) and (Chelmsford);
- (g) Disabled Students' Rep (Cambridge) and (Chelmsford);
- (h) International Rep (Cambridge) and (Chelmsford);
- (i) LGBT+ Students' Rep (Cambridge) and (Chelmsford);
- (j) Trans* Students' Rep (Cambridge) and (Chelmsford); and
- (k) Womens' Rep (Cambridge) and (Chelmsford).

2.3.4 Chair and Vice Chair

The Chair and Vice Chair of the Liberation, Equality, Diversity and Inclusion Committee will each be a Campaign Rep nominated by the Liberation, Equality, Diversity and Inclusion Committee.

2.3.5 Duties

The duties of the Liberation, Equality, Diversity and Inclusion Committee will include to:

- (a) ensure campaigns consider and promote liberation, equality, diversity and inclusion;
- (b) scrutinise and monitor engagement with minority groups and support the development of related action plans;
- (c) advise the Faculty Voice Committee on the implementation of ideas and projects to improve the experience of students; and
- (d) plan and deliver campaigns.

2.3.6 Quorum

Quorum shall be at least half of the elected members.



CAMPAIGN UPDATE REPORT

Prepared for:	Faculty Voice Committee (FVC) and Liberation, Equality, Diversity and Inclusion Committee (LEDIC)	Date:	28/09/2017
Prepared by:	Jamie Smith	Role:	President

Summary: *This paper provides an update on the implementation of the campaign(s) of the Executive Committee member*

Retention

Aim: Does involvement with the SU correlate with good student retention/continuation rates?

Objective(s):

1. Email key stake holders to register interest and begin process
2. Collect Data and analyse
3. Create Report
4. Use Recommendations to Create Working Group

IN PROGRESS

NOT STARTED

NOT STARTED

NOT STARTED

Updates:

1. I am currently drafting an email in which all stake holders will be contacted informing them of the research about to take place and to register their interest if they wish to support.

Other relevant updates:

Conversations about graduation being moved to July have restarted and are looking positive. This does however, mean re-submitters will not be able to graduate with their class in the ceremony. [TO DISCUSS]

The Union is about to enter into an agreement with CoWA (College of West Anglia) regarding Veterinary Nursing students and their ability to use our services which is an exciting step forward!

I'll be looking into vision visits to the open university to look into how we can better represent degree apprenticeship students.

I'm writing to local MPs to discuss the Let's Be Honest report as well as the possibility of student discounted public transport in Cambridge.

Peter Taylor House will be opening on October 2nd – I invite you all to attend!

FVC/LEDIC are asked to **DISCUSS**



Project name	Student Retention
Project manager	Jamie Smith
Project sponsor	SMT/Ruth Taylor
Date agreed	TBC
Agreed by	TBC

Project brief

The project brief is a summary of the purpose of a project and what it will achieve. It identifies key elements of the project and the steps that will be followed to reach the objectives. The brief initiates project activity and allows the work to move forward.

I intend to gather research into student retention and then use this to look at the relationship between retention and the Students' Union. This research can be used to analyse how we support students, broken down into levels and where we can increase our support.

I will use data such as retention of students, withdrawals, success rates, timeframe of withdrawals, reasons why, Destinations of Leavers from Higher Education survey, and other useful data.

Teesside Students' Union released a similar piece of data and the university reacted in a very positive way. For more information on their research you can look at: <https://www.tees-su.org.uk/about/tusupremium/>

Project overview

A brief description of the overall purpose and need for the work. Why does this project need to be done and why now?

Retention at Anglia Ruskin is very poor. We need to find out why, if interaction with the Students' Union aids in student retention and/or success rates and how the Students' Union can support students and the student experience further.

Aims and objectives

<i>Broad statements of intent about what the project is trying to achieve.</i>	<i>List the tangible outcomes and benefits that will be achieved. They should be specific and measurable etc. We should be able to refer back to these at the end of the project to check whether the work has been successful.</i>	<i>How will you measure success?</i>
Students' Union has further understanding into how we contribute to student retention	A list of recommendations is produced from the data	Action Plan put in place
	University notes the data and report and relationship is improved	Potentially further funding given in block grant
	Student voice/Question 26 sees a 10% rise in students feeling we have aided their academic experience by 2020	NSS scores are monitored
ARU and Students' Union to work in partnership on the ongoing student retention matter	Student Retention working group actively works in collaboration on the Students' Union action plan	Actions being taken on by university if applicable
	University actively works to improve resources for the union to achieve their action plan	Union to set up a retention working group internally with university representation
	University aligns their action plan to collaborate on common themes (e.g. poor SU interaction & low NSS satisfaction scores)	

Scope

Several sentences outlining what is within the scope of the project and what is not. If necessary this section should clarify the boundary between this project and other work to ensure there is no overlap or duplication. This section should clarify what is specifically excluded from the activity.

This project is going to use data to create a report highlighting recommendations on where the union actively contributes to the retention and/or achievements of core students at Anglia Ruskin University. It will also outline an action plan for how the union improves its involvement/support where needed.

This project does not fall under the scope to deliver on the actions recommended by the report due to time constraints. However, this will be taken forward by the union without my lead. It will also not include partner colleges/institutions as Anglia Ruskin Students' Union does not represent them.

This project works within the parameters of the Student Retention Working Group and looks to assist, not duplicate work already happening.

Deliverables

List the outputs of the project.

- Data spreadsheets and a report with recommendations on how to improve SU involvement/support in student retention.
- A working group with clear aims and objectives working from the recommendations from report.
- Improved percentage on question 26

Key stakeholders

This should list all parties (internal and external) with an interest in this piece of work.

Students, Anglia Ruskin Students' Union and Anglia Ruskin University.

Project team: roles and responsibilities

<i>List all those who have a role to play in the project.</i>	<i>Include a summary of their responsibilities.</i>
Jamie Smith (President)	Lead the project Ensure deadlines are met Regularly update RT the SRWG and the SURG Gather data from the university
SMT	Support Jamie in her responsibilities Delegate work where necessary to the members of their team best suited to fulfil
Union	Be inspiring leaders in the development of the project and invest in our involvement in student retention
Ruth Taylor	Be an external support providing knowledge and skills to aid the project where necessary Meet regularly with Jamie (monthly) to receive project update

Implications for the organisation

Include here any impact this area of work may have on other parts of the organisation.

This piece of work is very data heavy meaning analyse will take a long period of time. There could be a potential implication on staff work load.

This research could potential reflect negatively on the Students' Union but this implication is mitigated by the unions' agreement to work towards improvement.

Risks

<i>Outline any potential issues or barriers (internal and external).</i>	<i>Include a summary of how these might be mitigated.</i>
DPRS	Data protection regulations are changing and therefore the university does not need to share with us certain information it used to. Working in partnership on their data is crucial and our relationship with the university, our shared interest in retention improvement and our partnership agreement will mitigate this
Anglia Ruskin University	Unwilling to share data (Retention is very important to the university so this is unlikely)
Officer Term	Time scale of officer terms means that the project lead will be unable to see out the actions
TEF	There is potential that the TEF will move to a departmental level. We would need to ensure we ensure we maintain our stance on the TEF in line with our policy and values. We also need to ensure all data is confidential.

Costs

As well as direct costs this should include an estimate of the staff resource required and the amount of time from each person/area.

I recognise I do not have the skill set to analyse the data I will be receiving. There is potential for hiring a member of student staff to aid in this. The cost implication of this is roughly:



CAMPAIGN UPDATE REPORT

Prepared for:	Faculty Voice Committee (FVC) and Liberation, Equality, Diversity and Inclusion Committee (LEDIC)	Date:	28/09/2017
Prepared by:	Johanna Korhonen	Role:	ALSS Vice President

Summary: *This paper provides an update on the implementation of the campaign(s) of the Executive Committee member*

BETTER FOOD

Aim: To offer a wider variety of food that reflects student feedback and is good value for money

Objective(s):

1. Analyse the data collected by the Catering team regarding the Canteens from November 2016 to clarify the objectives
2. Collate a list of 10 specific recipes that have been suggested by students and voted to be included and present these to the Catering team
3. Conduct a recipe trial of these 10 recipes in the Cambridge Canteen for two weeks from 29th January till 9th February.
4. Collect feedback with 1000 responses during the recipe trial to indicate which recipes students want to have permanently introduced, and to gain a better understanding of what students mean by 'good value for money'

COMPLETED

IN PROGRESS

NOT STARTED

NOT STARTED

Updates:

1. Analysed the data: more variety is requested, customer service is good but value for money has room for improvement
2. Set dates for a two week recipe trial with Terry Hope
3. Catering have added two weeks to their menu plan: 4 weeks > 6 weeks

Budget: suggestion box, promo material (online, banner, signage for catering), feedback cards £150

CLEARER COMMUNICATION

Aim: Students can easily access information, it is clearly signposted, and communication with students is coherent across the different parts of the University. Students have an understanding of what events are happening and who they can talk to.

Objective(s):

1. Have a clear understanding of what information students receive and when to avoid duplication – a student Comms 'profile' is being collated by the University Comms team
2. Have coherent information about the SU across all the different platforms

IN PROGRESS

NOT STARTED

3. Set a Comms Focus group, collaborate with University is one is set up to get clarity on how students want to communicate and how it can be made clearer to students who says what	NOT STARTED
4. All events accessible in one platform	
	COMPLETED
Updates:	
1. Andrea Turley (Head of Comms and marketing in uni) is on board	
2. I am waiting to get hold of the student Comms profile to see what is being sent to students by whom to see what could be done to improve it	
3. Now that students are back I will set a Comms focus group and check if university already has researched how students want to communicate	
Budget: Not currently required	
FREE PRINTING	
Aim: Reduce the amount of hard copy printing students have to do, as well as provide students with a free printing service and/or enable grant funds to be used to print documents that are required for their courses	
Objective(s):	
1. Gather data about how much students spend on printing	IN PROGRESS
2. Find out what the plan is moving to online submissions	
3. Look into Free Printing options (AIWIP)	
4. Get reps to raise printing as an issue in SSLC's	NOT STARTED
5. Sticker campaign	
	COMPLETED
Updates:	
1. Sue, the head of Digital Copy Services, is on board with Books+ Printing	
2. I am currently gathering data about printing, received some figures already	
3. AIWIP is being discussed in the Union, there is a space for it in Peter Taylor but the contract includes a lot of legalities that need to be checked	
Budget: Depends if we go with the AIWIP printer, paper and ink will be costed but the profit from the printer should cover these.	
INTERNATIONAL STUDENT OUTREACH	
Aim: There is a greater feel of international community in ARU - international and EU students are engaged and international societies are thriving	
Objective(s):	
1. Set a committee for the International Society	IN PROGRESS
2. Look into how international students are communicated with throughout their studies, from applying to finishing their degree	
4. Set regular events for the International Society	NOT STARTED
	COMPLETED
Updates:	
1. I will be collaborating with International Office, Caroline Shanahan is working on a Student Comms 'profile' of an international student, which she will share with me once it is done	
2. I am waiting to meet the International Students rep	
3. I am waiting to get together a committee for the International Society	

Other relevant updates:
I'm meeting Sarah about the Vegan Policy on 29/09
Prayer Room and Halal Food is worked as part of the Vegan Policy

FVC/LEDIC are asked to **DISCUSS**

Project name	Improving Catering
Project manager	Johanna Korhonen, VP (Arts, Law and Social Sciences)
Project sponsor	TBC
Date agreed	TBC
Agreed by	TBC

Update 21/09/17

BETTER FOOD	
Aim: To offer a wider variety of food that reflects student feedback and is good value for money	
Objective(s):	
1. Analyse the data collected by the Catering team regarding the Canteens from November 2016 to clarify the objectives	COMPLETED
2. Collate a list of 10 specific recipes that have been suggested by students and voted to be included and present these to the Catering team	IN PROGRESS
3. Conduct a recipe trial of these 10 recipes in the Cambridge Canteen for two weeks from 29 th January till 9 th February.	NOT STARTED
4. Collect feedback with 1000 responses during the recipe trial to indicate which recipes students want to have permanently introduced, and to gain a better understanding of what students mean by 'good value for money'	NOT STARTED
Updates:	
1. Analysed the data: more variety is requested, customer service is good but value for money has room for improvement	
2. Set dates for a two week recipe trial with Terry Hope	
3. Catering have added two weeks to their menu plan: 4 weeks > 6 weeks	
Budget: suggestion box, promo material (online, banner, signage for catering), feedback cards £150	

Update 21/8/2017

Done:

- Met Terry Hope regarding catering services and heard his point of view
- Received survey results from their annual survey and two example menus from last year.

Happening:

- Receiving new menus in the beginning of September to evaluate the options, particularly the vegan options.
- Plan a survey with Georgia Hingston and put together a focus group in September
 - o to pin down what students think good value for money means, what good quality food means to them and what foods they would like to see in the canteen to get more detailed information besides the catering survey results.
- I will meet a student regarding the vegan policy in the beginning of September

To do:

- Suggest recipes and ideas for vegan options
- Comparison of Chelmsford and Cambridge catering services
- Visit another uni's catering services

Project brief

This project aims to improve catering on campus. Currently students describe that the food on campus lacks selection, tastes bland, and is not good value for money. For this reason students may prefer eating outside of campus, which can impact the profitability of the catering services. This project aims to collaborate with the head of catering and the staff to improve the selection of food, and the quality of food, making it a better value for money. This is a response to student feedback that will be gathered through a survey to map student opinions and preferences regarding the catering services.

Project overview

Food is a key part in study experience, as students may lack focus and energy if they have not eaten properly. From catering services' point of view, if students are dissatisfied with the food, they may eat outside of campus, which may result in a loss of profit. In 2016/2017 many students showed dissatisfaction regarding the catering services by submitting ideas through the Students' Union Ideas page. The Vegan Policy also passed in Student Council which demonstrates the urgent need to improve the catering services on campus. This campaign reflects the Students' Union vision and two of the goals: Goal 1: *We will actively listen to what students want and put their ideas into action to create positive change in our University.* The campaign will do this by listening to student feedback and ideas that have already been submitted and the Vegan Policy. Goal 4: *We will proactively support students to thrive in an inclusive and welcoming environment.* Providing good quality food is key in making students thrive, and providing vegan and vegetarian options as well as displaying clear labelling of halal and gluten free options is ensuring the inclusive environment.

Aims and objectives

<i>Broad statements of intent about what the project is trying to achieve.</i>	<i>List the tangible outcomes and benefits that will be achieved. They should be specific and measurable etc. We should be able to refer back to these at the end of the project to check whether the work has been successful.</i>	<i>How will you measure success?</i>
To offer a range of food that reflects student feedback and is good value for money	Collect recipe suggestions over two weeks	50 recipes or meal suggestions
	Divide the meal suggestions into groups (curry – 3 different curry recipes) that can be up voted and	Over 20 votes for each recipe

	down voted to get 10 recipes that are highly requested	that will be trialled
	Conduct a recipe trial in the beginning of semester 2 2017/2018	1000 responses to the survey
	Visit another University to see their catering services	Perspective from another University
	Survey will generate data, which will help to map the ranges of foods that students want to eat	Does the feedback reflect the foods that are offered
	Map the similarities and differences of Chelmsford and Cambridge catering services	Coherence across catering
	Propose the catering services to introduce new options and develop the menu	New options
	Trial products among students	Feedback of new products
	Collect feedback after introducing a new range of food to indicate success.	feedback of student satisfaction
	The data will help to indicate what students consider as 'good value for money', vegan survey data gives indication of how much students are willing to pay.	Responses, data
	Comparing current catering sales to future sales with new range.	Sales, profit
To cater the dietary needs of vegans, vegetarians, halal, and gluten free indicated by clear labelling.	Propose the catering staff to attend a free vegan catering course in Semester 1 of 2017/2018	Training for staff, new options
	Propose the labelling to be clearer and there to be a section for the dietary requirement sandwiches	Clear labelling and separate section for free from / halal food

Scope

I will not be buying food. Instead I will consult the students and catering services and help them to respond to student feedback to promote their services and improve their performance.

Deliverables

Improved quality of food that is better value for money

Range that reflects the student feedback

Clear labelling of vegan, vegetarian, gluten free, and halal food

Key stakeholders

Head of Catering Terry Hope, Catering staff, Students, Students' Union, University staff

Project team: roles and responsibilities

<i>List all those who have a role to play in the project.</i>	<i>Include a summary of their responsibilities.</i>
Johanna Korhonen	Project Manager
Terry Hope	Head of Catering
Students	Providing Feedback
Fiona Caslake / comms team	Promotion

Implications for the organisation

No direct impact but in the end there might be better food

Risks

<i>Outline any potential issues or barriers (internal and external).</i>	<i>Include a summary of how these might be mitigated.</i>
Terry Hope may not be willing to cooperate	We will stress that it will benefit his business

Costs

As well as direct costs this should include an estimate of the staff resource required and the amount of time from each person/area.

Johanna to attend meetings

Johanna & Georgia H to plan survey and analyse data

Comms team to plan promo material (£100)

Food taster trial (£?)

Visiting another university

Staff to attend a free cooking course

Timescales

An estimate of when project activities will happen.

What	When											Who
	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Plan and write survey	X											
Map the similarities and differences of Chelmsford and Cambridge catering services	X	X										
Visit x University's catering services		X										
Conduct survey in the beginning of semester 1 2017/2018 as well as a focus group/food forum		X	X									
Analyse data & write a report			X	X								
Propose the catering staff to attend a free vegan catering course in Semester 1 of 2017/2018			X	X								
Propose the catering services to introduce new options and develop the menu				X	X							
Trial products among students					X							
Collect feedback after introducing a new range of food to indicate success.					X	X						
Propose the labelling to be clearer and there to be a section for the dietary requirement sandwiches				X								
Review and evaluate the campaign						X						



Project name	Clearer communication
Project manager	Johanna Korhonen
Project sponsor	TBC
Date agreed	TBC
Agreed by	TBC

Update 21/09/17

CLEARER COMMUNICATION	
Aim: Students can easily access information, it is clearly signposted, and communication with students is coherent across the different parts of the University. Students have an understanding of what events are happening and who they can talk to.	
Objective(s):	
1. Have a clear understanding of what information students receive and when to avoid duplication – a student Comms 'profile' is being collated by the University Comms team	IN PROGRESS
2. Have coherent information about the SU across all the different platforms	NOT STARTED
3. Set a Comms Focus group, collaborate with University is one is set up to get clarity on how students want to communicate and how it can be made clearer to students who says what	NOT STARTED
4. All events accessible on one platform	
	COMPLETED
Updates:	
1. Andrea Turley (Head of Comms and marketing in uni) is on board	
2. I am waiting to get hold of the student Comms profile to see what is being sent to students by whom to see what could be done to improve it	
3. Now that students are back I will set a Comms focus group and check if university already has researched how students want to communicate	
Budget: Not currently required	

Project brief

This project aims to make the communication with students clearer so that students will have a better understanding of what the Students' Union is, what it does, what events are happening and what campaigns are being ran. The campaign analyses what are the main sources of information for students and uses this to target them more effectively. It is also evident that students may find it challenging to access information regarding university and faculty as there are multiple websites and

they are not necessarily signposted. The SU website is also not signposted enough within the University website, and the University's social media is rather targeted and not engaging. Communication on the basic level may also need to be considered, such as student reps knowing how to communicate the outcomes of SSLC's to students. The aim is to bring information together so it is easy to find and navigate, resulting in more students being informed and engaged.

Project overview

This project's purpose is to make communication between the SU and the Students clearer, communication between Student reps and Students clearer, and communication between the Students' Union and the University clearer. This is to ensure that students feel informed and are encouraged to get engaged with the SU. This campaign fits within at least two goals from the SU strategic plan. Goal 1: *We will actively listen to what students want and put their ideas into action to create positive change in our university*, as to actively listen to students they need to be engaged and in order to students to be engaged, they need to know what is happening. Therefore, communication is key. Goal 5: *We will create opportunities and deliver activities that make students proud to be part of the ARU community*. We create opportunities and deliver activities but to create an ARU community these need to be clearly communicated to students so they can take part. This will benefit both the Students' Union and the University.

Aims and objectives

<i>Broad statements of intent about what the project is trying to achieve.</i>	<i>List the tangible outcomes and benefits that will be achieved. They should be specific and measurable etc. We should be able to refer back to these at the end of the project to check whether the work has been successful.</i>	<i>How will you measure success?</i>
Better understanding of how students want to communicate and access information	Analysis of existing data and if necessary conducting more research in form of a forum, face to face feedback, or a survey	Gathering research results that will give guidelines for the project
Students can easily access information about the Students' Union and the University that is interlinked, clearly signposted, and easy to navigate	Mapping of social media and means of communication within the University and the Students' union	Guidelines for the project
	Clearly signposted links between the Students' Union and the University websites	Analytics of the websites
	Better understanding among the students of what the Students' union is and does	Higher student satisfaction results

Students engage with the SU and know what it is and what it does	Successful social media campaign,	Analytics from the website,
	more hits on the website and higher following on the SU social media,	statistics from social media,
	more engagement from students on social media	
	Students feel like they can contact the Officers on social media	student feedback
Better understanding among the students of the events that are happening, both in the Students' Union and in the University	Canvas course for the SU to have all the SU events in students' calendars	
	Events are engaging and have higher attendance	
	Clear calendars with all events on both websites	

Scope

This project does not require creating a whole new platform for information, as there are already several platforms, such as the University website, the Students' Union website, the University App, the SU App, LMS, Canvas, Social Media. The purpose of this campaign is to bring coherence and clarity to the communication between the Students' union, Students and the University using the existing platforms and making them more collaborative and interlinked while maintaining the understanding that the Students' Union and the University are separate organisations.

Deliverables

List the outputs of the project.

- A better understanding of the means that students use to communicate
- Clarity and coherence of the social media accounts within the University and Students' Union
- Clear signposting on both the University and Students' union website to make information easier to navigate
- Students have better understanding of what the Students' Union is and what it does and that it is separate from the University
- Clear listing of both the Students' union and University's events so it is easy to access and navigate and Students have an understanding of what is going on on campus
- More hits on the websites, higher following of SU's social media, more engagement on SU's social media

Key stakeholders

Johanna Korhonen, Students' Union, Students' Union Communications Team, University, University's Communications Team, Students

Project team: roles and responsibilities

<i>List all those who have a role to play in the project.</i>	<i>Include a summary of their responsibilities.</i>
Johanna Korhonen	
Fiona Caslake + Comms team	
University Comms team	

Implications for the organisation

Both the Students' Union and the University will benefit from higher student engagement

Risks

<i>Outline any potential issues or barriers (internal and external).</i>	<i>Include a summary of how these might be mitigated.</i>

Costs

As well as direct costs this should include an estimate of the staff resource required and the amount of time from each person/area.

TBC

Timescales

An estimate of when project activities will happen.

[illegible]



Project name	International Students Unite
Project manager	Johanna Korhonen
Project sponsor	TBC
Date agreed	TBC
Agreed by	TBC

Update 21/09/17

INTERNATIONAL STUDENT OUTREACH	
Aim: There is a greater feel of international community in ARU - international and EU students are engaged and international societies are thriving	
Objective(s):	
1. Set a committee for the International Society	IN PROGRESS
2. Look into how international students are communicated with throughout their studies, from applying to finishing their degree	IN PROGRESS
4. Set regular events for the International Society	NOT STARTED
	COMPLETED
Updates:	
1. I will be collaborating with International Office, Caroline Shanahan is working on a Student Comms 'profile' of an international student, which she will share with me once it is done	
2. I am waiting to meet the International Students rep	
3. I am waiting to get together a committee for the International Society	
Budget: Funds will most likely come through the society: for larger events may be required but currently nothing is planned	

Project brief

This Project aims to bring the Cambridge International Society and the International and EU student community back to life. Currently International and EU students are not greatly engaged with the Students' Union. This project will consist of a series of events to engage students with an aim to sign up members for the Cambridge International Society and create a greater feel of community. I will also bring together an International Student forum to gather feedback from international and EU students to gain a greater understanding of the issues they may have to deal with.

Project overview

Chelmsford International Society is very active and has many members whereas Cambridge International Society has very few members and is not active. It would be great to engage a larger amount of International and EU students on both campuses and particularly build a thriving international community on Cambridge campus. This project reflects on Goal 1 of the Students' Union strategic plan: *We will actively listen to what students want and put their ideas into action to create a positive change in our University*, as the forum will engage students to bring ideas together and create a positive change. Goal 4: *We will proactively support students to thrive in an inclusive and welcoming environment*, as creating events for International and EU students promotes inclusive atmosphere. Goal 5: *We will create opportunities and deliver activities that make students proud to be part of the ARU community*, as these events will gather students together to create a greater feel of international community in ARU.

Aims and objectives

<i>Broad statements of intent about what the project is trying to achieve.</i>	<i>List the tangible outcomes and benefits that will be achieved. They should be specific and measurable etc. We should be able to refer back to these at the end of the project to check whether the work has been successful.</i>	<i>How will you measure success?</i>
International and EU students are engaged, International Societies are thriving	Series of events for International students	
	Committee for the international society	
	International student forum	
	Members signed up for the international societies	
There is a greater feel of international community in ARU	More engagement from international students	
	Higher student satisfaction	

Scope

This project aims to engage international and EU students and gain a greater understanding of the feedback that these students provide. This project does not aim to work on any particular issue that International students face but aims to engage students. If issues are raised these will be worked on separately, ideally with students leading. This project mainly focuses on Cambridge campus International Society as Eliza Torres is arranging a similar project in Chelmsford.

Deliverables

List the outputs of the project.

- Series of events for International and EU students

- International /EU Student forum
- Thriving International Society
- More engaged International/ EU students

Key stakeholders

This should list all parties (internal and external) with an interest in this piece of work.

Students' Union, University, Students, International Office, International Society Committee

Project team: roles and responsibilities

<i>List all those who have a role to play in the project.</i>	<i>Include a summary of their responsibilities.</i>

Implications for the organisation

Include here any impact this area of work may have on other parts of the organisation.

More engaged International students will benefit the organisation

Risks

<i>Outline any potential issues or barriers (internal and external).</i>	<i>Include a summary of how these might be mitigated.</i>

Costs

As well as direct costs this should include an estimate of the staff resource required and the amount of time from each person/area.

£100 Comms/ promotion

Timescales

An estimate of when project activities will happen.

[illegible]



Project name	Free Printing / Books+ Printing
Project manager	Johanna Korhonen
Project sponsor	TBC
Date agreed	TBC
Agreed by	TBC

Update 21/09/17

FREE PRINTING	
Aim: Reduce the amount of hard copy printing students have to do, as well as provide students with a free printing service and/or enable grant funds to be used to print documents that are required for their courses	
Objective(s):	
1. Gather data about how much students spend on printing	IN PROGRESS
2. Find out what the plan is moving to online submissions	
3. Look into Free Printing options (AIWIP)	
4. Get reps to raise printing as an issue in SSLC's	NOT STARTED
	COMPLETED
Updates:	
1. Sue, the head of Digital Copy Services, is on board with Books+ Printing	
2. I am currently gathering data about printing, received some figures already	
3. AIWIP is being discussed in the Union, there is a space for it in Peter Taylor but the contract includes a lot of legalities that need to be checked	
Budget: Depends if we go with the AIWIP printer, paper and ink will be costed but the profit from the printer should cover these.	

Project brief

This project aims to reach a situation where students can either print the paperwork they require either free of charge or by using Books+ card funds. This project also looks into online submissions and cutting down the need for students to print out paper handouts. I will look into how much students spend on printing in the library and what are the reasons, such as lecture notes and music sheets, and how can these be either provided free of charge or moved online. I will also work towards ensuring that Books+ funds can be used for printing, whether this is through vouchers that can be bought from John Smith's or another way.

Project overview

Student feedback has informed me that students spend a lot of money on printing from their own pocket. They could use this money on other things, such as food and living cost, and as they already get the grant of £400 in the form of Books+ card, they should be able to make the best use of this money. This would not necessary be classed as 'free' printing but over 100 students have voted for the idea on the SU's Ideas page <https://www.angliastudent.com/represent/ideas/?idea=526#idea526> However, I also want to pursue free printing and have been in contact with a company called All I Want Is Print, which collaborates with many other universities and may be able to provide free printing within the SU space. This is currently in discussion but decision has not been made whether this will be implemented but I will continue to campaign.

Aims and objectives

<i>Broad statements of intent about what the project is trying to achieve.</i>	<i>List the tangible outcomes and benefits that will be achieved. They should be specific and measurable etc. We should be able to refer back to these at the end of the project to check whether the work has been successful.</i>	<i>How will you measure success?</i>
To provide students with a free printing service and/or enable grant funds to be used to print documents that are required	Data of how much money is used for printing	Guidelines for the project
	Books+ funds can be used for printing	Students are using their Books+ funds to print in the library
	Free of charge printing in the SU space	A printer is installed, works, and is being used
Work towards moving more submissions online to cut down the amount of documents that students are required to print	Submissions are rapidly moving online	Less paper to print
	If submissions cannot be moved online, cost should be covered by the university	Students don't have to pay

Scope

This project does not pursue the Students' Union to allow students to print through their office printer but through AIWIP printer, which will include a small advertisement on the bottom of the page and

therefore enables printing to be free. If Students are still required to print in the library, the Books+ fund should be allowed to be used to the cost for compulsory submission should be covered.

Deliverables

- Free printing in the SU space via AIWIP printer or similar
- Books+ card funds to be used for printing in the University Library
- Compulsory submission printing costs to be covered by the University if online submissions are not possible

Key stakeholders

Students' Unions, University, Library, Student Services, Students

Project team: roles and responsibilities

<i>List all those who have a role to play in the project.</i>	<i>Include a summary of their responsibilities.</i>
Johanna Korhonen	
Julie Walkling	
Library	

Implications for the organisation

Include here any impact this area of work may have on other parts of the organisation.

[INSERT]

Risks

<i>Outline any potential issues or barriers (internal and external).</i>	<i>Include a summary of how these might be mitigated.</i>
Clubs and societies are currently being rewarded cheaper printing	Find an alternative reward
3-year contract with AIWIP as moving to online submission	SU takes a holistic approach in providing printing for not only academic documents but to support students with anything they need printed (such as boarding passes)

Costs

As well as direct costs this should include an estimate of the staff resource required and the amount of time from each person/area.

[INSERT]

Timescales

An estimate of when project activities will happen.

[illegible]



CAMPAIGN UPDATE REPORT

Prepared for:	Faculty Voice Committee (FVC) and Liberation, Equality, Diversity and Inclusion Committee (LEDIC)	Date:	28/09/2017
Prepared by:	Kirran Khan	Role:	Vice President (Business)

Summary: *This paper provides an update on the implementation of the campaign(s) of the Executive Committee member*

A More Personal Tutoring System

Aim: To review the PT system, ensuring that it is effective for more students

Objective(s):

1. Conduct primary research in the form of a survey
2. Generate a series of recommendations to improve the PT system

IN PROGRESS

NOT STARTED

Updates:

1. Ruth Taylor (Dean FHSCE & ARU lead on retention) and I are working together, and have agreed to survey both students and personal tutors to determine barriers to engagement with current system. Survey period will be late October / November.
2. Not started – pending student feedback in form of survey

Part Time Jobs Fair

Aim:

Objective(s):

1. To provide students with the opportunity to meet with employers and secure part time jobs

IN PROGRESS

Updates:

1. I have met with the Employability Team and agreed that the PTJF will take place in late January / early February
2. I'm also set to meet with Tony Bickley (SU Sales) to talk about the companies that could feature at the PTJF

Bike Safety

Aim: Generate awareness of safer cycling practices

Objective(s):

1. Speak to a large proportion of students who cycle into campus
2. Provide offers on cycle lights / locks
3. Provide maintenance checks
4. Provide cycling proficiency training

IN PROGRESS

IN PROGRESS

IN PROGRESS

IN PROGRESS

Updates:

1. Have already asked for initial feedback on Facebook, need to gather more accurate / representative feedback by going out and talking (GOATing) to students
2. Working with Tom (Commercial Services Manager) to implement an offer
3. Working with Environment Team, need to meet to confirm what they can do to help
4. Working with Environment Team, need to meet to confirm what they can do to help

FVC/LEDIC are asked to **DISCUSS**



Project name	A More Personal, Tutoring System
Project manager	Kirran Khan, VP (Business)
Project sponsor	TBC
Date agreed	TBC
Agreed by	TBC

Project brief

The project brief is a summary of the purpose of a project and what it will achieve. It identifies key elements of the project and the steps that will be followed to reach the objectives. The brief initiates project activity and allows the work to move forward.

The project's overarching objective is to implement and facilitate change within the Personal Tutoring System at ARU. In doing this, a full and comprehensive review of the current Personal Tutoring system is required. The project aims to collate data provided by student feedback on the current system, its effectiveness, and ways in which students feel that it could be improved. This data would then be used to produce recommendations; focussing on ensuring that the system works for everyone and that every student feels supported by it.

Project overview

A brief description of the overall purpose and need for the work. Why does this project need to be done and why now?

The *Let's Be Honest* report highlighted that students didn't feel that the personal tutoring system, in its current form, was effective in supporting them. Building on the success of the *Lets Be Honest* campaign, with it being the largest piece of independent research the Union has ever done, a review of the personal tutoring system is more important now than ever before. By design, the system is meant to act as a students' 'first port of call' but as the data shows, this often isn't the case. A review of the entire system at this time will improve retention figures, better support students (especially those from often underrepresented groups), and ultimately go a long way in building a sense of community around ARU.

Aims and objectives

<i>Broad statements of intent about what the project is trying to achieve.</i>	<i>List the tangible outcomes and benefits that will be achieved. They should be specific and measurable etc. We should be able to refer back to these at the end of the project to check whether the work has been successful.</i>	<i>How will you measure success?</i>
Conduct primary research in the form of a survey	Gather a large proportion of students' opinions / experience of the personal tutoring system in general	If the data collected is truly representative and includes students from different faculties, courses, campuses, backgrounds, and self defining demographics.
	Gather a large proportion of students' opinions / experiences of how effective the personal tutoring system is	
	Gather a large proportion of students' opinions as to how the personal tutoring system could be improved	
Generate a series of recommendations to improve the PT System	This will utilise the data collected from the survey to shape an understanding of what students want to see	If the recommendations are approved and implemented

Scope

Several sentences outlining what is within the scope of the project and what is not. If necessary this section should clarify the boundary between this project and other work to ensure there is no overlap or duplication. This section should clarify what is specifically excluded from the activity.

The scope of the project is to recommend and implement changes and improvements to the personal tutoring system at ARU. To do this, I will conduct primary research, and collate the data gathered. The emphasis placed on this data is that it is solely the feedback, opinions, and experiences of Anglia Ruskin students. This project is the result of student feedback regarding the current system and is not a reflection of any one individual opinion.

Deliverables

List the outputs of the project.

- A better, more supportive Personal Tutoring system for all students
- Students feel that their concerns and feedback are being listened to and changes are being made
- Increased retention figures / better NSS scores for all faculties over the next few years
- Students have a sense of ownership over the system and feel that it works more for them
- A real sense of community develops across ARU

Key stakeholders

This should list all parties (internal and external) with an interest in this piece of work.

Students, Anglia Ruskin University, Anglia Ruskin Students' Union

Project team: roles and responsibilities

<i>List all those who have a role to play in the project.</i>	<i>Include a summary of their responsibilities.</i>
Kirran Khan (VP Business)	Project Lead; coordinating survey creation, feedback, data analysis, report writing, recommendations, and implementation
Students	Providing feedback; shaping recommendations
Executive Committee	Promoting filling in the survey / sharing the campaign results with the students they represent
Fiona Caslake (Comms Manager, SU)	Creating awareness of project, survey and report at all stages of the project

Implications for the organisation

Include here any impact this area of work may have on other parts of the organisation.

As the project is data and report driven, it could have an impact on the workload of both the project team (listed above) and the wider staff team at Anglia Ruskin Students' Union.

However, *Goal Four* of the Union's Strategic Plan is to '*proactively support students to thrive in a welcoming and inclusive environment*' and any effort to change or improve the Personal Tutoring system falls well within that remit.

Risks

<i>Outline any potential issues or barriers (internal and external).</i>	<i>Include a summary of how these might be mitigated.</i>
There could be a lack of responses to the survey	If there is a poor response rate to the survey, alternate methods of feedback could be through social media posts, GOATing (Go Out And Talk), or a lecture visit with a simple question asked such as <i>'Please raise your hand if you think the personal tutoring system supports you.'</i>
The University may be unwilling to implement any change / improvement to the Personal Tutoring System	The University has placed great emphasis on improving retention figures as a priority. Feeling supported whilst at university significantly lowers the risk of withdrawal from courses.

Costs

As well as direct costs this should include an estimate of the staff resource required and the amount of time from each person/area.

As this project relies on complex data analysis, this falls beyond my skillset. It is therefore likely that additional support in the form of hiring a member of student staff to analyse and collate the data will be required. This will be paid at the standard student staff pay rate of £8.45 per hour.

Additionally, for the promotion of the survey and the project in general, I will ask the Communications team (lead by Fiona Caslake) to produce materials.

Timescales

An estimate of when project activities will happen.

What	When											Who
	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Project to be introduced at relevant University working groups, meetings etc.												KK
Survey to be created												KK / FC
Survey to be distributed												KK / EC / FC
Survey to be promoted, shared and filled in by students												KK / EC / STUDENTS
Data to be collated and analysed												STUDENT STAFF
Report to be created, complete with recommendations												KK / EC
Report to be published												FC
Recommendations to be presented to relevant meetings and working groups												KK
Recommendations to be implemented												ARU

KK – Kirran Khan

EC – Executive Committee

FC – Fiona Caslake

ARU – Anglia Ruskin University

UPDATE: FVC / LEDIC (30/08)

After meeting with Ruth Taylor (Dean of FHSCE and ARU lead on student retention), we decided to collaborate on a joint project rather than doing two independent projects. Ruth and I are working on gathering the thoughts of both students and personal tutors; particularly to look into the barriers that stop the system being as effective as it could be (eg. badly scheduled sessions). We're also going to consult Anglia Learning and Teaching for resources, as well as looking into how personal tutoring works in other Universities. Feedback from students / staff will be written up and recommendations will be generated in a report that will be aim to be finalised by January. The recommendations will then begin to be worked on and implemented after this.



Project name	LikeBike (to be renamed)
Project manager	Kirran Khan VP (Business)
Project sponsor	TBC
Date agreed	TBC
Agreed by	TBC

Project brief

The project brief is a summary of the purpose of a project and what it will achieve. It identifies key elements of the project and the steps that will be followed to reach the objectives. The brief initiates project activity and allows the work to move forward.

The main objective of the project is to improve the awareness of cycling issues, and promote safer cycling to ARU students. In doing this, many different approaches will be utilised. The project aims to encourage students across core campuses to cycle safely; by offering cycling proficiency training, bike maintenance checks, and lights / locks through the SU Shop

Project overview

A brief description of the overall purpose and need for the work. Why does this project need to be done and why now?

The project first came about when, while speaking to students, the dangers of cycling in Cambridge and Chelmsford were discussed. The reasoning as to why this project is to be done at this point in time is because of the intake of Freshers in September who cycle, having not necessarily cycled for a while.

Aims and objectives

<i>Broad statements of intent about what the project is trying to achieve.</i>	<i>List the tangible outcomes and benefits that will be achieved. They should be specific and measurable etc. We should be able to refer back to these at the end of the project to check whether the work has been successful.</i>	<i>How will you measure success?</i>
Generate awareness of safer cycling practices	Speak to a large proportion of students who cycle into campus	Based on how many students are spoken to
	Create posters / promo material	Based on student engagement
Ensure that more students are engaging in safer cycling	Provide offers on cycle lights / locks	Increase in sales
	Provide maintenance checks	Amount of student participants
	Provide cycling proficiency training	Amount of student participants

Scope

Several sentences outlining what is within the scope of the project and what is not. If necessary this section should clarify the boundary between this project and other work to ensure there is no overlap or duplication. This section should clarify what is specifically excluded from the activity.

The scope of the project is to generate awareness and signpost to schemes coordinating safer cycling campaigns; not to partner with any campaign or retailer.

Deliverables

List the outputs of the project.

- More students engaging with safer cycling practices
- More students cycling
- A sense of awareness of the issues faced by cyclists

Key stakeholders

This should list all parties (internal and external) with an interest in this piece of work.

Students who cycle into campus in Cambridge and Chelmsford, Freshers, Anglia Ruskin Students' Union, Anglia Ruskin University

Project team: roles and responsibilities

<i>List all those who have a role to play in the project.</i>	<i>Include a summary of their responsibilities.</i>
Kirran Khan (VP Business)	Speak to students who cycle into campus, coordinate poster / promo material design, organise maintenance checks, organise offers through SU shop
ARU Environment Team	Provide maintenance checks for bikes
Executive Committee	Promote the project to any students that they represent
Tom Manville (Commercial Services Manager)	Organise offers, discounts, and promotions on cycle locks and locks through SU shop
Fiona Caslake (Communications Team)	Create promotional material for project

Implications for the organisation

Include here any impact this area of work may have on other parts of the organisation.

Production and creation of promotional materials will take up time and resources of the Comms team

Risks

<i>Outline any potential issues or barriers (internal and external).</i>	<i>Include a summary of how these might be mitigated.</i>
ARU Environment Team no longer wanting to provide maintenance checks	A written agreement

Costs

As well as direct costs this should include an estimate of the staff resource required and the amount of time from each person/area.

There will be a currently unknown cost to the campaigns budget for the providing of discounts, offers and promotions on cycle locks and lights through the SU Shop.

Timescales

An estimate of when project activities will happen.

What	When							Who
	Aug	Sep	Oct	Nov	Dec	Jan	Feb	
Project to be introduced at relevant University working groups, meetings etc.								KK
Promotional material to be created								KK / FC
Cycling students are spoken to								KK / EC / ET
Promotions, Offers, and Discounts are agreed and implemented								KK / TM
Maintenance checks and proficiency training organised								KK / ET
Cycling students are surveyed for satisfaction								KK / EC / FC

KK – Kirran Khan

FC – Fiona Caslake, Communications Manager

ET – ARU Environment Team

TM – Tom Manville, Commercial Services Manager

EC – Executive Committee

UPDATE: FVC / LEDIC (30/08)

After meeting with Tom Manville, we're still in conversations to finalise a 'bike bundle' (lights, locks, etc). I've asked for student feedback on safety tips and what they would want to see in a bundle. I'm meeting with the Environment Team in early September to discuss their bike maintenance sessions.

Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
1 Social media Maya Angelou	2 Social media - Langhston Hughes	3 Social media - W.E.B. Dubois	4 L/S- Eliza & Johanna Day activity - Society lead, Jerk station food catering Night Activity - Speaker LionHeartfelt Poet Social media - Harriet Tubman	5 Social media - Martin Luther king	6 Social media - Charles drew	7 Social media - Booker T Washington
8 Social media - Madame C.J Walker-	9 Social media - Mary Mcleod Betune	10 Social media - Patricia Bath	11 Social media - Bessie Coleman	12 L/S- Eliza & Katie P Day activity - Celebration of African women speaker NUS President Shakira Martin and Sidra Naeem Night activity - ACS Fashion show Social media - Cecilia Anim	13 Social media - Phyll opoku- Gyimah	14 Social media -Stacy Brown- Philpot
15 Social media -Torrence Boone	16 Social media -Lenna Nair	17 Social media - Minouche Shafik	18 L/S- Eliza and Katie Day activity - Student impact project Social media -Comfort Momoh	19 Lead- ACS Night activity - Screening of movie <i>Get Out</i> followed by an open discussion after Social media -Floella Benjamin	20 Social media -Kanya King	21 Social media -Sir Trevor McDonald
22 Social media -Linton Johnson	23 Social media - Baroness Rosalind Howells	24 Social media -Dianne Abbott	25 L/S-ACS & Eliza Night activity - Closing celebration of black history month by ACS Social media -Vanessa L. Williams	26 Social media -Sarah Breedlove	27 Social media -Lynette Woodard	28 Social media - Jessie Williams

Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
29 Social media- Malcolm X	30 Social media- Michelle Obama	31 Social media- Olaudah Equiano				

Notes

Room QUE101- ACTIVITY SIZE : 100 ROOM CAPACITY 140

SAL004- ACTIVITY SIZE : 100 ROOM CAPACITY : 200 Key words

L/S= Lead and Support

ACS- African Caribbean society

Blue siding on a particular day means the location is Chelmsford campus and green means the event will occur on both the Cambridge and Chelmsford campus.

Wednesday	Thursday
<p>October 4th – Lionheartfelt is a TEDx speaker, award winning poet and international spoken word performer here to display the struggles in black men expressing their emotions and still appearing 'masculine' and comfortable in their own expression. He has lots of spoken word poetry that he believes would be a great angle to empower the students through representation.</p> <p>Room for day activities and time: Mezzanine and MAB117 12:00-4:00pm 4:00-5:00PM Food from Jerk Station</p> <p>Room for evening activity and time: QUE101 6:00pm – 7:30pm</p>	<p>October 12th- Shakira Martin will present on women's empowerment for a half hour followed by Sidra Naeem who will present a talk called "Are Muslim Women Oppressed? Fact or Fiction". This talk will be one hour followed by questions.</p> <p>Room for day activities: QUE101 11:00am-2:00pm</p> <p>Room for evening activity: SAL004 5:00pm for set up 7:00-10:00pm</p>
<p>October 18th-</p> <p>Room for activities: MAB Foyer all day</p>	<p>October 19th- Movie night</p> <p>Room for evening: MAB 016 7:00-10:00pm</p>
<p>October 25th – Closing celebration</p> <p>Room and time for evening activity: MAB 114 5:00-8:00pm</p>	

12:00-12:30pm	12:30-1:00pm	1:00-1:30pm	1:30-2:00pm	2:00-2:30pm	2:30-3:00pm	3:00-3:30pm	3:30-4:00pm
International society Chelmsford**	African society Cambridge**	Bollywood society Cambridge**	Glory campus Chelmsford**	African Caribbean Society Chelmsford**	African Caribbean society Cambridge**	Ruskin house**	Closing remarks and reminders for the month to come

** Tentative

*** Food from the jerk station will be served at 1:00



Vice President Health Social Care, Education and Medical Science

For the attention of:	FVC/LEDIC	Taking place on:	28/09/17
Name:	Eliza Torres	Action:	To note
Summary: <i>This paper provides an update on the work of the Executive Committee member</i>			
Priority campaign(s) and objective(s)			
<ol style="list-style-type: none"> Let's Be Honest: To improve mental health services on campus, encourage the ARU community to have more honest conversations about mental health and equip them to support one another. We will be rolling out our "You are irreplaceable" campaign to support this Monthly distress events To allow all ARU students access to free event and space to relax and take a break from daily stresses of life Monthly drop ins- To ensure all students are able to express and raise any questions, comments or concerns regarding their course, module, faculty etc. Cultural GIAG – Empower students to share their love of their culture with the ARU community and bring a bit of home to ARU. Family day – Aims to cater to mature students and students whom 9-5 working hours don't allow them to access services that they need. Whilst also providing an open house / bring your family to uni fun activities day. 			
Progress on priority campaign(s)			
<ol style="list-style-type: none"> Monthly distress events -The aim of this campaign is to extend last year's distress fest into a more frequent occurrence on both small and large scales. -How I am going to achieve this aim is through working out the events and dates so that as many students as possible can attend. -What I have done so far I have collaborated with student services on one event and we will be running another together. I have some dates and places already insight so please check out the attachments. There is also a budget break down for what is needed and why. -What my next steps are to put all of these in the staffs calendars, set up events pages on the website and get the communications out there so everyone can join in on the fun! Black History Month <ul style="list-style-type: none"> The aim of this campaign is to empower students through representation and a celebration of culture. Last years first ever black history month was large and we aim to have the same kind of buzz. I will achieve this through running successful and student lead events for the month. So far I have worked closely with Katie P, to get other administrators in the University to get involved. We have had by in and have had our most expensive expenses for BHM covered! There is a calendar of events out and weekly events happening. I 			In progress

also have NUS president Shakira Martin in to speak as well as Lionheartfelt a TEDX and BBC international speaker.

- Booked all the needed rooms, made adjustments and finalized the times.
- A variety of societies are involved and excited to partake!
- ACS will be hosting a fashion show and Katie and I have been working closely on everything to ensure it's a success.

Monthly drop- ins

- - As Vice President of two different faculties I appreciate and embrace the fact that each faculty has their own students with different individual needs. Bearing this in mind I would like to host monthly drop in sessions allocated to different key areas dependent upon which campus I am on. The chat would be a time where you could express questions, concerns, happiness or any other feelings regarding your course. I will do my best to improve and help change things that are widely and deeply felt by students within the FHSCE and FMS student body.
- The drop in sessions would also be a time where students can come in and generally meet other students within their faculties and relax. I am aware that some students won't be able to make day time hours, due to this I will also try and host evening sessions so as its more inclusive and accessible.

Cultural GIAG

- The idea behind this is that I was homesick and I thought that it would be great to have GIAG activities centered on learning about different cultures. Students teaching others about their cultures, doing some activities and enjoying great food from around the world. I thought it would be a great way for students to embrace where they are from and to share it with the ARU community.
- Ive been working with communications to get the adverts together and the type of language we will use.
- Looking for authentic cuisine for the event so students truly are able to have a taste of "Home or Nigeria".
- Waiting on the budget to see how much money I will have for the event, food and activities. Thus determining the scale I am able to deliver at.

3. Family day: the one stop shop

Work in progress, I will update better once I get the other campaigns rolling and out. From the talks I have had with different faculty members there is a major buy in to this and im really excited/ looking forward to working more on this to roll it out for term 2!

In progress

Day to day updates

Freshers was crazy! And I was able to attend all three on the different campuses!! Rep talks are now upon us and were encouraging students to stand for Election. Met with student services which is how I was able to collaborate with them on

- *If you want extra information please feel free to contact me *



Project name	Cultural G.I.A.G
Project manager	Eliza Torres, VP (Health, Social Care, Education and Medical Science)
Project sponsor	TBC
Date agreed	TBC
Agreed by	TBC

Project brief

The project brief is a summary of the purpose of a project and what it will achieve. It identifies key elements of the project and the steps that will be followed to reach the objectives. The brief initiates project activity and allows the work to move forward.

This project aims to bring about cultural awareness and a love for diversity. This would be an opportunity for students to be empowered to share their culture with the ARU student community and to allow others to learn more about their respective cultures. The students will pick up their boarding pass tickets for the event and have individual mock passports as well. The passports will be stamped upon entrance to the event once the student has attended all 3 events and received the respective stamps, they will be invited to attend a party in celebration of their completion. The certificates will declare that they are world travelers etc. At the start of the event there will be fact sharing, activities, learning of two phrases in the particular language, games and food.

Project overview

A brief description of the overall purpose and need for the work. Why does this project need to be done and why now?

The overall purpose of this G.I.A.G is to help international students and home students feel like they have been able to bring their culture and share in a love of their culture with other ARU community members. This project needs to be done because it perfectly fits in with goal four which is to proactively support students to thrive in an inclusive and welcoming environment and goal five which aims to create opportunities and deliver activities that make students proud to be part of the ARU community.

Aims and objectives

<i>Broad statements of intent about what the project is trying to achieve.</i>	<i>List the tangible outcomes and benefits that will be achieved. They should be specific and measurable etc. We should be able to refer back to these at the end of the project to check whether the work has been successful.</i>	<i>How will you measure success?</i>
	Student involvement	Brief feedback survey

Inclusivity and appreciation for diversity		

Scope

Several sentences outlining what is within the scope of the project and what is not. If necessary this section should clarify the boundary between this project and other work to ensure there is no overlap or duplication.

This section should clarify what is specifically excluded from the activity.

This is a chance for cultural exchange, fun and a chance for students to feel empowered to share their culture. This isn't a diversity and inclusion workshop, although the aims of the event are to promote diversity and inclusion.

Deliverables

List the outputs of the project.

Student engagement, student satisfaction, ARU pride, sense of community and diversity empowerment.

Key stakeholders

This should list all parties (internal and external) with an interest in this piece of work.

Sabbatical team, Melanie bird, some members from student services and other members of staff that I have met and spoken with.

Project team: roles and responsibilities

List all those who have a role to play in the project.	Include a summary of their responsibilities.
Activities team	They run GIAG so their input and assistance would be needed and welcomed.
Representation coordinators	To ensure the students are a part of helping to create the event and that their voices are heard, through contacting various clubs and societies.

Sabbatical team	Provide help when they are able and I am in need of assistance and possible help running the event in Cambridge as well.
Communications team	They would help me create the boarding passes and passports to ensure ARU branding is all over it/ that it is fun and inviting! They will also ideally help with the creation of flyers to help promote the events.

Implications for the organisation

Include here any impact this area of work may have on other parts of the organisation.

The impact that this project could have on students is huge! We are a part of a diverse community and as a university and union we aim to be inclusive and celebrate diversity. This would be a prime event to showcase just that and to all the while empower students to share their culture with the ARU community during a time other than Global week festivities. Also it could be a way for prejudice, barriers and stereo-typing of cultures could be broken down. We would be learning from each other creating an exchange of ideas and information.

Risks

<i>Outline any potential issues or barriers (internal and external).</i>	<i>Include a summary of how these might be mitigated.</i>
Food allergies	Take every precaution to ensure foods are properly labeled with any potential food allergens listed
Someone could trip and fall down the stairs in Tindal	Ensure that sign posts are in place for designated exit and entry points. As well as warning of the dangers of stairs and lifts.
Someone could be triggered by the event	Taking lots of student feedback into consideration and allowing students to play a direct role in creating these events so that cultural appropriation and stereo-types are not making others feel disrespected.
Someone could choke	Ensure that sign post are available showing the Heimlich maneuver and possibly having someone trained in first aide in attendance. Also tell people to take care when chewing and eating their food.

Costs

As well as direct costs this should include an estimate of the staff resource required and the amount of time from each person/area.

A guestimate approximation of how much the event would cost would be around five hundred pounds. Due to the fact that there will need to be at least two members of staff and the resources needed to ensure the event is ran well and to good quality standards. Some costs associated with the event would be food, drink and supplies for activities.



Project name	Cultural G.I.A.G
Project manager	Eliza Torres, VP (Health, Social Care, Education and Medical Science)
Project sponsor	TBC
Date agreed	TBC
Agreed by	TBC

Project brief

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Project overview

A brief description of the overall purpose and need for the work. Why does this project need to be done and why now?

The overall purpose of this G.I.A.G is to help international students and home students feel like they have been able to bring their culture and share in a love of their culture with other ARU community members. This project needs to be done because it perfectly fits in with goal four which is to proactively support students to thrive in an inclusive and welcoming environment and goal five which aims to create opportunities and deliver activities that make students proud to be part of the ARU community.

Aims and objectives

<i>Broad statements of intent about what the project is trying to achieve.</i>	<i>List the tangible outcomes and benefits that will be achieved. They should be specific and measurable etc. We should be able to refer back to these at the end of the project to check whether the work has been successful.</i>	<i>How will you measure success?</i>
	Student involvement	Brief feedback survey

Inclusivity and appreciation for diversity		

Scope

Several sentences outlining what is within the scope of the project and what is not. If necessary this section should clarify the boundary between this project and other work to ensure there is no overlap or duplication.

This section should clarify what is specifically excluded from the activity.

This is a chance for cultural exchange, fun and a chance for students to feel empowered to share their culture. This isn't a diversity and inclusion workshop, although the aims of the event are to promote diversity and inclusion.

Deliverables

List the outputs of the project.

Student engagement, student satisfaction, ARU pride, sense of community and diversity empowerment.

Key stakeholders

This should list all parties (internal and external) with an interest in this piece of work.

Sabbatical team, some members from student services and other members of staff that I have met and spoken with.

Project team: roles and responsibilities

List all those who have a role to play in the project.	Include a summary of their responsibilities.
Activities team	They run GIAG so their input and assistance would be needed and welcomed.
Representation coordinators	To ensure the students are a part of helping to create the event and that their voices are heard, through contacting various clubs and societies.

Sabbatical team	Provide help when they are able and I am in need of assistance and possible help running the event in Cambridge as well.
Communications team	They would help me create the boarding passes and passports to ensure ARU branding is all over it/ that it is fun and inviting! They will also ideally help with the creation of flyers to help promote the events.

Implications for the organisation

Include here any impact this area of work may have on other parts of the organisation.

The impact that this project could have on students is huge! We are a part of a diverse community and as a university and union we aim to be inclusive and celebrate diversity. This would be a prime event to showcase just that and to all the while empower students to share their culture with the ARU community during a time other than Global week festivities. Also it could be a way for prejudice, barriers and stereo-typing of cultures could be broken down. We would be learning from each other creating an exchange of ideas and information.

Risks

<i>Outline any potential issues or barriers (internal and external).</i>	<i>Include a summary of how these might be mitigated.</i>
Food allergies	Take every precaution to ensure foods are properly labeled with any potential food allergens listed
Someone could trip and fall down the stairs in Tindal	Ensure that sign posts are in place for designated exit and entry points. As well as warning of the dangers of stairs and lifts.
Someone could be triggered by the event	Taking lots of student feedback into consideration and allowing students to play a direct role in creating these events so that cultural appropriation and stereo-types are not making others feel disrespected.
Someone could choke	Ensure that sign post are available showing the Heimlich maneuver and possibly having someone trained in first aide in attendance. Also tell people to take care when chewing and eating their food.

Costs

As well as direct costs this should include an estimate of the staff resource required and the amount of time from each person/area.

A guestimate approximation of how much the event would cost would be around five hundred pounds. Due to the fact that there will need to be at least two members of staff and the resources needed to ensure the event is ran well and to good quality standards. Some costs associated with the event would be food, drink and supplies for activities.

**** Met with comms and got the ball rolling, im looking at the first event to be on the 8th of December. To allow for time and planning to be properly done ☺

Monthly de-stress events:

2017/2018

Green= Both campuses

Purple = Chelmsford

Yellow= Cambridge

Date:	Details:	Reasoning:	Cost Chelmsford:	Cost Cambridge:
September 26 th 3-5pm Welcome tent	Speed Friending	This would ideally be ran during welcome weeks to help new students meet new or current students. It would be a fun spin on speed dating in that you are meeting new people and it is a unique way to make friends. It helps reduce the stress of meeting new people due to the low pressure fun environment. Enabling students to share common interest based off of topic conversations. Domestic students will be partnered with international students and have five minutes to chat. Meeting new people also helps with student mental health and wellbeing.	Free tea/ coffee Pizza £ 100 (Tony)	
October week of 23 rd 7pm- 8pm Sawyers Gym	Fitness under the stars in conjunction with wellness week (Tom)	PHOKUS (Promoting Healthy Options through Knowledge, Understanding and Service). This idea was first seen at the university of Furman in South Carolina USA. It would be a great opportunity for all students and specifically commuter students that attend evening classes, to have a free event with free fitness classes and a quiet area to have	Socs Yoga, Meditation or dance with Ruskin House £Free	Same

		some tea or a snack before heading home.		
November 14 th Mab/ Hel open access	Healthy Lunches: Sandwich, water, fruit, snack x2 Fruit and water (£300) Tony ask about a sponsor Stem and glory?	Lots of students don't get the opportunity to eat properly because of lack of money, time and stress. This would be a promotion of the importance of good nutrition.	£3.39 sandwich, snack and drink (100 students £339) 24 case of water £5 120£ , Fruit TBD	
December 5 th 12- 1 pm	LUSH cosmetics chelmsford@lush.co.uk Cambridge@lush.co.uk	Encourages relaxation by creating your own bath bomb. Students get to use aroma therapy to help improve their moods.	100 students @£2 Each = £200	100 bath bombs @£1.95 = £195
January TBT* Sawyers gym	Fresh check day/ SU drop in info session	Is an event that is run throughout the USA as a way to bring awareness to mental health resources and coping strategies. There would be free food, prizes, interactive booths and free merchandise. It's a way to check in and engage with students, seeing if they are well and if there is anything we can signpost them to for help or assistance.	Carnival type theme: (Tom) £500	
February 9 th 12pm	Bouncy castle and popcorn info@megainflatables.co.uk office@megainflatables.co.uk Stem and glory sponsorship, free popcorn?	Everyone loves a Bouncy Castle and what more than this fantastic Bouncy Castle with Disco theme and comes complete with Disco Light and Sound System.	From £120 Disco bounce £120 popcorn machine =£240 (Film movie viewing, involve them. DEMI)	Venue: Court yard (Ask estates, Sandy Lynam)
March Chelmsford *Support*	Art in mind (Hannah Belcher)	Aims to be an exhibition full of student submissions regarding the theme of mental health. It would ideally raise awareness in conjunction with our team campaign as well as create an open platform for conversations regarding hope and help through tough times in the university community.	TBC Tea, coffee and little cakes £ Not that expensive Venue: Chelmsford Transportation: Mini bus	
April after Easter 12-2pm	Earth Day celebration	-Essex recycling activities. -Photos -Earth tattoos -Talk on sustainability -Allotment GIAG		

May	De- stress fest		TBC	TBC
Budget needed guestimate :			£1700	

Destress events new list of possible events

<https://si.gmu.edu/destress-fest/>

- I. **High Five-** Stop by the campus tent etc on your way to or from class and grab some free donuts, cookies and information about transport, student services and union services.
- II. **Portrait your final-** Stop by and draw or paint a picture of how your finals are going. Hot chocolate and marshmallows will be given.
- III. **Research rescue-** Need help researching your final papers? Need to know how to properly cite? Stop by the lobby of the library for tea and coffee, have your last minute research questions answered by library staff and study skills plus.
- IV. **Late night carts-** Provides snacks to help you study for finals (7:30-8:30pm) Closer to submissions.
- V. **Sanity quest-** Search and look for your sanity during finals. A scavenger hunt where you work with friends to win free prizes.
- VI. **90s Throwback-** Come on out to relax and reminisce about the 90s with candy, colouring, board games and music. (March grand opening?*)

What we still need for Black History Month:	The cost:
Food from the jerk station	£250 *£200 covered by international office
Lionheartfelt Poet BME empowerment	£250 *Full amount covered by Student Services
Light refreshments for both speaker events	£ 60
Catering sundries (Paper plates, cups, cutlery and napkins)	£40
Snacks for the themed movie night (More than 25 students expected to attend)	£30
What we need for Cultural GIAG: 30 people + will be expected to attend	The cost:
Food	£150
Drink	£ 50
Communications (Posters, adverts, inflatables)	£ 150 adverts, £100 universal inflatables
Monthly Destress events : These events are expected to have between 50+ student attending and this builds on from our overall Mental Health team Campaign.	The cost:
Speed Friending	£40
Fitness under the stars	£free
Snacks on us	£300
Lush Bath bombs	£395
Fresh Check day	£500
Arts and crafts	£100*
Art in mind	£100*
Earth day celebration (Sustainability)	£50 *
Total estimated:	£ 2000

Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
1 Social media Maya Angelou	2 Social media - Langhston Hughes	3 Social media - W.E.B. Dubois	4 L/S- Eliza & Johanna Day activity - Society lead, Jerk station food catering Night Activity - Speaker LionHeartfelt Poet Social media - Harriet Tubman	5 Social media - Martin Luther king	6 Social media - Charles drew	7 Social media - Booker T Washington
8 Social media - Madame C.J Walker-	9 Social media - Mary Mcleod Betune	10 Social media - Patricia Bath	11 Social media - Bessie Coleman	12 L/S- Eliza & Katie P Day activity - Celebration of African women speaker NUS President Shakira Martin and Sidra Naeem Night activity - ACS Fashion show Social media - Cecilia Anim	13 Social media - Phyll opoku- Gyimah	14 Social media -Stacy Brown- Philpot
15 Social media -Torrence Boone	16 Social media -Lenna Nair	17 Social media - Minouche Shafik	18 L/S- Eliza and Katie Day activity - Student impact project Social media -Comfort Momoh	19 Lead- ACS Night activity - Screening of movie <i>Get Out</i> followed by an open discussion after Social media -Floella Benjamin	20 Social media -Kanya King	21 Social media -Sir Trevor McDonald
22 Social media -Linton Johnson	23 Social media - Baroness Rosalind Howells	24 Social media -Dianne Abbott	25 L/S-ACS & Eliza Night activity - Closing celebration of black history month by ACS Social media -Vanessa L. Williams	26 Social media -Sarah Breedlove	27 Social media -Lynette Woodard	28 Social media - Jessie Williams

Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
29 Social media- Malcolm X	30 Social media- Michelle Obama	31 Social media- Olaudah Equiano				

Notes

Room QUE101- ACTIVITY SIZE : 100 ROOM CAPACITY 140

SAL004- ACTIVITY SIZE : 100 ROOM CAPACITY : 200 Key words

L/S= Lead and Support

ACS- African Caribbean society

Blue siding on a particular day means the location is Chelmsford campus and green means the event will occur on both the Cambridge and Chelmsford campus.

Wednesday	Thursday
<p>October 4th – Lionheartfelt is a TEDx speaker, award winning poet and international spoken word performer here to display the struggles in black men expressing their emotions and still appearing 'masculine' and comfortable in their own expression. He has lots of spoken word poetry that he believes would be a great angle to empower the students through representation.</p> <p>Room for day activities and time: Mezzanine and MAB117 12:00-4:00pm 4:00-5:00PM Food from Jerk Station</p> <p>Room for evening activity and time: QUE101 6:00pm – 7:30pm</p>	<p>October 12th- Shakira Martin will present on women's empowerment for a half hour followed by Sidra Naeem who will present a talk called "Are Muslim Women Oppressed? Fact or Fiction". This talk will be one hour followed by questions.</p> <p>Room for day activities: QUE101 11:00am-2:00pm</p> <p>Room for evening activity: SAL004 5:00pm for set up 7:00-10:00pm</p>
<p>October 18th-</p> <p>Room for activities: MAB Foyer all day</p>	<p>October 19th- Movie night</p> <p>Room for evening: MAB 016 7:00-10:00pm</p>
<p>October 25th – Closing celebration</p> <p>Room and time for evening activity: MAB 114 5:00-8:00pm</p>	

12:00-12:30pm	12:30-1:00pm	1:00-1:30pm	1:30-2:00pm	2:00-2:30pm	2:30-3:00pm	3:00-3:30pm	3:30-4:00pm
International society Chelmsford**	African society Cambridge**	Bollywood society Cambridge**	Glory campus Chelmsford**	African Caribbean Society Chelmsford**	African Caribbean society Cambridge**	Ruskin house**	Closing remarks and reminders for the month to come

** Tentative

*** Food from the jerk station will be served at 1:00



CAMPAIGN UPDATE REPORT

Prepared for:	Faculty Voice Committee (FVC) and Liberation, Equality, Diversity and Inclusion Committee (LEDIC)	Date:	28/09/2017
Prepared by:	Laura Douds	Role:	Vice President (Science and Technology)

Summary: *This paper provides an update on the implementation of the campaign(s) of the Executive Committee member*

Clubs and Societies Count

Aim: Improve the quality and membership of clubs and societies on campus

Objective(s):

1. Increase the amount of fundraising done by societies to £10,000	IN PROGRESS
2. Increase the amount of external volunteering done by societies	IN PROGRESS
3. Increase the number of clubs and societies by 33%	IN PROGRESS
4. Increase the number of societies achieving our highest level of award	IN PROGRESS
5. Have nominations and wins at the National Society Awards	NOT STARTED
6. Increase membership to 1 in every 3 students	IN PROGRESS

Updates:

1. Upon talking with staff members, I've decided to narrow my focus for the time being. The fundraising and volunteering aspects are taking priority. This will be reviewed after the December holiday period.
2. Despite this, I have spoken to many students about societies and how good they are, so have been actively advertising to attempt to increase membership numbers.
3. I have been promoting fundraising and volunteering to societies (mostly at Freshers Fair) outside of RAG soc in an attempt to get them involved with these things.

Diversity Projects

Aim: To promote EDI on campus, and aid understanding of minority groups.

Objective(s):

1. Raise awareness of liberation group issues	NOT STARTED
2. Provide safe spaces for students	IN PROGRESS
3. Promote intersectionality	IN PROGRESS
4. Inform students of historical and present-day minority figures	IN PROGRESS

Updates:

1. Am narrowing the scope to three groups. Am currently focused on LGBT+ History Month, International Women's Day and academic issues affecting international students. (Project plans to follow at next FVC/LEDIC)

2. This doesn't mean I am not interested in helping with the other groups – I will be liaising with the reps to see how I can assist them in their campaigns for the year. It is particularly important for these remaining groups that I do not attempt to lead on projects as I do not fall into the minority groups in question (BME, disabled, trans).

3. Objectives are in progress as I have begun planning the liberation events.

4.

Other relevant updates:

- Had THE BEST time at Freshers
- #sexualrespect working group is going well – have implemented a training course in the criminology department for rollout across all classes in the future if it goes well
- Have had a meeting about assistive hearing technology and tried it on a deaf member of staff – has worked very well and hoping for a rollout to all deaf students soon
- Have done introductory talks to most FST courses and they've all gone very well

FVC/LEDIC are asked to **DISCUSS**



Project name	Clubs and Societies Count
Project manager	Laura Douds, VP (Science and Technology)
Project sponsor	TBC
Date agreed	TBC
Agreed by	TBC

Project brief

The project brief is a summary of the purpose of a project and what it will achieve. It identifies key elements of the project and the steps that will be followed to reach the objectives. The brief initiates project activity and allows the work to move forward.

The project will aim to increase the impact of clubs and societies upon students and the wider community.

It will:

- Increase the number of clubs and societies by 33% (40 clubs and societies)
- Increase membership to 1 in every 3 students
- Encourage societies to fundraise £10,000 for external charities, such that 40% of our charity fundraising is done by societies other than the dedicated Raising and Giving Society.
- Increase the number of societies achieving our highest level of award (what this award will be is yet to be decided as the bronze/silver/gold scheme is being re-done)
- Encourage societies to get involved with volunteering externally
- Ideally, have nominations and wins at the National Society Awards

Project overview

A brief description of the overall purpose and need for the work. Why does this project need to be done and why now?

Clubs and society members are generally some of the most engaged members within our union. Being members of clubs and/or societies teaches transferable skills which are invaluable within the workplace, and as Goal Two of the strategic plan is about helping graduates be more employable, getting them involved with extra-curriculars is key in achieving this. In addition, Goal Five of our plan is about helping students feel as though they are part of a community at ARU, and clubs and societies are often very much a part of feeling like you belong at university. It makes sense, then, that we should focus on getting as many people into these 'mini-communities' as possible.

Aims and objectives

<i>Broad statements of intent about what the project is trying to achieve.</i>	<i>List the tangible outcomes and benefits that will be achieved. They should be specific and measurable etc. We should be able to refer back to these at the end of the project to check whether the work has been successful.</i>	<i>How will you measure success?</i>
Increase in membership numbers	Clubs and societies have more active members	Compare membership nos. with previous years
	Clubs and socs have more money due to more members	As above
	Students are more proud of being part of ARU community	Big 10 survey results
	Students are more employable	Big 10 survey results
Increase number of societies	More choice for students	Compare no. of socs with previous years
	Committee members and students are more employable	Big 10
	Students get involved and are more proud of being part of the ARU community	Big 10
Societies fundraise more money	External charities get more money to work for the greater good	Ask for data on how much societies have raised and where they're donating it
	Students feel good about what they're doing	Feedback ?
More societies involved with external charities	External charities/services get additional help and are more productive	Ask volunteering service and the students for feedback
	Committee members and students are more employable	Big 10
	Students get involved and are more proud of being part of the ARU community	Big 10
	Clubs and societies are recognised on a national level	No. of nominations/wins

Nominations at National Societies Awards	C+S get more recognition within the university	No. of attendees+ memberships of C+S

Scope

Several sentences outlining what is within the scope of the project and what is not. If necessary this section should clarify the boundary between this project and other work to ensure there is no overlap or duplication. This section should clarify what is specifically excluded from the activity.

Project includes:

- Encouraging societies to advertise more, hold more events and fundraise more

Does not include:

- Running events FOR societies (as they are meant to be student led)
-

Deliverables

List the outputs of the project.

- More awareness of C+S
- More C+S with a higher average membership
- More fundraising
- More students more happy to be part of ARU community
- More students saying the SU has helped their employability skills
- Increased student satisfaction (and possibly retention)

Key stakeholders

This should list all parties (internal and external) with an interest in this piece of work.

Officer Team

Exec Committee

Activities Team

Committee Members

Clubs+Soc Members

Other Students

Academics.

Project team: roles and responsibilities

<i>List all those who have a role to play in the project.</i>	<i>Include a summary of their responsibilities.</i>
Laura	Managing the project, visiting c+s forums to talk to committee members about aims etc
Comms team	Help with phrasing, promoting C+S, emails etc
Activities team	Additional support with encouraging C+S, help organize daytime events
Commercial Services Team	Help societies organize evening events

Implications for the organisation

Include here any impact this area of work may have on other parts of the organisation.

- May help Activities team reach KPIs
- TBC

Risks

<i>Outline any potential issues or barriers (internal and external).</i>	<i>Include a summary of how these might be mitigated.</i>
Finance – grant pots – if there are more societies and members, there is a greater demand on our limited resources and more committees will be unhappy with allocations	Encourage societies to seek external sponsorship and/or fundraise, make grant funding explicit in all training and C+S forums

Costs

As well as direct costs this should include an estimate of the staff resource required and the amount of time from each person/area.

Costless – just taking up VP FSTs time to go to forums and speak to people etc.

Timescales TBC

An estimate of when project activities will happen.

[illegible]



Project name	Diversity Projects (to be renamed)
Project manager	Laura Douds, VP (Science and Technology)
Project sponsor	TBC
Date agreed	TBC
Agreed by	TBC

Project brief

The project brief is a summary of the purpose of a project and what it will achieve. It identifies key elements of the project and the steps that will be followed to reach the objectives. The brief initiates project activity and allows the work to move forward.

The LGBT+ projects will achieve the following:

- **Raise awareness and promote understanding of LGBT+ issues** with a particular focus on the marginalised communities within the LGBT+ movement, such as women who like women (or 'wlw'), asexual and aromantic people, trans people and bisexuals.
- **Inform students of LGBT+ figures throughout history**, and of the history of gaining the same rights as cisgender, heterosexual people.
- **Provide LGBT+ students with safe spaces** to be themselves
- **Provide non-LGBT+ students with safe places to ask questions** and broaden their understanding.
- **Promote intersectionality** within the LGBT+ community (ie including, and focusing on, LGBT+ people who fall into other liberation groups such as – but not limited to - people of minority ethnicities or who have a disability).
- **Make people aware of systemic barriers** to participation of LGBT+ students
- **Other issues which our LGBT+ and trans reps want to address.**

The disability projects will achieve the following:

- **Raise awareness of disabilities and chronic health conditions**
- **Provide able students with spaces to ask questions** and become informed, to break stereotypes and aid inclusion
- **A disability audit** of spaces, clubs and societies protocol, and anything else deemed necessary, to ensure they're accessible
- **Spaces for disabled people to meet others** and talk about their experiences
- **Other issues/ideas that our disability reps want to address.**

The women's projects will achieve the following:

- **Raise awareness of issues** that *typically* (but not exclusively) affect women, such as sexual assault, and health issues
- **Provide women-only events** (such as continuing the gym hours)
- **Make people aware of the systemic barriers** that face women in their day-to-day lives
- **Anything else the women's reps want to address**

The BME projects will achieve the following:

- **Raise awareness of issues** that face minority ethnicities, such as racial stereotyping
- **Make people aware of the systemic barriers** that BME people face
- **Provide safe events for BME people** to celebrate their cultures and backgrounds eg Black History Month (in conjunction with Eliza)
- **Anything else the BME reps want to address**

The International Student projects will achieve the following:

- **Raise awareness of issues** that face minority ethnicities
- **Make people aware of the difficulties international students face**
- **Provide safe events for students and encourage them to get involved with** activities that celebrate their cultures and backgrounds eg Global Week
- **Anything else the international reps want to address**

Project overview

A brief description of the overall purpose and need for the work. Why does this project need to be done and why now?

Minority groups are, as stated, minorities. The majority groups do not always understand the needs and wants of these groups, and it's important that we address these needs. It's particularly important that we look at and address the places where these minority groups intersect as they often face very different issues than when someone is only in one of these groups.

Understanding and inclusion are at the heart of our SU and it's vital that we have events where our students can be proud of who they are. Raising awareness of these minority issues will be vital to reducing the negative stigma associated with some of them and creating a safer campus for everyone.

Aims and objectives

<i>Broad statements of intent about what the project is trying to achieve.</i>	<i>List the tangible outcomes and benefits that will be achieved. They should be specific and measurable etc. We should be able to refer back to these at the end of the project to check whether the work has been successful.</i>	<i>How will you measure success?</i>
Increased equality for LGBT students	Increased attendance and membership of LGBT+ societies and events	Compare numbers attending in 16-17 to 17-18.
	Increased reporting of LGBT-phobic language and acts – leading to an eventual decrease as students realise this behaviour won't be tolerated.	Compare reported numbers in 16-17 to early 17-18 and then late 17-18
	Increased awareness of lesser-known LGBT terms eg aromatic, asexual, pansexual	Hits on website
Increased equality for disabled students	Clubs and societies and relevant spaces will be more disability-friendly than they are currently.	No. of clubs and societies attending equality training or who have active measures in place
	Increased attendance at disabled society etc	Compare membership numbers 16-17 to 17-18
	More students seeking help for their conditions	Compare no. of students granted extra time etc in 16-17 to 17-18
	Increased awareness of chronic conditions and living with a disability	Hits on website
Increased equality for women	Increased attendance at femsoc etc	As above re societies
	Reduce instances of sexual harassment etc on campus and increased reporting of sexual harassment etc on campus	

	Increased awareness of women's issues	Hits on website content
Increased equality for BME students	Increased attendance at representative societies eg African Society	Compare membership numbers 16-17 to 17-18
Increased equality for international students	Increased attendance at international society etc	Compare membership numbers 16-17 to 17-18
	Improved study help specifically aimed at international students and students who don't speak English as a first language	Compare number of academic offense hearings in 16-17 to 17-18

Scope

Several sentences outlining what is within the scope of the project and what is not. If necessary this section should clarify the boundary between this project and other work to ensure there is no overlap or duplication. This section should clarify what is specifically excluded from the activity.

The project is:

- To facilitate and improve diversity and inclusion of minority groups on campus
- Encouraging intersectionality (ie looking at where minority groups intersect and how that affects experiences and perceptions)
- To work in *conjunction* with the campaign reps

The project is **not**:

- Going to provide any new channels of reporting hate crimes
- Excluding 'simple' minority students, ie students who are in one of these minority groups and not the others
- Going to take responsibility for the projects of the campaign reps – though we will work together on several issues.

Deliverables

List the outputs of the project.

- Improved awareness of minority group issues
- Minority students feel safe and supported on campus
- Minority students are not disadvantaged as a result of their minority status

Key stakeholders

This should list all parties (internal and external) with an interest in this piece of work.

- Campaign reps (LGBT+/Trans/BME/Womens)
- Officer team
- Anyone who falls into these minority groups
- Certain areas of Student Services

Project team: roles and responsibilities

<i>List all those who have a role to play in the project.</i>	<i>Include a summary of their responsibilities.</i>
Laura	Coming up with and researching ideas, overall management of the project
Activities Team	Help organize daytime activities
Communications Team	Promotion of events and help creating website content
Commercial Services Team	Organise evening activities
Campaign reps	Ensure Laura is being representative (particularly surrounding minority groups she is not a part of), help plan events in conjunction with Laura
Eliza	Help plan Black History Month events

Implications for the organisation

Include here any impact this area of work may have on other parts of the organisation.

TBC

Risks

<i>Outline any potential issues or barriers (internal and external).</i>	<i>Include a summary of how these might be mitigated.</i>
People who are bigoted towards these minority groups making hurtful comments or threatening violence etc at events	Ensure staff are trained on how to deal with this situation, know how to contact security, let students know how to report hate crimes
Finance	If the events aren't successful there may be a financial detriment to the SU
Misinformation being spread	Research to ensure all info we give is up to date and accurate

Costs

As well as direct costs this should include an estimate of the staff resource required and the amount of time from each person/area.

Will be stated project plans for individual projects.

Timescales - TBC

An estimate of when project activities will happen.

[illegible]



AGAINST CUTS TO EDUCATION POLICY

Prepared for:	Faculty Voice Committee (FVC) and Liberation, Equality, Diversity and Inclusion Committee (LEDIC)	Date:	28/09/2017 Due to lapse 06/02/2018
Prepared by:		Role:	

Summary: *This paper provides an update on the implementation of the policy*

1. To stand and campaign against all proposed cuts to the education field.	IN PROGRESS
2. To support student campaigns against cuts to prospective education and teacher training students.	NOT STARTED
3. To support local community campaigns against cuts to education.	NOT STARTED
4. To liaise with local teacher's union groups to strengthen the knowledge base.	NOT STARTED

Updates:

1. In progress
2. Not started
3. Not started
4. Not started

FVC/LEDIC are asked to **DISCUSS**

30/08 - In about a week a survey poll will go out to get everyone's availability to get this rolling.
ET

30/08 –NO UPDATE KK



AGAINST NHS CUTS POLICY

Prepared for:	Faculty Voice Committee (FVC) and Liberation, Equality, Diversity and Inclusion Committee (LEDIC)	Date:	28/09/2017 Due to lapse 16/11/2017
Prepared by:		Role:	

Summary: *This paper provides an update on the implementation of the policy*

1. To stand and campaign against all proposed cuts to NHS services	IN PROGRESS
2. To support student campaigns against cuts to the Nursing and Allied Healthcare students	IN PROGRESS
3. To support local community campaigns against cuts to NHS services.	IN PROGRESS

Updates:

1. We supported Giovanna (FHSCE Faculty Rep Cambridge) in organising a group of students to attend the NHS March 4th March 2017 in London.
2. We supported Giovanna (FHSCE Faculty Rep Cambridge) in organising a group of students to attend the NHS March 4th March 2017 in London.
3. Need to further liaise with local campaigns to support any local action they are taking.

FVC/LEDIC are asked to **DISCUSS**

30/08 - My only update is that closer to the time that people are back at Uni and off of holiday I will schedule a meeting so we can begin coming up with ideas and things. ET



GENDER NEUTRAL TOILETS POLICY

Prepared for:	Faculty Voice Committee (FVC) and Liberation, Equality, Diversity and Inclusion Committee (LEDIC)	Date:	28/09/2017 Due to lapse 06/02/2018
Prepared by:		Role:	

Summary: *This paper provides an update on the implementation of the policy*

1. To campaign to Estates and Facilities to create university regulations which ensure that all university owned buildings have at least one accessible GNT.	IN PROGRESS
2. To encourage Estates and Facilities to not only develop GNTs in the future but create or convert toilets that are gender neutral as appropriate.	IN PROGRESS
3. To proactively encourage or co-ordinate a Gender Neutral Toilets Audit of ARU core campuses (Cambridge, Chelmsford and Peterborough) to look into the practicality of converting any gendered toilets to become GNTs.	IN PROGRESS
4. To actively review, amend and change policy on GNTs for future developments such as gendered/non gendered signage of toilets and expanding this policy to accommodate gender neutral single cubical changing room facilities for the gym.	IN PROGRESS

Updates:

1. Laura has emailed Sandy Lynam (Director of Estates and facilities) about making sure that regulations include a guarantee that GNTs will be included in new builds and that old buildings should be updated appropriately. Response was that design guides for contractors are in place and that the requirement for GNTs will be highlighted in this document.
2. This was discussed in the audit with Estates and Facilities and will remain to be considered. The university are considering adding GNTs to Tindal ground floor. They will be included in the new SU space in Peter Taylor and the new School of Medicine.
3. Coslett GNTs are finished and open for use meaning that both Mumford and Coslett have GNTs.
4. The policy does not exist.

Waiting for co-lead to return from summer holidays to work on further.

FVC/LEDIC are asked to **DISCUSS**



INCREASED EQUALITY FOR VEGAN STUDENTS POLICY

Prepared for:	Faculty Voice Committee (FVC) and Liberation, Equality, Diversity and Inclusion Committee (LEDIC)	Date:	28/09/2017 Due to lapse 16/11/2017
Prepared by:		Role:	

Summary: *This paper provides an update on the implementation of the policy*

1. More vegan options will first be provided in the existing catering services around university.	NOT STARTED
2. All clubs and societies will be required to provide at least one vegan option at any event they hold or, if not possible, to inform their attendees that vegan options will not be available.	IN PROGRESS
3. Vegan options within the catering services at university will be placed separately from the non-vegan options – this is to allow ease of access for vegan students.	NOT STARTED
4. (If possible) Separate catering services will be provided at the University for Vegan Students, such as a “Vegan Café” – this will prevent any cross-contamination of food due to their being produced separately. It will also mean that vegan students have a safe space to go to where they will not risk being called out for being vegan. This could be implemented by changing one of the many existing catering services around university into a “Vegan Space”.	IN PROGRESS
5. Vegan options will be widely advertised and actively promoted throughout university.	NOT STARTED
6. The University’s Environment Team will be encouraged to consider the impact of meat, dairy and egg consumption on the environment and to take steps to address this issue.	IN PROGRESS
7. All catering services around university will be required to participate in “Meatless Mondays”.	IN PROGRESS
8. PETA’s 30-day Vegan Pledge will be advertised throughout university	IN PROGRESS

Updates:

1. Leigh will add this into a meeting with catering about general food options and provisions across all campuses. She will ask what the current situation is and how this can be changed for the future if necessary, particularly in relation to accessing the food as students feel the vegan options are hidden at the back. She will suggest it’s something that catering and the environment team will run together. Sarah is creating a survey to get more information on variety and types of food vegan students want to see. The survey results have been taken to a meeting with catering by Leigh. A full update on this meeting will follow.
2. This will be implemented into clubs and societies emails, training and literature by Jamie and Precious. Grace is asking about this becoming a requirement of the green fund.
3. To be updated after meeting with University Catering.
4. Leigh will write a paper for the Space and Sustainability Campus meeting on the 7th March with Sarah looking at ideal space and financial feasibility.

5. Will be combined into one campaign ran by Sarah and the Vegan Society with our support. Grace and relevant staff to meet with Sarah and assist with planning the campaign. The Vegan Society have been promoting this from the 15th May.

6. Catering have agreed to start monitoring the sales of vegan and vegetarian meals. Actual impact assessment of meat/egg/dairy consumption ongoing.

7. This is part of the 30 Day Vegan Pledge.

8. Will be combined into one campaign ran by Sarah and the Vegan Society with our support. Grace and relevant staff to meet with Sarah and assist with planning the campaign. The Vegan Society have been promoting this from the 15th May.

UPDATE 30/8

9. This policy will be worked on as part of the Better Food campaign. JK will receive new menus around the beginning of September from the chef in Cambridge to see what vegan options they will have available.

10. JK will meet Sarah in the beginning of September to discuss the next steps.

UPDATE 21/09/

11. Johanna is meeting Sarah on 29th September regarding the policy and Vegan Society is also meeting on 29/9/17.

FVC/LEDIC are asked to **DISCUSS**



KWAF POLICY

Prepared for:	Faculty Voice Committee (FVC) and Liberation, Equality, Diversity and Inclusion Committee (LEDIC)	Date:	28/09/2017 Due to lapse 16/11/2017
Prepared by:	Jamie Smith	Role:	President

Summary: *This paper provides an update on the implementation of the policy*

1. We will lobby the University to make an ongoing commitment to avoid the scheduling of lectures for all courses after 12pm on a Wednesday.	IN PROGRESS
2. We will lobby the University to commit to support students to change teaching times and assessed sessions after 12pm on a Wednesday where possible and provide alternative methods for affected students to access materials or resources.	IN PROGRESS
3. We will ensure students are informed of their responsibility, where lectures are still in place, to receive permission to be absent from their Course Leader as early as possible.	IN PROGRESS

Updates:

1. I have attended an NUS campaign planning day and created a report which I took to the Vice Chancellor. He expressed his support in the principle of KWAF and has provided valuable information on the current lecture scheduling on a Wednesday afternoon. I will now be contacting students on courses where lectures fall at this time to see how they would like me to take this forward.
2. The Vice Chancellor has signed my KWAF pledge (and took a cute picture with me) committing to keeping Wednesday afternoons free for undergraduate students. I'm intending to discuss with postgraduate reps how we can best support them if they feel Wednesday Afternoons Free isn't applicable to them.
3. Ongoing

FVC/LEDIC are asked to **DISCUSS**



LIBERATING THE CURRICULUM POLICY

Prepared for:	Faculty Voice Committee (FVC) and Liberation, Equality, Diversity and Inclusion Committee (LEDIC)	Date:	28/09/2017 Due to lapse 03/04/2018
Prepared by:		Role:	

Summary: *This paper provides an update on the implementation of the policy*

Lobby the university to increase representation of lecture content from the perspectives of liberation and protected groups.	NOT STARTED
Lobby the university to make sure that all modules should make sure that they strive to be inclusive of all liberation groups particularly within modules that mention terms to do with liberation within their names.	NOT STARTED
Further lobby the university to particularly focus on the improvement of Trans experiences within modules themed around LGBT+ experiences.	NOT STARTED
Lobby the university to make sure that within the life sciences and other areas of the curriculum more studying that can resonate with disabled students occurs.	NOT STARTED
That once these changes are implemented the Students Union must investigate data from the Let's Be Honest report that focuses on liberation groups in the coming year. Liberating the curriculum may help this due to the fact liberation groups will feel better represented.	NOT STARTED
Work with NUS, who are running a national campaign on liberating the curriculum, to support and advise us in implementing these changes.	NOT STARTED
That all appropriate faculties, such as the Faculty of Health, Social Care, & Education and the Faculty of Medical Science should provide compulsory lectures that include information on trans healthcare. These lectures would provide information on some of the issues that transgender people may face in the healthcare system. These might include: pronouns (and the importance of respecting them), gender dysphoria, hormone therapy, urological care, surgical complications, birthing for transmen/non-binary individuals, and cancer screening techniques in transmen/transwomen/non-binary individuals. These lectures would be particularly important in courses such as Midwifery but also Nursing, Surgical Care, Public Health, Mental Health, etc.	NOT STARTED
That appropriate online resources regarding LGB and transgender issues are made available to faculty members. This would mean that faculty members have more support and direction in modifying the lectures to introduce such issues.	NOT STARTED

Updates:

1. Not started
2. Not started
3. Not started
4. Not started
5. Not started
6. Not started

7. Not started
8. Not started

FVC/LEDIC are asked to **DISCUSS**



SAVE OUR SPACE POLICY

Prepared for:	Faculty Voice Committee (FVC) and Liberation, Equality, Diversity and Inclusion Committee (LEDIC)	Date:	28/09/2017 Due to lapse 06/02/2018
Prepared by:	Jamie Smith	Role:	President

Summary: *This paper provides an update on the implementation of the policy*

1. To lobby the institution for new multipurpose recreational spaces on campus and to prioritise student-led activities.	IN PROGRESS
2. To lobby the university to actively seek spaces (on or off campus) for clubs/societies to undertake activities to fulfil their aims and objectives.	IN PROGRESS
3. To lobby the institution to guarantee that any space that becomes available will be discussed with the Students' Union as to what its purpose will be.	IN PROGRESS
4. To gather and use student feedback when making decisions on the use of new space.	IN PROGRESS

Updates:

1. In progress. There is recent news that there will be a Dance studio reinstated on the Cambridge campus from December 2017. LR/JS are due to have conversations with the Director of Student Services to decide who will facilitate/take ownership of the space.
2. In progress
3. This could be stronger. JS role as a Governor will allow these kinds of conversations to happen at early stages.
4. In progress. The student consultation for Peter Taylor House and Tindal is complete. This will inform the kind of furniture that is sought for the spaces.

FVC/LEDIC are asked to **DISCUSS**



TEACHING EXCELLENCE FRAMEWORK POLICY

Prepared for:	Faculty Voice Committee (FVC) and Liberation, Equality, Diversity and Inclusion Committee (LEDIC)	Date:	28/09/2017 Due to lapse 06/02/2018
Prepared by:		Role:	

Summary: *This paper provides an update on the implementation of the policy*

1. To lobby ARU to create a definition and internal benchmark of teaching quality informed by staff and student opinion.	NOT STARTED
2. To campaign to local MPs to stand against the TEF with us.	IN PROGRESS
3. To hold events which inform students of what the TEF is and how they can take action to encourage genuine teaching quality while standing against harmful metrics.	IN PROGRESS
4. To stand in opposition to the metrics used in the TEF and to decide each year what our relationship to these metrics will be.	IN PROGRESS
5. To work together with ARU's UCU branch against the TEF if they want to join us.	NOT STARTED
6. To empower student reps to influence the educational direction of ARU on this level.	IN PROGRESS
7. To raise awareness of tuition fee increases.	COMPLETED
8. To lobby the Vice Chancellor to not raise fees for students after they have started their degree.	COMPLETED

Updates:

1. Not started
2. GA has spoken to Daniel Zeichner (MP for Cambridge) about the amendments to the HE bill we would like to see passed. DZ is also against the TEF.
3. GA ran a session during the recent Rep Conference "You're just a number and your opinion doesn't count" with the aim to inform students about the TEF, the effects it could have and the Students' Union stance.
4. GA submitted a statement which was included in Anglia Ruskin's TEF submission on our stance against the metrics used. GA also supported a student in writing policy to allow the option of boycotting the NSS (one of these metrics). GA will release a statement regarding ARU's Silver Award status
5. Not started
6. Ongoing, see 3.
7. Completed. The House of Lords passed through several amendments to the HE policy in which TEF was included. One of these amendments was to sever the ties between the TEF and student tuition fees, meaning fees would not increase/decrease depending on outcomes of the TEF.
8. Completed. The House of Lords passed through several amendments to the HE policy in which TEF was included. One of these amendments was to sever the ties between the TEF and student tuition fees, meaning fees would not increase/decrease depending on outcomes of the TEF.

FVC/LEDIC are asked to **DISCUSS**

30/08 – KK: NO UPDATE



TRANS NOT TRANS* POLICY

Prepared for:	Faculty Voice Committee (FVC) and Liberation, Equality, Diversity and Inclusion Committee (LEDIC)	Date:	28/09/2017 Due to lapse 03/04/2018
Prepared by:		Role:	
Summary: <i>This paper provides an update on the implementation of the policy</i>			
1. That we should stop referring to Trans students as Trans*			IN PROGRESS
2. That the title of Trans* Rep should be changed to Trans Rep			IN PROGRESS
Updates:			
1. Verbally this is happening, this will require a change in our bye laws to become official in writing.			
2. This will require a change in our bye laws which cannot happen until October.			

To note: the purpose behind removing the star is as follows:

1. Trans* was **originally** used as a method to include ALL gender non-conforming identities
2. This means that trans (no asterisk) was originally intended for people who were actively identifying as the gender 'opposite' to their assigned one
3. However, this has now led to discussion within the trans(*) community about whether two labels are needed
4. And the consensus seems to be that anyone who does not fully identify with their assigned gender is trans
5. Therefore using the asterisk is now deemed to be telling people who are genderfluid or otherwise nonbinary that they are 'not trans enough'
6. Therefore the policy is intended to be more inclusive by including all trans identities under one label.

FVC/LEDIC are asked to **DISCUSS**



UP YOUR GRANTS POLICY

Prepared for:	Faculty Voice Committee (FVC) and Liberation, Equality, Diversity and Inclusion Committee (LEDIC)	Date:	28/09/2017 Due to lapse 16/11/2017
Prepared by:	Jamie Smith	Role:	President

Summary: *This paper provides an update on the implementation of the policy*

1. To increase the grant pot by 15% each year for both Cambridgeshire and Chelmsford campuses.	COMPLETED
2. For this money to be sought from Union budgets that do not relate to Clubs and Societies activities and Extra-curricular student experience.	IN PROGRESS
3. To lobby the University to continue to fund off campus facility hire.	IN PROGRESS
4. We will still actively encourage clubs and societies to fundraise to increase the resources being put into their societies to reach their aims and objectives.	IN PROGRESS

Updates:

1. This was accepted by the board and will be implemented as of next year.
2. To be approved by the Trustee Board/CEO/relevant senior managers.
3. Ongoing.
4. Ongoing. In committee training/1-1's with coordinators and Activities Officers/Part of the Bronze, Silver, Gold accreditation scheme/SU Awards (Fundraising Group of the year)
JS is also looking into restructuring the grants procedure to compliment this, a presentation is being taken to forum and then to a Students' Union Activities meeting following on from this.

FVC/LEDIC are asked to **DISCUSS**



IDEAS

Prepared for:	Faculty Voice Committee (FVC) and Liberation, Equality, Diversity and Inclusion Committee (LEDIC)	Date:	28/09/2017
Prepared by:	Executive Officers	Role:	

Summary: *This paper provides an update on the implementation of ideas*

SU permanent bar on Cambridge campus!

Amanda Campbell White

- This was taken to our Union Steering Group (Exec Officers and SU Management Team). Officers will be collating all evidence from NSS results, comments on the ideas page, comments and feedback from the current space consultation and a proposal will be written and taken to the Deputy VC with responsibility for estates.

-Being taken forward by LR & JS TM.

-LR and JS have a meeting with HV on 16/03/17.

-Conversations have been positive and the general need for an SU ran social space has been widely accepted by the university. Currently the SU is undergoing multiple developments and it was agreed that we would revisit the conversation when we were 'settled' with our current ventures.

28/06 UPDATE: JS brought the paper to the university and it was acknowledged that it would be a priority in the future. Considering the SU have got a few projects currently ongoing with space it was agreed it would be too overwhelming to attempt to implement this right now. JS will keep this at the forefront and continue to push as a priority.

IN PROGRESS

Books Plus card funds should be allowed to be used for printing

Johanna Korhonen

-Grace has spoken to the Director of Student Services and it has been confirmed that due to the current Access Agreements that are in place (which determine how this money should be spent two years in advance) there is nothing that can be done at this time. Grace has requested a statement to ensure this is clear to students.

-Leigh met with Union staff and it was discussed whether it would be financially viable for the Students' Union to provide any free printing at certain points in the year –the costs would need to be looked into further.

-Grace and Johanna met with Julie, the Director of Student Services and proposed printing vouchers to be purchasable from John Smiths for students to use as printing credit. Julie felt we weren't able to provide free printing on books+ cards because of environmental reasons and limitations of the current access agreement. Grace is chasing follow up meetings

-GA has spoken with Jon Bouffler about a company that helps Universities provide free printing for students, GA is awaiting a meeting with Jon and Johanna.

- GA and JK met with Jon Bouffler who expressed that ARU would be unable to provide free printing, however would support the SU to start providing free printing to students. This is awaiting approval from the SU's Union Steering Group.

21/09 UPDATE: This is now part of JK's Free Printing campaign.

IN PROGRESS

Graduation Ceremonies in Summer and October

COMPLETED

Leigh Rooney

Leigh has gone through all comments and has created a draft report/proposal to take forward to the Vice Chancellor on Monday 16th Jan, encompassing feedback from students over the last two years.

-The team had a meeting with the Vice Chancellor on 16/01/17, he agreed with the idea in principle, but a conversation around the logistics and how it can be done well and affordably needs to be had. Leigh will request a meeting with the graduation team to discuss further.

- LR has met with the Graduation Team regarding this. Currently it is impractical to have 'summer' ceremonies because there is no time of year in that bracket that will suit the entire student body. The current ceremonies in October does suit everyone, albeit it isn't the most desirable to everyone, particularly international students whose Visas run out beforehand. There are future opportunities to continue to talk about this, with the potential of the academic calendar being altered etc. LR will keep this on the SU's radar until there is a reasonable solution. LR has written a detailed update on the

website: <https://www.angliastudent.com/news/article/Representationpage/Graduation-ideas-update/>

Update: Completed

Stop charging for hot water

Andrene Love Sutherland

Leigh arranged a forum which took place cross campus on Wednesday 8th Feb, 5pm – 6:30pm to collate feedback on all issues relating to the catering services. Leigh is now in the process of using this feedback to create a report to be taken to the Head of Catering.

- LR has met with the Head of Catering and will update further in the meeting.

28/06 UPDATE: The head of catering said no to this. He expressed that it would cause a deficit in the budget and is not feasible. I would suggest escalating this to more senior members of staff to see if anything can be done.

Therapy Dogs

Marissa Lewis

UPDATE: We will be including this in our de-stress events we are holding during exams season in May as part of the Let's Be Honest campaign, which are being led on by Thea (Environmental and Community Rep, Chelmsford).

Leigh is in the process of contacting other Unions for recommendations as to how best take this forward.

-Leigh has contacted guide dog charity again and is awaiting a reply.

- As part of Destress Fest, led by the Chelmsford Environment and Community Rep and supported by the Officer Team, we brought a mobile zoo of therapy animals onto the Cambridge campus to help student mental health difficulties. This was originally for both campuses however there was a last minute cancellation for Chelmsford. This did not feature dogs, as the price of this was too high, but there were a variety of animals and we had positive feedback from students who came along.

UPDATE: Completed.

Accessible microwave

Victor Clemente Junior

Leigh arranged a forum which took place cross campus on Wednesday 8th Feb, 5pm – 6:30pm to collate feedback on all issues relating to the catering services. Leigh is now in the process of using this feedback to create a report to be taken to the Head of Catering.

In the meantime Leigh is looking into the feasibility of the Students' Union Lounge in Chelmsford providing a microwave for student use and also whether this could be included in future building plans.

IN PROGRESS

COMPLETED

COMPLETED

-Leigh has completed the risk assessment for a microwave in the Student Lounge in Chelmsford. Awaiting relevant union staff to edit/approve and then buy the microwave ready for use.

-LR is working with SU staff on how this will be done. We will have a microwave in the new SU spaces.

UPDATE: Completed. Risk assessment currently being approved by internal commercial services staff. To be implemented ASAP.

Free graduation guest fee

Precious Nwanze

Precious has been speaking to Officers from other Universities to see how their graduation ceremonies work and compare ticket prices vs what's included.

This will then be taken forward to the next meeting with the Vice Chancellor.

-This will be taken to the Graduation team along with the timings of ceremonies to explore possible alternative prices.

-LR met with the Graduation Team to discuss this. They expressed that they currently don't make any profit on the event through the guest ticket fee. This year they will not be able to reduce the price of the guest ticket but they are making improvements to ensure the event is better value for money. PN will be compiling feedback on what would make this more value for money to give to the Graduation Team.

28/06 UPDATE: Leigh met with the graduation team and it was made clear that: •The price of the standard graduation guest ticket is £25. This has remained the same for the past 6 years.

•Graduation team colleagues claim to research other institutions and they have found that ARU is in line, if not slightly cheaper than others' fees.

•They are constantly looking into how they can make the event better value for money, as they have received informal feedback to say that currently it is not. Keep eyes peeled for new things introduced this year.

•For the first time, this year they are actively gathering feedback from students and guests after 2017's ceremonies have taken place. I endorsed this as this data can be used to actively plan the following year's ceremonies, responding directly to student feedback.

In summary;

•They expressed that they currently don't make any profit on the event through the guest ticket fee. This year they will not be able to reduce the price of the guest ticket but they are making improvements to ensure the event is better value for money.

<https://www.angliastudent.com/news/article/Representationpage/Graduation-ideas-update/>

HALAL FOOD & PRAYER ROOM

Ashraf Adnan Mohammed

Leigh arranged a forum which took place cross campus on Wednesday 8th Feb, 5pm – 6:30pm to collate feedback on all issues relating to the catering services. Leigh is now in the process of using this feedback to create a report to be taken to the Head of Catering.

Kat has created a survey for prayer room feedback, to take the chaplaincy who are now looking at how they can make improvements to these areas.

This survey has been sent to students and Kat will now be taking this forward.

-KY will be sending this survey to another group of students.

30/08 UPDATE: JK is speaking to catering about Halal food & labelling

21/09/17 UPDATE:

Free parking

IN PROGRESS

IN PROGRESS

IN PROGRESS

<p>Stephen Adeyemi</p> <p>Leigh will be raising this with the University's Secretary & Clerk, the Deputy Vice Chancellor and also contacting Cambridge University Students' Union and Daniel Zeichner (Cambridge MP).</p> <p>-Leigh has raised with CUSU and had a response, she is yet to respond. Leigh will also be raising this with Helen Valentine.</p> <p>-LR has spoken to Helen and will update further soon.</p> <p>30/08 UPDATE: KK is going to meet with Julie Walkling (Director of Student Services) in early September to discuss why this can't be done further and to write an article for the website for future reference</p>	
<p>Jacket Potatoes to be available in the canteen all day</p> <p>Adele Grant-Johnson</p> <p>Leigh arranged a forum which took place cross campus on Wednesday 8th Feb, 5pm – 6:30pm to collate feedback on all issues relating to the catering services. Leigh is now in the process of using this feedback to create a report to be taken to the Head of Catering.</p> <p>-LR has met with the Head of Catering and will update further in the meeting.</p> <p>28/06- I forgot to add this to the meeting with catering (sorry!) but they expressed that students should contact the head of catering directly with feedback: terry.hope@anglia.ac.uk</p> <p>30/08 UPDATE: JK will bring this up when I next meet catering about recipe ideas and suggestions.</p> <p>21/09/17 UPDATE: JK has arranged for a recipe trial in the Cambridge canteen as part of the Better Food campaign</p>	IN PROGRESS
<p>Make Cheerleading an Active Anglia sport!</p> <p>Laura Douds</p> <p>Jamie and Leigh are contacting both Cheer committees to arrange a meeting to discuss this further and decide the best next steps.</p> <p>-Leigh and Jamie are currently in communications with Active Anglia about our strategic partnership and Leigh has developed a document which outlines what is considered an SU club and an AA club. Once this document has been signed by both parties; we can then revisit the cheerleading discussion.</p> <p>28/06 UPDATE: No update currently</p>	IN PROGRESS
<p>Allowing food in the library</p> <p>Katie-Rose McGuire</p> <p>Grace has since met with the Head of the Library who explained why currently this is not an option. Grace is requesting a copy of their policy on this and will be arranging a focus group for any students to attend to discuss recommendations for the library on this matter.</p> <p>The Officers are researching other institutions to see what their policies on food consumption in their libraries.</p> <p>-Grace has received a copy of the policy and will now be looking to arrange the focus group.</p> <p>-GA has met with the library staff. They are still hesitant about allowing food into the library even if it's just snack food/cold food.</p> <p>28/06 UPDATE:</p>	IN PROGRESS
<p>Washing the lab coats</p> <p>Gemma Twinn</p> <p>-Grace is contacting Ruth, FST Faculty Rep and Linda King to take forward.</p>	COMPLETED

-Grace is arranging a meeting with Gemma and Matt Bristow to see if this is a quick thing to sort out or what the next steps are.

-FST now have more funding to wash lab coats more regularly. The longest any lab coat will be in use without being washed will be 4 weeks.

UPDATE: Completed.

Money, money, money!!

Shannon Williams

Grace has contacted the Deputy Dean of FMS and is meeting them about the constraints currently stopping this and what we can do going forward.

-Because of the funding scheme that some students in FMS are on, it is not possible for travel costs to be reimbursed. GA is writing to the Department of Health to query this and looking into potential carpooling schemes.

-GA is chasing Health Education England to ask for further funding as directed by the Department of Health. GA has also found a carpool model that ARU could set up and will be presenting this to FMS.

28/06 UPDATE:

IN PROGRESS

FVC/LEDIC are asked to **DISCUSS**