

## Executive Committee Minutes; 19<sup>th</sup> March 2025

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1.	<p><b>1.1 Attendance</b> P = Present, A = Absent, A* = Absent with apologies, X = position vacant</p> <p><b>1.1.1 Members</b></p> <table border="1"> <tr> <td>Ramees Nazar - RN</td><td>President (Chair)</td><td>P</td></tr> <tr> <td>Rohan Rajesh - RR</td><td>Vice President: Arts, Humanities, Education, and Social Sciences</td><td>P</td></tr> <tr> <td>Sreya Dileepan - SD</td><td>Vice President: Business &amp; Law</td><td>P</td></tr> <tr> <td>Jeena Thomas - JT</td><td>Vice President: Health Education, Medicine, &amp; Social Care</td><td>P</td></tr> <tr> <td>Gawdham Melath - GM</td><td>Vice President: Science and Engineering</td><td>P</td></tr> <tr> <td>Farwa Rida - FR</td><td>Vice President: Healthcare Practice</td><td>A</td></tr> <tr> <td>Amelia Harris – AH</td><td>Vice President: Writtle</td><td>A</td></tr> <tr> <td>Farangiz Salieva - FS</td><td>B&amp;L Faculty Rep (Cambridge)</td><td>A</td></tr> <tr> <td>Chinedu Eze - CE</td><td>HeMS Faculty Rep (Chelmsford)</td><td>A</td></tr> <tr> <td>Tegan Fulker - TF</td><td>HeMS Faculty Rep (Chelmsford)</td><td>A*</td></tr> <tr> <td>Athul Anoop - AA</td><td>S&amp;E Faculty Rep (Cambridge)</td><td>A</td></tr> <tr> <td>Sophie Pettit - SP</td><td>S&amp;E Faculty Rep (Chelmsford)</td><td>A</td></tr> <tr> <td>VACANT</td><td>AHESS Faculty Rep (Cambridge)</td><td>X</td></tr> <tr> <td>VACANT</td><td>AHESS Faculty Rep (Chelmsford)</td><td>X</td></tr> <tr> <td>Sam Fouracre - SF</td><td>HeMS Faculty Rep (Cambridge)</td><td>A*</td></tr> <tr> <td>Liam Pinney - LP</td><td>HeMS Faculty Rep (Cambridge)</td><td>A*</td></tr> <tr> <td>Shriya Chhabra - SC</td><td>B&amp;L Faculty Rep (Chelmsford)</td><td>A</td></tr> </table> <p><b>1.1.2 Observers</b></p> <table border="1"> <tr> <td>Demi Smith - DS</td><td>Democracy and Campaigns Coordinator</td><td>P</td></tr> <tr> <td>James Trueman – JTr</td><td>Academic Lead for Assessment, Anglia Learning &amp; Teaching</td><td>P</td></tr> <tr> <td></td><td></td><td></td></tr> </table> <p><b>1.2 Terms of Reference</b> Noted, no changes since the last meeting.</p> <p><b>1.3 Minutes of the last meeting</b> Approved.</p> <p><b>1.4 Actions &amp; matters arising from the last meeting</b> No actions given at the last meeting.</p>	Ramees Nazar - RN	President (Chair)	P	Rohan Rajesh - RR	Vice President: Arts, Humanities, Education, and Social Sciences	P	Sreya Dileepan - SD	Vice President: Business & Law	P	Jeena Thomas - JT	Vice President: Health Education, Medicine, & Social Care	P	Gawdham Melath - GM	Vice President: Science and Engineering	P	Farwa Rida - FR	Vice President: Healthcare Practice	A	Amelia Harris – AH	Vice President: Writtle	A	Farangiz Salieva - FS	B&L Faculty Rep (Cambridge)	A	Chinedu Eze - CE	HeMS Faculty Rep (Chelmsford)	A	Tegan Fulker - TF	HeMS Faculty Rep (Chelmsford)	A*	Athul Anoop - AA	S&E Faculty Rep (Cambridge)	A	Sophie Pettit - SP	S&E Faculty Rep (Chelmsford)	A	VACANT	AHESS Faculty Rep (Cambridge)	X	VACANT	AHESS Faculty Rep (Chelmsford)	X	Sam Fouracre - SF	HeMS Faculty Rep (Cambridge)	A*	Liam Pinney - LP	HeMS Faculty Rep (Cambridge)	A*	Shriya Chhabra - SC	B&L Faculty Rep (Chelmsford)	A	Demi Smith - DS	Democracy and Campaigns Coordinator	P	James Trueman – JTr	Academic Lead for Assessment, Anglia Learning & Teaching	P				
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2.	<p><b>2. Items For Discussion</b> These items were presented in an alternate order than they appear on the agenda.</p> <p><b>2.1 Bye-Law Changes</b> No faculty reps were in attendance; the officers have already seen the bye-law changes. The vote will be held online.</p> <p><b>2.2 Assessments in Canvas</b></p>	<p>EXEC 34/44/25/46/49- 24</p>																																																												

	<p>JTr spoke through the paper that he presented (attached below). The paper covers issues that have been identified around the submission of assignments, and a proposal to improve the submission of assignments by hiding the 'Available Until' date on assignment submissions, to prevent confusion between 'Available Until' dates and submission dates.</p> <p>Q - JTr asked about the late submission process for assignments.</p> <p>A - JTr explained that the problem around the existing late submissions process is that the assignment submission portal depends on the system updating, which does not always happen quickly enough for students. JTr also explained that the changes to the system will enable students to continue submitting up to the due date.</p> <p>Q - JTr asked whether late submissions could be available as a separate submission on Canvas.</p> <p>A - JTr explained that there are three dates available on Canvas – Available From, Due Date, and Available Until. JTr explained that the Available From setting is not used as tutors make assignments available as soon as they are published. The existing Available Until and Due Date features work with the existing academic regulations.</p> <p>Q – GM asked about the existing Canvas shutdown periods.</p> <p>A – JTr explained that the proposed changes would eliminate the need for Canvas to shutdown to update, as the late submission windows would be available from the beginning of the submission window.</p> <p>Q – JTr asked whether the proposed changes would affect marking, e.g. tutors knowing who had submitted late in order to reduce marks for late submissions.</p> <p>A – JTr explained that the markers mark submissions based on merit and do not make adjustments for late submissions, as this is done by ASTRA not by the tutors. ASTRA is able to see the timestamp of the submitted assignment, and adjusts the mark automatically.</p> <p>Q – SD asked whether students who have submitted before a due date would still be able to see the late submission.</p> <p>A – JTr explained that the changes would allow all students to see the late submission availability, but if a student had submitted before the due date they would not be able to submit afterwards.</p> <p>Q – SD asked if a student could submit an assignment twice through this system.</p> <p>A – JTr explained that the second/late assignment submission would not be available for students who submit an assignment by the due date.</p> <p>Q – RN asked if this paper would be going to any other committees beyond this.</p> <p>A – JTr confirmed that the paper had been to two strategic level groups as a starting point, and that they wanted to find out a possible solution and present that to Exec before any decisions were made.</p> <p>RN thanked James for attending and expressed the opinion on behalf of the committee that the changes to Canvas are positive.</p>	EXEC 50/24
3.	<p><b>Faculty Rep Updates</b></p> <p>The submitted update (attached below) was read. No questions asked.</p>	EXEC 47/24

4.	<p><b>Executive Officer Reports</b></p> <p><b>4.1 President – RN</b> Working on the sustainability and access of the Food Pantry; the new access and collection functions are believed to work better. Working on collaboration between the SU and Team ARU; these talks are going okay where they are happening, as contact with Team ARU has been difficult.</p> <p><b>4.2 VP Business &amp; Law – SD</b> Working on closing the Aspire to Succeed project and gathering feedback on the events. Working on the PDT section of the One Voice campaign. Meetings are being scheduled. The Sustainability campaign is still underway, with an event scheduled for 24/4.</p> <p><b>4.3 VP AHES – RR</b> Collaborating with NUS on a No Guarantors campaign and successfully lobbied Parliament alongside the NUS. Hosted a campaign meeting about the next priorities of NUS (transportation, liberation collectives, etc) as the NUS representative for East Anglia. Working with ACORN (renter's union) to help protect student renters in privately rented accommodation.</p> <p><b>4.4 VP HeMS – JT</b> Report attached below. JT confirmed that since her report was written the Nightlife Safety Campaign poster competition has concluded and the winners have been announced. No further changes were made to the report. No questions were asked.</p> <p><b>4.5 VP Science &amp; Engineering – GM</b> The Fees Campaign is still continuing and GM has contacted individuals within the government regarding comments made by ARU around the Fees Campaign.</p> <p><b>4.6 VP Healthcare – FR</b> Absent, no report received.</p> <p><b>4.7 VP Writtle – AH</b> Absent, no report received.</p>	EXEC 48/24
5.	<p><b>Budget Requests</b> None received prior to the meeting.</p>	
6.	<p><b>AOB</b> RR reinstated the vote for SU affiliation with Acorn. The vote for this was reopened.</p>	

ITEM	ACTION	OWNER	UPDATE
Actions Carried Over:			
New Actions:			





## Faculty Rep Exec Update

### Position:

HeMS Faculty Rep Cambridge

### What have you achieved in the last week/month/trimester IN YOUR REP ROLE?

In the last month I have liaised with the academics for my course, to gain further information regarding the application of the buddy system within physiotherapy to be trialled. Due to all students being on placement currently from 10th Feb - 21st March. It has been unable to begin this due to having only received one week of F2F contact, and the first years only just beginning their course.

### What are you currently working on IN YOUR REP ROLE?

- Currently gaining more information and feedback from the students with regards how the buddy system could work. And what they feel like they could commit to with regards to input and support to a first year support.
- Currently designing a plan as to what the MDT (skills day) could look like. However I'm still awaiting response back from the paramedics academics with regards to their plans, who I'm in contact with via my physiotherapist academics. They are yet to respond and tell me what their plans are
- Currently on placement so my input is restricted.

### Is there anything you need help from the wider exec team with?

Not currently, just patience due to having a lot of time committed to my current placement and ongoing academic work.

# Officers Exec Updates

## Position:

VP Health, Medicine, and Social Care

## What have you achieved in the last week/month/trimester?

- Forming of skills group with faculty for skills sessions for HeMS students.
- Completed a Mental health awareness campaign in collaboration with the faculty.
- As part of my night life safety campaign in collaboration with a course rep from Cambridge, I have conducted a poster competition. The results of which are yet to be announced on 17th of March.
- Conducted a talent show as part of global week for students to showcase their talents and skills.

## What are you working on in the next week/month/trimester?

- As part of the night life safety campaign, we are providing a volunteering opportunity for students - In Chelmsford through SOS bus volunteers and in Cambridge through Purple flag & Cambridge street pastors.
- One Voice: a collaborative campaign run by all the officers' addressing key issues and concerns of students.
- To provide open access space for students in Chelmsford to prepare for their exams.

## What campaigns might you require support on from the wider Executive Team?

- One voice
- To provide open access space for students in Chelmsford.

## Please detail any ARU committees you have attended and any relevant outcomes for Exec.

One of the committees I am a part of is the Education matters in which a DoS of S&E has raised concerns on the need to provide tutors with training on ethical use of AI due to the increased number of academic misconducts being flagged when there isn't any actually.