**Executive Committee Minutes**

**Thursday 19th January 2017**

**1. Attendance and Apologies –** Apologies were noted.

Attended: Rebecca Baker (RB); Nicole Berroa (NB); Stewart Boyd (SB); Sohaib Farooqui (SFa); Rachael Healey (RH); Joshua Largent (JL); Joshua Richardson (JR); Issic Romel (IR); Liam Slough (LS).

Apologies: Habiba Amjad (HA); Joshua Richardson (JR); Afsheen Saleem (AS).

Staff Present: Robin Eves, Chair’s Aide (SV&DC); Dave Anson, Student Engagement Manager (SEM); Thomas Swainson, secretary (C&DA).

**2. Officer Discussion**

**Security on Campus**

IR updated on security on campus talking about overnight security during 24/7 library access and the buildings on North campus. RH and IR had a meeting around safety after hours looking at how we can promote a safe option for students wishing to walk between the two parts of campus and/or to walk in groups or with another trusted person.

Due to the number of accidents on the cross road the safe path has also become a risk. Sandy Shaw has claimed there is more security on an evening so they can be called to escort students after hours if they need to move around campus. Some students have been waiting till morning for daylight to walk back home which not an ideal situation at all. Security escorting students should minimise this.

Uni guard is a University app but students don’t really know about it. When asked, the exec didn’t know what uni guard is. SV&DC asked if we should be promoting uni guard to the wider student body as a resolution to the problems already raised. Another possible resolution is to create hourly walking buses or advertise calling security to students, using posters in the library and students halls. Hourly walking buses were discussed by officers with the potential of having more frequent patrols in peak periods.

SB was asked his opinion due to his experience with security and he stated that the only issues he could see was resources, asking what provision was currently in place. IR was asked if there was any mention of the potential for more resources to be allocated here. IR responded saying they’ve never been asked for before but Sandy had mentioned there could potentially be more resource allocated here.

SB said that some older students may not have the luxury of waiting for this service due to family commitments, SV&DC said we would push the ability to call security too so people could get the right service.

**SqueezeBox opening times**

RH gave an update on the Squeezebox opening times stating that there were staff already looking into it. It all comes down to resources and if staffing costs to be covered but there are plans to extend the hours.

**SEC and TAS**

RE gave an update on the work he, NB and Julia were doing around students learning requirements around the SEC and TAS (Tutor Awareness Sheet). At the moment the process is unfair on the student with learning needs as if the lecturer doesn’t look at their TAS list it’s the student’s responsibility to inform them or the SEC that their needs have not been met. ASC are looking at creating materials to help students understand the processes involved.

**Referencing**

RH gave an update on OOT in regards to talking to students around referencing and what they knew about support available to them. SV&DC said there was a mixed response with some students understanding the support but a lot were unaware of how to reference properly. There have also been a few other problems with students understanding the correct format to submit work including referencing, layouts, what information should be submitted amongst other things.

SFa asked if there should be more work to help students earlier in the year. RH said in her department there was pre-enrolment tasks to help students understand academic writing and it would be useful to share that best practice. SFa asked if this is something we can ask Connect Faculty Links to promote as a priority to which officers agreed. LS said there should be a compulsory session for students to learn referencing. RB stated there was a full module within her course around referencing. SB raised that this couldn’t be a one size fits all as many courses use different referencing guides. RH asked if we could use one system across the institution, SB said that the referencing model on his course is set by the governing body, not the university.

SV&DC said this will feed into the new approach we approach FAQ's in which we will use our online presence to use videos to answer these questions. NB said on her OOTs students said they didn't know how to use RefWorks or skills for study. SFa asked if it should be more prominent on Wolf. IR said lecturers do upload them onto to modules on Wolf and should be moved across to canvas when the VLE migrates.

**Zero Tolerance Campaign**

SV&DC met with JL over the zero tolerance campaign, expanding on the Sexual Assault Campaign to include all forms of harassment and hate crime. SV&DC showed the examples of different campaigns being led by other areas such as Tampa and Lincolnshire to help students feel safe in the local commercial night life. SV&DC explained the safety pin idea that identifies people as a “safe person”. SB gave an update his talks with a local door supervisor manager which resulted in an invite to propose a campaign involved the local Pub Watch. All officers were actioned to input into the campaign on Basecamp by Wednesday 25th January.

**Connect Faculty Links**

TS gave an update on Connect Faculty Link which is a position that is being linked into a new volunteering project. The idea is that students would offer social support and be able to signpost later starters or students requiring additional support. LS asked if this would take into account the different campus locations, C&DA said there will be multiple students taking this role. LS also mentioned other issues raised by other. SFa asked if the roles were paid or voluntary, C&DA said they would be voluntary and an extension to the welcome week roles.

**Skills for learning**

SB said he had met HA about skill for learning and is still waiting on an update from HA. Last year mature students said IT literacy was an assumed skill all students had which is a problem for those struggling. It was proposed that something be introduced by skills for learning for IT literacy; this was also proposed at DVC meeting with the head of the HLC looking at a refresh of the S4L service. SB is still chasing HA about the issues raised. SFa said we should push harder to get the changes made.

**International student events**

An international student meeting was held with NB, SFa and IR to discuss events. They listed ideas for events to be held for the international community which will be shared by the group. They are going to meet against with Adam Riglar to try and introduce some of the events in semester 2. IR talked about the international mixers hosted in Welcome Week and reintroducing them into all Fresher-week events programmes. SV&DC gave an update on the International Café hosted by De Montfort and suggested it could be implemented here.

**Campaigns Budget**

Officers debated around the campaigns budget and how to allocate the budget between upcoming campaigns. The officers asked how much money was available and decided to dedicated 2/3 of the £2000 to campaigns with a 1/3 contingency.

**Officers on tour**

RH suggested that part time officers team up with the full time officers on their OOT to improve links between the executive committee and help raise the profile of the part time officers with the student body. SV&DC asked if officers were willing to work unsociable hours to engage with students that populate the campus on the night. IR said that he didn't feel comfortable interrupting students working in the library as they are normally studying. C&DA suggested that FTO’s work around PTO’s schedules instead of PTO’s trying to jump onto their current OOT schedule. SB said that most mature students are on campus purely for academia so officers would need to be willing to work different hours to engage with them.

**Printers**

RH gave an update on the new printers for students. SFa suggested we promote this new service looking at creative mediums. RH and C&DA to discuss recording a video around this new update.

**Bike lockers**

LS gave an update on the bike lockers and his chat with one of the governors around the issue. LS asked if there was anything we could do to lobby the university over providing more adequate storage. RH has said she’s awaiting a response from facilities around bike storage, hot water in the library and smoking shelters but has had no luck. LS raised the fact there was no consultation around the removal of the bike shelter. RH was actioned to chase up the issue.

**Timetabling**

SB raised the disputes with timetabling again claiming one course had 8 hours of teaching in a day with some students starting at 9am and finishing at 8pm. SB said this was a clerical issue that the university are denying. RH said some of the feedback she had reinforced this. SB said he is waiting on figures from HA around students with poor time tabling. Officers discussed whether this is something we should lead on a campaign to which officers agreed, IR raised that we need to ensure the that campaign is well researched. SV&DC said that will be something staff can research and advise on, if there is a credible information to prove there is a need to campaign, the staff will communicate this.

**Printing in assessment periods**

NB raised issues from around the exam period including long queues for printers which slowed down.

**Attendance Monitoring Policy**

Students are also concerned about the Attendance Monitoring Policy as it may affect their work when unavoidable absences could limit their attainment. NB said we’ll also have a lot of data from the survey around attendance policy. LS said the concept of Attendance Monitoring could be good if used around safeguarding but could be used negatively. It’s a matter of communication to ensure students that’s its for their wellbeing and not as a disciplinary tool.

JL and LS said it would just be polite and appreciated if lecturers took an interest in their absence just to check if the student is ok. SB said it’s important that it is used as a safeguarding tool vs a stick to beat you with. SB also said that he is also concerned about the open campus policy. RH spoke about her personal feelings about the open campus especially around safety.

**De Montfort SU visit**

SV&DC gave an update on his visit to DMU Students Union and shared elements of their refurbishment. Officers liked the idea of a kitchenette available to students to heat food brought from home and would like to pursue a similar area. RH also brought up the lack of child friendly areas in the library. SB said there had been resistance in the past.