



UL STUDENTS' UNION
www.lincolnsu.com

University of Lincoln Students' Union Executive Committee

Minutes of the meeting of the Executive Committee
Held on Tuesday 25th September 2012 at 2.00 pm
In the Students' Union Board Room

Present:

Jennine Fox, President (Chair)
Andrew Twagira, Vice President Welfare & Diversity
Loryn Good, College Representative – College of Arts
Francesca Anderson, Officer for Students
Gooleswari Seeburn, Officer for Societies
Daniel Sam, Vice President Activities
Jade Snedeker, Sports Officer
Lindsay Westgarth, College Representative – College of Social Science
Wesley Wells, Vice President Academic Affairs

Also in attendance

James Brooks, Chief Executive
Amanda Marshall, Executive Assistant
John Fernandez, Student Council Chair (in attendance up to and including agenda item 4)

1.

1.1 Apologies for Absence

- Apologies for absence were received from Hugh Lound, Officer for Students and Tom Candy, College Representative, College of Science

1.2 Declarations of Interest

- Google Seeburn declared an interest as she works in two night clubs in Lincoln
- Jade Snedeker declared an interest as she works for Lola Lowe

2. Minutes and actions of the meeting held on 13 September 2012

Noted:

- The minutes of the meeting held on 13 September 2012 were agreed as an accurate record

3. Matters Arising

3. Accommodation

Noted:

- VP Welfare & Diversity Andrew Twagira has commenced discussions with the SU's Marketing & Communications Manager regarding the preparation of a helpful guide to moving in, and it is hoped that this guide will be live by the end of next week (week ending 5 October 2012)

TOP 6 Feedback

Action:

- All full-time officers are actioned to bring a list of all committee meetings that they attend (including a summary of the terms of reference for each) to the next meeting, so that an executive decision can be made on the final 'top 6'.

Campuses

Riseholme

Noted:

- Professor Andrew Atherton is in a hand-over stage at the moment with Professor Scott Davidson

Student Feedback

Action:

- Exec' (including part-time officers) were reminded to provide feedback on the enrolment process to Amanda Marshall, by email as soon as possible after the enrolment process has been completed

RAG Review

Noted:

- RAG was promoted at the Fresher's Fayres, with the help of SU Helpers and 112 students registered their details. A meeting will be set up during week commencing 1 October 2012
- A message of thanks from the Chair was noted for all those who helped make Fresher's Week a success

Make a Difference Day

Noted:

- Amanda Marshall has notified Jane Kilby of Exec's preference for 'Make a Difference Day' activities to take place on 22 November 2012

Media Training

Noted:

- Contact has been made with Siren FM's editor Andrew David, and a date is awaited for training for full-time officers. Part-time officers can be appraised later once the by elections have been completed

NUS Extra Cards

Noted:

- Everyone promoted NUS Extra cards during Fresher's Week, and smashed NUS sales compared to the same time last year.
- A single form has been created to incorporate 'Give Back Days'
- Target for NUS Extra Card sales is 3000, and cards are valid for 12 months from the date of purchase

4. Student Council/Executive Committee reporting and relationship

Noted:

- Student Council Chair John Fernandez advised members of Exec' that he wished to see Student Council back up and running as the accountability power it can be.
- No policy has been put through Student Council in the last two years
- Student Council is looking at putting through a referendum on a 'smoke free campus'
- Student can hold members of the Executive Committee to account at Student Council meetings, and all members of Exec' are encouraged to all attend
- Student Council training is taking place on Friday 5 October 2012, from 12 noon until 2.00 pm on The Platform in the Engine Shed

5. **Student Feedback from GOATing**

Noted:

- Timetabling on Wednesday afternoons is clashing with some matches
- University policy states that there should not be any compulsory lecturers timetabled after 1.00 pm on Wednesdays

Action:

- VP Academic Affairs Wesley Wells to verbally raise this issue at the next meeting of the Student Experience Committee on Wednesday 26 September 2012
- Evidence to be gathered and a proposal put together to take to a future meeting of the Student Experience Committee

Agreed:

- The message to students is that if lectures are scheduled after 1.00 pm on Wednesdays then they may request that an alternative time is offered

Noted:

- There has been lack of guidance on dissertations in some areas, with some students not receiving information until returning after the summer break

Action:

- VP Academic Affairs Wesley Wells to pursue placing generic dissertation guidance and information on courses on Blackboard, via the library

Timetabling

Noted:

- A number of students, including postgraduates have experienced timetabling issues, including double bookings, late changes and non enrolment on some modules

International Students

Noted:

- An issue was highlighted about ERASMUS students. As they are considered to be 'home' students they are not currently supported by the International Office

Action:

- VP Academic Affairs will follow this up so the International Committee is aware

Library PC's

Noted:

- A few teething problems have been encountered with the new software, and some initial log-ons have been slow but have been quick thereafter
- Students are to ensure that they have downloaded everything from the 'Cloud'
- Individual desk spaces are now available upstairs, which are awaiting electrical connections; but this is expected to be completed by November 2012

Engine Shed

Noted:

- Concerns over points loyalty system at the Engine Shed were raised

Agreed:

- All to gather evidence and provide to President and Chief Executive to take to the VC in future

SIDney (Student Issues Database)

Noted:

- The original SIDney database corrupted, and currently Deputy Chief Executive Ian Johnston and Multimedia Communications intern Alan Bage are working on an on-line system

Agreed:

- Exec' agreed to complete a 'GOATing' spreadsheet in the interim, which can be collated at the end of the year

Action:

- Amanda Marshall to circulate a 'GOATing' spreadsheet round to all members of Exec'

Student Finance

Noted:

- A number of students are experiencing their student loan coming through late

Fresher's Fayres

Noted:

- Positive feedback has been received from students regarding the Fresher's Fayres. A lot more students are now willing to join sports clubs and societies as they are aware of what is on offer.
- Students have welcomed members of the SU attending their meetings and their fresher's fayre stalls

Action:

- All Exec' are to email Amanda Marshall with feedback on Fresher's Week asap

Engine Shed/Students' Union

Noted:

- There is confusion amongst a number of students regarding the distinction between the Students' Union and the Engine Shed, and this is not exclusive to first year students

6. Campuses

Noted:

- Nothing to report

7. TOP 6 Feedback

Board of Governors & Executive Board

Noted:

- Board of Governors and Executive Board meetings both fell within Fresher's Week this year, and the Vice Chancellor has given her assurances that this will not happen next year
- The University has under-recruited by 343 students this year, and Courts accommodation has been over allocated to the University is currently using external providers and temporary accommodation – with students still being accepted now
- The University is conducting a 'decliners survey' in an attempt to increase the numbers
- 1600 students have signed up to attend the University's Open Day in October – which is an improvement on last year's figures

Action:

- Jennine Fox to take forward SU prospectus space and the provision of small SU booklets to students accepting/just accepting next year

Teaching & Learning Committee

Noted:

- College of Social Science representative Lindsay Westgarth will be attending the next meeting of the Teaching & Learning Committee on Wednesday 26 September 2012, in place of VP Academic Affairs Wesley Wells

8. Executive Reports

Received:

- Executive reports for the President, VP Academic Affairs were tabled at the meeting. All other reports were circulated with the papers previously

9. SU Website Update

Received:

- A presentation on the progress of the SU website was received

Action:

- SU Marketing & Communications Manager Ross Ironfield to send link round to all Exec' on Fresher's page screenshot.
- All website content (student content) will have a functionality built in so that it can be reviewed before it goes live
- SU Marketing & Communications Manager Ross Ironfield and Multimedia Communications Intern Alan Bage to send a link round to Exec' in the next couple of weeks so everyone can see the working version

10. Project Updates & Campaigns

Pep Rally

Noted:

- Pep Rally is taking place on Wednesday 3 October 2012, where they will be free food and candy floss

Agreed:

- VP Activities to send round email to Exec' on how to promote it

Snowflake Ball

Agreed:

- There will be a 'Narnia' theme for the Snowflake Ball

Discussed:

- Various acts, but further discussion and a decision will be made outside Exec' and reported back

Graduation Ball Review

Noted:

Fresher's

Noted:

- Covered previously earlier in the minutes

Varsity

Noted:

- Varsity is going ahead, and will take place earlier this year, a few weeks before elections

Carholme Community Gala

Noted:

- A review of this will be included with the Fresher's review

11. University Open Days

29 September 2012

Noted:

- Cover for 29 September 2012 by officers is as follows:

Wez Wells 10.00 am – 12 noon
Google Seeburn and Andrew Twagira – 12 noon – 2.00 pm
Jade Snedeker – 2.00 pm – 4.00 pm
Dan Sam 3.00 pm – 4.00 pm

- Officers made a commitment to cover open days between them
- It was suggested that officers put together display boards comprising a montage of their activities which can be used on each open day

Agreed:

- Maggie Pocklington and Wayne Granger to draw up rota of part-time and full-time executive member cover for open days

12. Lincoln Business Improvement Group (BIG)

Agreed:

- All Exec' to think about ideas for this.
- It was suggested that students be deployed as part of this campaign

13. Mentor Scheme

Received:

- A document outlining a mentoring scheme for the sabbatical officers was received and circulated
- The scheme entails each full-time sabbatical officer being assigned a member of staff to go to and be supported by
- Part-time officers will meet with the President in October 2012 on a one to one basis - dates to be arranged

Agreed:

- The Executive agreed the scheme in principle and agreed to provide feedback directly to SU Chief Executive James Brooks

14. Co-opting Reps

Noted:

- Nothing to report.

15. Demo' 2012

Action:

- VP Academic Affairs Wesley Wells to write a proposal for Student Council

16. Communications Priorities

Agreed:

- NUS Extra Cards, Lincoln Award promotion and by elections

17. Any Other Business

Progressive Students Conference

Noted:

- Taking place on 13 October 2012 in London, comprising workshops for campaigning etc

Bishop Grosseteste Societies Officer Meeting

Noted:

- Societies Officer Gooleswari Seeburn has met with the Societies Officer at Bishop Grosseteste University College, with a view to joining forces for events in volunteering and community health.
- Societies Officer Gooleswari Seeburn would like to write a proposal about this to be received at a future Executive Committee meeting

SU Newsletter

Agreed:

- Content to be circulated to, and agreed by Exec' before being circulated to the student population

18. Date of next meeting

Noted:

- The next meeting of the Executive Committee will take place on Monday 8th October 2012 at 11.00 pm in the SU Board Room

.....
(Chair)

.....
Date

Confirmed