

# agenda

Meeting:	Student Officer Committee
Date:	Thursday 4 December 2014
Time	5:00pm
Location:	Registry Building- Committee Room 2
Code	SOC 1319

- 1319 Departmental Presentation: Opportunities**  
A presentation from the Opportunities Team
- 1320 Minutes of the meeting held on 13 November**  
(See pages 3-8)
- 1321 Minutes of the meeting held on 6 November**  
(See pages 9-16)
- 1322 Action Log**  
(See page 17)
- 1323 Union Council Policy Implementation Review**  
(See pages 18-29)
- 1324 Student Led Teaching Awards Proposal**  
(See pages- 30-32)
- 1325 Postgraduate Referendum**  
(An oral proposal from the Postgraduate Education Officer)
- 1326 Campaign Budget Spending Requests**  
(See pages 33-35)
- 1327 Officer Go Around/Report**
- 1328 Reports on Priority Campaigns/Projects**

**1329 Any Other Business**

**1330 Time, Date and Place of Next Meeting**

To note the next meeting will be held 2015- date, time and venue to be confirmed

# 1320: Minutes of the Student Officer Committee



13 November 2014

## Key Discussions

- The General Election Strategy was discussed and additional information added to the original plan highlighting how UUEAS would reach different types of students

## Key Actions

- To support the “Reclaim the Night” event in London
- To purchase materials for the General Election Campaign

## Voting Members present:

Tom Etheridge (Non Portfolio Officer), Max Levene (Students with Disabilities Officer), Liam McCafferty (PG Education Officer), Connor Rand (UG Education Officer), Yinbo Yu (Activities and Opportunities Officer) Chris Jarvis (Campaigns and Democracy Officer), Theo Antoniou Phillips (Non Portfolio Officer), Dan Wrigglesworth (LGBT+ Officer), Iain Goddard (Environment Officer), Josh Wilson (Ethical Issues Officer), Stela Glakousaki (International Officer), Dolly Ogunrinde (Women’s Officer)

## Chair

Holly Staynor (Welfare, Community & Diversity Officer)

## Non-Voting Members present:

None

## In attendance:

Josh Clare (Head of Student Engagement), Chloe Alexander (Head of Operations), Simon Cross (Communications Coordinator)

## Apologies:

Oliver Steward (Postgraduate Officer), Tony Moore (Democracy and Governance Coordinator), Jim Dickinson (Chief Executive), Freddie Redfern (Ethnic Minorities Officer), Liz Cody (Non Portfolio Officer), Tom Southerden (Non Portfolio Officer)

### **1308 Departmental Presentation: Communications**

The Chair welcome Chloe Alexander, Head of Operations, and Simon Cross, Communications Coordinator, to the meeting who delivered a presentation to the Student Officer Committee about the work of the department.

They informed SOC that:

- There was an update coming to Union Cloud (the website platform) in December
- A market research plan was being developed
- That key focuses for the department were online activity, social media, administration, internal communication within the SU and physical communication.

SOC asked questions:

Concerning the Union email Newsletter- this had been going to junk folders at UEA, has this been resolved?

S Cross answered that it had and this should no longer be an issue. If this should occur in future SOC were advised to contact S Cross directly.

With communication being much more structured now, SOC were concerned that this could be at odds with the flexible nature of their work- was this the case?

SOC were advised that the more structured approach should in fact deliver the opposite in that there should be less time taken up with last minute working from others and so SOC items could be dealt with more swiftly. SOC were advised to raise jobs with the department as soon as they're aware of the need.

The Chair informed the committee that the department is skilled in developing innovative ideas and SOC should utilise these expertise.

S Glakousaki asked if all international students could be emailed.

SOC was advised that this was possible for any of the self-definition groups the Union defines.

SOC asked if it was possible to see open rates for emails.

SOC was advised that this is possible and that emails are mostly opened in the evening and that the open rate is above the industry average.

SOC asked if responses were sent to people who email or tweet the Union.

SOC was advised that yes this happens during working hours and also on occasions outside of working hours. The union.info email address is accessible to all front desk staff and this was working well for general enquires. Service standards were being developed for response times.

### **1309 Minutes of the last meeting**

As the minutes were later than hoped the Chair suggested postponing their agreement until the next meeting of SOC to allow for them to be read. This was agreed.

### **1310 Action Log**

C Jarvis informed SOC the investigation into whether Rep Organisers should have reserved place on Council will be brought to the first SOC after the next meeting of DPC in January.

L McCafferty informed SOC that the PG Student Experience paper was now going to the University PGR Executive and would be brought back after this.

H Staynor informed SOC that the letter to NUS regarding trans-exclusion in the new election regulations and the public statement on DSA cuts would be completed for the next meeting of SOC.

H Staynor informed SOC that negotiations on rent pricing was still taking place and that she would send another letter.

### 1311 Free Education Demo Update

The Chair gave an update to SOC on what had happened following the decision to no longer attend the demo. They informed the committee that this decision was taken following access and risk concerns. There have been questions put as to whether this decision was within the remit of SOC. The Board of Trustees had held an emergency meeting following the SOC decision and voted that it was within SOC's remit to take the decision it did.

There had been no items sent to council as yet concerning the decision but the Chair informed SOC that they could expect Council to ask questions. C Jarvis suggested that it was correct for Council to hold SOC accountable for its decisions.

### 1312 Council Policy Implementation

The Chair suggested that an action log style system would not be suitable as this would become laborious for SOC. Policies were assigned to officer as outlined below:

<b>Policy Name and Code</b>	<b>Assigned To</b>	<b>Notes</b>
1601 The Importance of Getting the Student Vote Out	C Jarvis Resolves 3- SOC	Covered by General Election Strategy
1602 Transforming the Graduate Student Experience at UEA	L McCafferty Oliver Steward	H Staynor to contact chair of DPC regarding working group
1603 Amendment to the byelaws and constitution: Accountability of the Democratic Procedures Committee	C Jarvis	Complete
1604 An Accessible Campaign	M Levene D Wrigglesworth	Implementation to be discussed at the next Equal Opportunities Committee
1605 No to the Marketisation of Education (The Future of Undergraduate Funding)	H Staynor	H Staynor to set up a working group- J Wilson offered support
1607 Sanitary Products Subsidy	C Jarvis and Commercial Board	

1608 Sleepy Time	Management Committee	
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### 1313 Campaign Budget Spending Requests

D Ogunrinde submitted a request to support the Reclaim the Night event in London. D Ogunrinde wants to send a coach to the demonstration. Accessible transport had been found in the form of a 49 seater coach which can accommodate up to 4 wheelchairs. This would cost £760 for the whole event.

There are plans to work in partnership with the women's centre in Norwich if we still had places available on our coach.

It was suggested by the chair that budget was available for this event.

A question was raised as to whether the event was only accessible to women. D Ogunrinde informed the committee that whilst the march was only for self-defining women a rally at the end was open to all.

***The budget request was approved.***

C Jarvis submitted a request to purchase election mood boxes at an overall cost of £239.47. C Jarvis apologised as this was a retrospective request as items had already been purchased. This was due to time constraints and the need to get started on the campaign quickly. When the mood boxes were alluded to in the earlier General Election strategy document there seemed to be a consensus that they were positive. SOC reported that from what they had seen of the mood boxes that day that they had really engaged students and got them thinking about the questions posed.

***The budget request was approved.***

### 1314 General Election Strategy

C Jarvis present the paper and informed SOC that the committee had covered key areas at the last meeting of SOC and this this is an update report which fills in some gaps.

The election strategy takes the form of creating a student manifesto through looking at existing policy, surveying students and talking to students using the election mood boxes. For the rest of the term there would be questions asked to students each week and the manifesto formed over the Christmas break in time to be sent to prospective parliamentary candidates (PPCs) in the early part of 2015.

The second semester would focus on encouraging students to register to vote as the regulations had now changed and this needs to be completed by individuals rather than the previous system whereby the University block registered all students in halls.

J Wilson asked if there will be a husting event. C Jarvis informed SOC that yes there would be hustings that are themed around education, the economy, the environment and international issues and then one large one.

I Goddard asked if UKIP would be invited to the husting events. C Jarvis suggested that this was a decision for SOC to take at a later date.

S Glakousaki reminded SOC that 35 commonwealth countries can vote in this election and that an effort should be made to engage with them. C Jarvis informed SOC that to engage with a diverse group the mood boxes would be moving around campus throughout the next month and would be in the Library, Edith Cavell Building, Queen's Building and the Thomas Paine Centre.

### **1315 Officer Go Around**

T Antoniou Phillips-

Had attended the Commercial Board and heard an "Attitude is Everything" accessibility talk that he would encourage the Union to become more involved with.

T Etheridge-

Dealt with a student regarding a data issue, had submitted council policy, attended the Board of Trustees meeting, an SSLC and informed SOC that Liverwire had received 2 bronze and 2 silver awards at a recent ceremony.

D Ogunrinde-

Had organised the "Carry that Weight" campaign, spoken with a local food bank regarding donating sanitary products. Has been exploring self defence classes for women on campus and was working with H Staynor on the "Never OK" campaign launching soon.

M Levene-

Had attended the same "Attitude is Everything" accessibility meeting as TP and also reminded SOC that it was soon to be Disability History Month.

S Glakousaki-

Had organised Asian Day from which feedback had been really positive. SG would echo the statements of others in respect of the "Attitude is Everything" talk. SG had also attend an international student training event in York with Y Yu.

Y Yu-

Had started preparations for this year's Derby Day event. Had also been involved in the training event in York, the Trustee meeting, a Sports Partnership meeting, the Societies Subcommittee, Sports Presidents meeting and Asian Day.

H Staynor-

Had put pressure on the University to sign the "Time to Change" pledge which they can't do at present. HS had also held a faith groups meeting, a meeting with DOS in regard to rent prices and took part in a talk on the UCU marking boycott.

I Goddard-

Had a very productive mentor meeting with CJ. Had looked at old policy and how to implement this, attended Societies Subcommittee, the SOC get together and has started looking at future skills and embedding sustainability into the curriculum.

J Wilson-

Had begun work on the World Cafe and had a productive mentor meeting with CJ.

D Wrigglesworth-

Had contact estates regarding gender neutral toilets on campus. Is also in touch with other officers around the country regarding the "blood ban".

C Jarvis-

Had met with mentees, worked on world cafe, the General Election strategy, the UCU marking boycott, the Ethical Steering Committee, had begun to meet with the campaigning groups on campus and had discussed electronics procurement with People and Planet.

### **1316 Reports on Priority Campaigns/Projects**

It was reported to SOC that Unison is launching a living wage campaign on the 24th November.

Regarding international fees NUS is currently looking into the legal rights of students in respect of "grandfather rights". There is also work coming from the Competition and Marketing Authority on the rights of students in respect of the agreement they enter when they arrive at University.

### **1317 Any Other Business**

H Staynor reported that SOC should see results of the discussions from the get together at the next meeting.

J Wilson advised SOC of a Young Greens event taking place on Monday at 7pm.

D Ogunrinde requested that ISOC would like to send two women to a conference and apologised for the late request which was due to only just finding people who would like to attend.

***The request was approved from the training budget.***

I Goddard encouraged SOC to all sign the get well soon card for Tony which was in the office.

M Levene reminded SOC that F Redfern's application for funding had been approved online prior to the meeting.

Meeting closed at 18:34.

### **1318 Time Date and Place of Next Meeting**

To note the next meeting will be held at 5pm on 4<sup>th</sup> December at a venue to be confirmed

# 1321: Minutes of the Student Officer Committee



## Minutes of the Student Officer Committee

6 November 2014

### Key Discussions

- Council policy on Free Education and Accessible Campaigning
- Zone Conference attendance and the engagement of officers

### Key Actions

- SOC took the decision to withdraw UUEAS support for the Free Education Demo scheduled for the 19<sup>th</sup> November

### Voting Members present:

Freddie Redfern (Ethnic Minorities Officer), Max Levene (Students with Disabilities Officer), Liam McCafferty (PG Education Officer), Connor Rand (UG Education Officer), Yinbo Yu (Activities and Opportunities Officer) Chris Jarvis (Campaigns and Democracy Officer), Liz Cody (Non Portfolio Officer), Theo Antoniou Phillips (Non Portfolio Officer), Dan Wrigglesworth (LGBT+ Officer), Tom Southerden (Non Portfolio Officer) Iain Goddard (Environment Officer), Josh Wilson (Ethical Issues Officer), Stela Glakousaki (International Officer)

### Chair

Holly Staynor (Welfare, Community & Diversity Officer)

### Non-Voting Members present:

None

### In attendance:

Josh Clare (Head of Student Engagement)

### Apologies:

Dolly Ogunrinde (Women's Officer), Oliver Steward (Postgraduate Officer), Tom Etheridge (Non Portfolio Officer), Tony Moore (Democracy and Governance Coordinator), Jim Dickinson (Chief Executive)

### **1298 Departmental Presentation: Communications**

C Alexander was unable to attend the meeting and so the Communications presentation will present at the following meeting on the 13<sup>th</sup> November.

### **1299 Minutes of the meeting held on 23 October**

C Jarvis suggested that he was under the impression that point under 1291 (Action Log) was not due for this meeting.

*With this change, the minutes were agreed.*

#### **Matters Arising**

*There were none.*

### **1300 Action Log**

L McCafferty pointed out that there is a referenda timetable being developed for the GSA/UUEAS legal merger with the voting timeline to be proposed to the GSA Committee.

H Staynor informed the committee that the policy implementation document will be developed for the end of November and that new policy passed at the last Union Council will come to the next SOC.

### **1301 Free Education Demo Update**

H Staynor gave some background to issue:

- a policy passed through Union Council supporting the planned for the 19<sup>th</sup> November
- since this NUS withdrew support due to concerns surrounding access and safety

The question for SOC was whether we support the demo still and if so what measures need to be put in place.

C Jarvis informed SOC that over the past 2 days he has sought clarification from the organisers, NUS and other SUs on the situation as it stands.

In respect of the question regarding safety:

- Stewards are being recruited to be trained on 12 November
- There will be a 1 steward to 50 attendees ratio

- The route has been agreed by the police

In respect of the question regarding accessibility:

- There will be pace management and students with disabilities at the front of the march
- A leaflet with more access information will be delivered by organisers on 10<sup>th</sup> November
- 3 points on the route are being proposed to police as points to leave the demo early
- Internally to UUEAS we are working on Risk Assessments for our delegation, should one be sent

C Rand updated SOC on what Toni Pearce, NUS National President, had said at Zone Conferences in respect of the Demo:

- "External risk assessments couldn't be created"
- A list of stewards is still unavailable
- The nature of the structure at the rally part of the demo was not yet known
- Sound and PA equipment was not yet known
- First aiders were yet to be identified
- Missing children processes were yet to be identified
- No public liability insurance was in place

L McCafferty informed SOC that NUS Scotland and NUS London were still in support of the Demo

M Levene stated that he believed that in light of the policy of accessible campaigns just being passed by Council it would be foolish to throw this out. He suggested that it was on UUEAS to make sure our transport was accessible and on the organisers to ensure the rest of the event was accessible. C Jarvis informed SOC that he was chasing the organisers and lobbying to ensure that the event was as accessible as possible.

T Antoniou Phillips asked for clarification on NUS concerns and C Rand suggested that they ranged from the structure of the event, if there was SWP involvement in the organisation, regarding the safe exit from the event. C Rand reminded SOC that UUEAS are leaders of liberation and that if there are problems with an event we need to uphold our beliefs.

H Staynor agreed that organisers didn't do enough in terms of liberation and that as a result we had to choose between not going as a result or going and trying to influence this. SOC was reminded that we as a Union do inaccessible things such as bar based events and don't want them to stop rather we want to improve their accessibility.

L McCafferty stated that he believed the pressure from Unions had helped to focus the organisers on issues and that students were still likely to attend from UEA even if we withdrew our support.

C Rand agreed that students who want to go should be able to go however questioned if there was enough time left to rectify the issues. He questioned if we as a Union we asking students to choose between attending a demo with accessibility problems or stay at home and feel bad for not taking part.

T Southerden stated that he believed that risk assessments not being in place this close to the event and no Public Liability insurance were for him the biggest concern. He suggested that if this event was on campus it would be stopped and that we should support the campaign for free education in a better, safer way.

D Wrigglesworth reiterated that Council had just passed policy on accessible campaigning and questioned if SOC could be confident the event would be accessible without a risk assessment in place.

L McCafferty suggested that from his experience there is always a degree of complexity in respect of accessibility of demos and this is why the campaign must be varied. In the past attendees have carried placards on behalf of others who couldn't attend. He asked SOC if they felt they could wash their hands of students who would attend even without UUEAS backing.

S Glakousaki stated that all students had the right to attend. She questioned who took on responsibility for the risks and C Jarvis informed SOC that it would be the organisers legal but that there would be some ethical responsibility on UUEAS.

C Rand suggested that by supporting attending the demo we are stating that we believe in it and that we are encouraging student involvement. He suggested students may feel that by not taking part in a UUEAS backed demo they might feel they are "coping out". He reminded SOC that he helped write the initial policy supporting the demo.

I Goddard questioned if SOC should consider risk and C Jarvis suggested that the trustees can intervene on issues of risk. C Rand suggested that while the Trustee Board can intervene on matters of risk that risk and access are intrinsically linked.

M Levene suggested that it felt as if there was a decision to be made between supporting liberation or supporting the cause and the

demo. H Staynor suggested this was not the case and that they were not mutually exclusive.

C Jarvis suggested that there were still grey areas for the organisers to clarify but that we should try to force liberation to the heart of the agenda. L McCafferty stated that a number of SUs in the country are waiting to see what comes from NUS Scotland.

C Rand asked SOC to consider who would organise a demo without thoughts on liberation already in mind. He suggested that with 2 weeks to go NUS believed there is not enough time to sort problems and that the hurry to complete things highlights the problem not suggests a solution.

M Levene suggests there are two questions SOC should have in mind: what are the limitations of access and are we stopping some people attending should we withdraw support? And on the other hand, are we comfortable with sending students to an event with potential risks?

J Wilson agrees that liberation should have been at the heart of the demo however disagreed that marching meant UUEAS would be showing support for the organisers that it was a march for free education. He would support an idea to delay the vote on attendance a week to see the outcome of new developments over the course of the week ahead. C Jarvis agrees this is a good course of action.

L Cody asked that if we support the event and look again at the developments would advertising be in place. C Jarvis suggested it would be advertised in the interim and then withdrawn if support was withdrawn at the next meeting of SOC. L Cody suggested this could look contradictory for UUEAS.

D Wrigglesworth suggested that Council wanted to campaign and that we should find diverse routes for this.

C Rand suggested advertising and later pulling support could be worse as it would leave less time for plans to be put in place and that this was particularly important for students with disabilities. He asked if SOC would be happy to start advertising an event they didn't know was safe.

The Chair called an end to the discussion and suggested two votes. The first would decide if SOC wanted to make the decision on attending this week or to delay decision until next week in the hope that more information.

Vote to support making the decision at this meeting:

For- 7

Against- 6

As this falls, another vote was called to support attending the demo.

Vote to support attending the demo:

For- 6

Against- 7

***SOC resolves to remove support for the demo taking place on the 19<sup>th</sup> November.***

C Jarvis informs SOC that they will now have to inform Council of the decision at next sitting.

L McCafferty wished for it to be noted that he was unsure if this decision fell into the remit of SOC.

## **1302 Reports from Zone Conferences**

L McCafferty reported that there were some interesting items but that it was mostly tedious.

T Southerden reported that he got a lot out of it and engaged in the sessions. He stated that he felt some of the sabbatical officers didn't engage well enough and reminded SOC that members money was spent on them attending.

T Southerden stated that he had felt embarrassed and had apologised to other Unions on UUEAS's behalf. D Wrigglesworth would second T Southerden's view. C Jarvis apologised that T Southerden felt this way.

C Rand reported that he had some gripes about the new structure but that some sessions were very useful.

H Staynor reported that she ran for a national position on the Welfare Committee.

***C Rand left the meeting due to prior engagements***

## **1303 Campaign Budget Spending**

J Clare reminded SOC of the new process they had agreed for requesting money from the Campaign Budget and the need to use this process to ensure spending could be tracked.

C Jarvis informed SOC that £650 had been spent on attending the TUC Demo which had been agreed at a previous meeting of SOC.

#### **1304 Officer Go Around Reports**

S Glakousaki: Held first caucuses which raised cultural awareness. Will be meeting the University next week to discuss international fee cap and improved the take up of Council seats amongst international societies.

L Cody: Held meeting with D Messling on joint honours provision. Meeting with C Rand and L McCafferty on taking this forward.

T Southerden: Attended Zone Conferences. Had a good meeting with D Messling.

I Goddard: attended a Carbon Crew meeting, Green impact awards meeting, parking appeals meeting, world café.

F Redfern: Discussed future campaigns with UUEAS staff and held first caucus.

Theo Antonio-Phillips: Working with Pride on Trans awareness week.

M Levene: Held first caucus which was really useful. Informed SOC that it is disability history month from the 22<sup>nd</sup> November.

H Staynor: Held carry that weight, attended the Zone Conference, attended senate, Equality and Diversity strategy is coming soon.

Y Yu: Attended Zone conferences. Meet with the University Director of Sport in regards to the pricing of Sports Park for students.

L McCafferty: Attended Zone conferences. Worked on Graduate Engagement Strategy. Attended Senate. Worked on the Marking Boycott work.

C Jarvis: Attended Zone Conference, working on the Demo and marking boycott, carry that weight campaign, mentoring and development of their mentors.

D Wigglesworth: Attended Zone Conference. Held the first caucus and helped to organise trans awareness week.

J Wilson: Met careers central regarding an ethical careers fair. Also speaking with Unison regarding fair pay on campus.

#### **1305 Reports on Priority Campaign/Reports**

C Jarvis informed SOC of a Defend Education Campaign event in the Hive 12<sup>th</sup> November at 7pm.

#### **1296 Any Other Business**

F Redfern asked if SOC could approve a funding request. C Jarvis reminded SOC of the procedure that had been agreed and the chair stated that they had turned down a request proposed for AOB.

**1297 Time, Date and Place of next Meeting**

5. 00 pm, 13 November in a venue to be confirmed.

## 1322- Action Log

Date Commissioned	Action Required	Status	Assigned To:	Date to be actioned by:
5 June 14/2 October/23 Oct	Constitutionality of reserved places on Union Council for Rep Organisers to be investigated	<b>Proposal to be brought back from DPC in Jan</b>	Chris	Jan
16 October 14	Officers to report on policy implementation for end of November review	<b>On agenda</b>	All	End of November
16 October 14	Letter to be send to NUS concerning trans-exclusion in election regulations	<b>To be drafted</b>	Holly, Dan, Dolly	November
16 October 14	Public statement to be made on DSA Cuts in collaboration with NUA and City College	<b>To be drafted</b>	Holly, Max, Chris	November
16 October 14	University to be lobbied over student accommodation in city centre	<b>Lobbying continuing</b>	Holly	November
13 November 14	The Chair of SOC to speak to the chair of DPC regarding the GSA/UUEAS legal merger working group	<b>To be reported</b>	Holly	Dec

## 1323- Union Council Policy Implementation Review

<b>Ethical Steering Group</b>			
<b>Resolves</b>	<b>Assigned To</b>	<b>Notes</b>	<b>Updates/Progress</b>
<p>To establish an Ethical and Environmental steering group whose membership shall be: a. The Campaigns &amp; Democracy Officer b. The Ethical Issues Officer c. The Environment Officer d. Two students elected by Union Council e. Staff within UUEAS responsible for procurement, advertising or commercial partnership. And whose remit shall be: a. To oversee the implementation of existing UUEAS policy on ethical and environmental issues b. To monitor procurement, advertising and commercial partnership, to ensure that it fits within our existing ethical and environmental parameters c. To proactively seek to improve the ethical and environmental performance of UUEAS</p>	<p>Campaigns and Democracy Officer  Ethical Issues Officer  Environment Officer</p>		

<b>UUEAS: A Democratic Workplace</b>			
<b>Resolves</b>	<b>Assigned To</b>	<b>Notes</b>	<b>Updates/Progress</b>
<p>To mandate the Campaigns and Democracy Officer with the Democratic Procedures Committee to run a consultation with staff about ways the Union can</p>	<p>Campaigns and Democracy Officer  DPC</p>		

become a more democratic workplace and report back to Union Council with findings and proposals			
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<b>Amendment to the Byelaws: Delegation to NUS Conference</b>			
<b>Resolves</b>	<b>Assigned To</b>	<b>Notes</b>	<b>Updates/Progress</b>
To write to NUS expressing our concerns about the trans-exclusivity of these regulations and state our position on this matter publicly	Welfare, Community and Diversity Officer LGBT+ Officer Women's Officer	To draft letter and bring to SOC for approval	

<b>The 2015 General Election and a Chance for Students to Shape Their Future</b>			
<b>Resolves</b>	<b>Assigned To</b>	<b>Notes</b>	<b>Updates/Progress</b>
To support the NUS in campaigning for a new deal for the next generation	Campaigns and Democracy Officer Undergraduate Education Officer	Plan to be formed after NUS funding decision	
To use the opportunity of the next General Election to win for students both locally and nationally			

To work with local and national external allies and partners to maximise voter registration and electoral participation among young people and students to ensure their voices are heard			
To use the NUS tools around a general election hub to develop, as a Union, our own election strategy, taking into account the political context of the Norwich South Parliamentary constituency			
To empower students and to connect student communities with wider society, including through community organising work			

<b>Save the Disabled Students Allowance</b>			
<b>Resolves</b>	<b>Assigned To</b>	<b>Notes</b>	<b>Updates/Progress</b>
To condemn cuts to Disabled Students Allowance	Disabled Students Officer Welfare, Community and Diversity Officer	Public Statement to be drafted in collaboration with City College and NUA	
To continue campaigning against Disabled Students Allowance cuts			

To liaise with the University, particularly the Dean of Students office, to ensure that if cuts to DSA go ahead, that alternative provisions are made which directly replicate the current support.	Disabled Students Officer Welfare, Community and Diversity Officer	Arrange meeting with DOS to ascertain their plans	
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<b>University/Union partnership group on sport at UEA</b>			
<b>Resolves</b>	<b>Assigned To</b>	<b>Notes</b>	<b>Updates/Progress</b>
As part of the University/Union partnership group on sport at UEA, to rule out any shift of Student Sports Clubs to the University Sport Dept	Activities and Opportunities Officer		
To nevertheless continue to work together on the Sports Partnership group goals			
To reaffirm the value and benefits of Student Sports Clubs being part of the Union in any partnership group meetings			

<b>A Better Deal for Postgraduates that Teach</b>			
<b>Resolves</b>	<b>Assigned To</b>	<b>Notes</b>	<b>Updates/Progress</b>

To call on the university to adopt the Postgraduate Employment Charter			
To mandate the Student Officer Committee to set up a regular working group with the University College and Lecturers Union (UCU), to discuss how better to represent and campaign on behalf of postgraduates that teach			

<b>Assessment and Feedback</b>			
<b>Resolves</b>	<b>Assigned To</b>	<b>Notes</b>	<b>Updates/Progress</b>
<p>1. To campaign for the implementation at UEA of the NUS's principles of student feedback as shown in appendix 1, including that:</p> <p>a. Students are empowered and given the tools and support to co-design their assessment methods in partnership with academic staff.</p> <p>b. Assessments are planned across programmes to avoid clustering, including for joint honours students and that deadline dates are made available at module selection.</p> <p>c. Assessments are planned so that all programmes have their workload spread fairly across the year, with a</p>	<p>Undergraduate Education Officer</p> <p>Postgraduate Education Officer</p> <p>Non-Portfolio Officers – TA-P, LC</p>		

<p>calendar of deadlines available before module selection and on-going discussions with students throughout the year.</p> <p>d. Submission is electronic where possible, and feedback is provided online.</p> <p>e. Feedback is returned within three weeks, including on summative assessments. Feedback timeliness above an institutional minimum standard is agreed in partnership between staff and students in Schools.</p> <p>f. The opportunities to receive feedback are clearly explained to students at the start of the course, and students can choose the format in which they would like to receive feedback.</p>			
<p>To campaign for the implementation of a new pilot scheme for examination feedback.</p>	<p>Undergraduate Education Officer</p> <p>Postgraduate Education Officer</p> <p>Non-Portfolio Officers – TA-P, LC</p>		
<p><b>The Importance of Getting the Student Vote Out</b></p>			
<p><b>Resolves</b></p>	<p><b>Assigned To</b></p>	<p><b>Notes</b></p>	<p><b>Updates/Progress</b></p>
<p>For the Union to email every student contact we have on polling day of the General Election, urging them to</p>			

use their vote and reminding them of our values, and the key policies of every party.			
To have a clear focus on an electoral registration drive amongst UEA students before the closing date for voting registration.			
To run a campaign after the voter registration drive up until polling day reminding students of why their vote matters and encouraging as many students to vote as possible.			
To work with NUS to harness all tools available for this campaign.			

<b>Transforming the Graduate Student Experience at UEA</b>			
<b>Resolves</b>	<b>Assigned To</b>	<b>Notes</b>	<b>Updates/Progress</b>
<p>To progress plans to enhance the Graduate Student Experience at UEA, developing detailed plans that fulfil the following aims</p> <p>a. Create a Graduate Students' Centre inside Union House, operated by the Union under leadership from PG students who will provide reps for a Graduate Centre Management Group. It should feature a fully-licensed bar, dedicated social learning facilities, bookable space</p>			

<p>and some office space for use by Union and University services focussed on postgraduates on a non-permanent basis.</p> <p>b. Create a Graduate Assembly within the legal framework of the union with a specific remit of coordinating the representation of Graduate Students. With staff support provided by the union, it should direct the work of a committee headed up by the Postgraduate Education Officer and will support Graduate Reps and Committees across the University in their representative function.</p> <p>c. To mandate the Postgraduate Education Officer to hold a referendum of postgraduate students on the proposal to merge the Graduate Students' Association into the legal framework of the union with a social and recreational function. With staff support and a budget provided by the union, it should coordinate a programme of trips, social, society and sporting activity focussed around Graduate Students both within schools and across the university.</p> <p>d. Reform Union Council to create more dedicated spaces for PG students, and to cause the union's other functions- advice, opportunities, live music etc through a co-ordinated Graduate Students' Strategy, to be developed by the Postgraduate Education Officer in conjunction with reps from the GSA and GSC.</p>			
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<p>To refer this implementation of this motion to the union Trustee Board, Student Officer Committee and Democratic Procedures Committee and to report to each Union Council on progress.</p>			
<p>To mandate the Democratic Procedures Committee to create a working group to consider constitutional changes ahead of the legal merger. The membership of the working group shall consist of the Chair of Student Union Services Ltd, the President of the Graduate Students Association, the Postgraduate Education Officer, one member of the Democratic Procedures Committee and a part-time officer to be elected by the Student Officer Committee.</p>			

<b>An accessible campaign</b>			
<b>Resolves</b>	<b>Assigned To</b>	<b>Notes</b>	<b>Updates/Progress</b>
<p>UEA SU to consult members of the Union whom have a disability/disabilities regarding their experiences as students with disabilities, and in particular, how these have affected their participation in UEA SU events, campaigns and the wider student movement, both in their institutions and on a regional and national level.</p>			

This consultation to consider ways in which we can improve accessibility when organising campaigns ensuring all students have a voice.			
Responsibility for implementing this consultation to lie with the equal opportunities committee, with support from Student officer committee and other members of staff.			
The findings of this consultation to be made publicly available and used to inform planning of future UEA SU events and campaigns.			

<b>No to the Marketisation of Education (The Future of Undergraduate Funding)</b>			
<b>Resolves</b>	<b>Assigned To</b>	<b>Notes</b>	<b>Updates/Progress</b>
To always campaign aggressively against any further marketization of Higher Education.			
To campaign and support any campaigns to ensure a fair system of living loans and living grants			
To lobby the University to support the notion of lessening the burden of Higher Education funding on students whenever they are consulted on the future of undergraduate funding.			

To support campaigning efforts encouraging the main political Parties to offer free education.			
To review our Higher Education funding policy after May 2015 in light of the General Election result and government Higher Education funding policy.			
To continue to support campaigns for free education at a local and national level as appropriate, such as providing transport for the Free Education Demo on 19th November in London			

<b>Sanitary Products Subsidy</b>			
<b>Resolves</b>	<b>Assigned To</b>	<b>Notes</b>	<b>Updates/Progress</b>
To mandate the Campaigns and Democracy Officer, as Chair of the Commercial Boards, to investigate the costs of offering all sanitary products at cost price through Students' Union Services Limited			
To mandate the student officer committee to raise the results of this exercise through the relevant structures and, unless there is a major and significant adverse effect on union finances, to implement offering the products at cost price as soon as practicable			

To, as part of this exercise, seek out sustainable and organic alternatives to existing sanitary products in the Union Shop			
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<b>Sleepy Time</b>			
<b>Resolves</b>	<b>Assigned To</b>	<b>Notes</b>	<b>Updates/Progress</b>
To mandate the Management Committee to investigate the practicalities of introducing a bookable Nap Room within Union House as part of the 2015 redevelopment.			
To trial a Nap Room where possible this academic year			

# 1324- Student Led Teaching Awards Proposal



## Student Led Teaching Awards

### Background

Student led teaching awards benefit and engage the university community by recognising and raising the profile of good teaching and empowering students to get involved with improving teaching and learning. They also generate an evidence base for what students recognise as good teaching practice.

UEA currently hold Teaching Awards, detailed here:

<https://www.uea.ac.uk/learningandteaching/staff/teaching/recognition>

These can be nominated by any past or current UEA staff or student (or other) and criteria are very broad. Nominees are asked to submit a portfolio of evidence, and prizes are selected by an awards panel. The prize is £1,000.

NUS offers extensive advice and case studies on Student Led Teaching Awards:

<http://www.studentledteachingawards.org.uk/>

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### Timeline

Our Student Led Teaching Awards would take place in the Spring Semester on the following program:

**Week 1-8:** Nominations open

**Week 9-10:** Shortlisting and awards panels take place

**Week 11:** Ceremony takes place – 13<sup>th</sup> April

**Week 11-12:** Gather feedback from students and staff involved, produce report of what UEA students recognise as good teaching.

### Categories

We will have the following categories:

Faculty awards for the most:

- Innovative teaching
  - Teaching which involves creative and new ways of using technology or teaching methods, including new and exciting forms of assessment and feedback.
- Inspiring teaching

- Teaching which inspires students to get involved in their education, either through representation or through shaping their learning within the course itself.
- Inclusive teaching
  - Teaching which takes into consideration different learning needs and styles, and which has a diverse and socially conscious curriculum.

University-wide:

- Best support staff (4 awards across the University)
  - Member of Support Staff (Library, IT, Dean of Students, ARM, Registry, Hubs) who is friendly, helpful and supportive of students and works with students to improve their service.

## **Awards Ceremony**

Invitees:

- Student Officer Committee
- UEA Executive
- Faculty Deans and Heads of School
- Shortlisted Staff
- Nominated Staff
- Nominating students
- Faculty convenors and rep organisers
- Open to all students

Held in the LCR with student performances, meal, socialising!

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## **Process**

**Week 1-8:** Nominations open

Students will be invited through a form embedded in our website

Nomination period will be heavily promoted through reps and student media

Also put on the agenda for SSLCs

Faculty panels assembled with 2 reps per school, plus a faculty convenor (and staff member to facilitate), rooms booked. Reps chosen on a volunteer basis?

**Week 8-10:** Shortlisting and awards panels take place

Nominations collated and organised into faculty, panels held and winners collated and sent to University HR to check for outstanding disciplinary proceedings.

Certificates prepared with best comments prepared to be shared with winner.

Mugs and letter with nice comments for nominated staff

**Week 11:** Ceremony takes place 13<sup>th</sup> April

**Week 11-12:** Gather feedback from students and staff involved, produce report of what UEA students recognise as good teaching which is widely publicised

# 1326: Campaign Budget Spending Requests

**Project/Campaign Title: General Election Student Manifesto**

**Amount of money requested: £1500**

**Budget requested from: General Campaigns**

## **Details of project (500 words max)**

As part of the general election strategy that has been agreed by previous meetings of SOC, we endeavoured to produce a 'student manifesto' made up of the policies students want to see, as evidenced by the consultation we have undertaken via the mood box General Election stalls as well as existing UUEAS policy.

By the end of term, we will have gathered this information and will be able to build this into a written manifesto detailing the issues students want tackled by their Parliamentary candidates. As part of this process, we will not only be presenting our manifesto to Prospective Parliamentary Candidates in Norwich, but also publicising the results of our surveying among the student body.

This will be done in two phases. The first of these is to simply publicise the manifesto as it exists – ie. the 'wishlist' of students, generating interest around the issues that students have told us are of importance to them. This is to be part of the wider strategy of enthusing the student body around the general election and thus helping to push us towards higher levels of voter registration.

The second phase will be to, once we have contacted PPCs in Norwich, publicise which candidates have ascribed to which of the points in the manifesto. This will allow students to make a more informed choice based on the views and priorities of each candidate and how it relates to their own.

Consequently, this funding request covers two batches of printing – the second batch being of significantly higher number than the other. Each round of printing will be done externally and will include 4 separate documents – one for each section of the surveying we have been undertaking: Education, Economy, Environment & International.

The costs of the printing are as follows:

Cost per 500 copies of a 20 page, A5 booklet- £500

4 x 100, 10 page A5 booklets- £600

4 x 500, 10 page A5 booklets- £900

More detailed costings available on providing artwork

**How will this benefit our members? (300 words max)**

The purpose of this, as part of the wider General Election strategy, is to firstly enthuse students about the General Election, get them registered to vote, and then finally to get them to make informed decisions as electors about which candidates to vote for.

Although this can be seen as an end in itself, it is largely a means. Rather, the main end of this project is to deliver the change that students want. As part of a wider campaign undertaken with partners across the country to maximise voter registration as well as achieve the electoral outcome most desired by our members, we can help build and shape the future.

Therefore the aims are several fold – firstly they seek to build actively engaged citizens among the student body, debating and tackling political, economic, environmental and social issues. Secondly they seek to then enfranchise those students to take action on those issues, and thirdly to achieve the change they want to see.

**Number of members directly benefited: 500**

**Number of members benefited by extension: Entire membership**

**How will you ensure this benefits hard to reach/liberation/underrepresented groups? (300 words max)**

We will, through the rest of the general election campaign be actively seeking to boost the activity of hard to reach and liberation groups. A specific strategy around that will be presented to the next meeting of SOC