

minutes

Meeting	Student Officer Committee
Date	6 December 2018
Time	5pm - 7pm
Location	Bookable Room 1
Author	Xenia Levantis, Campaigns & Democracy Coordinator
Committee Members Present	Martin Marko <i>Postgraduate Education Officer</i> Georgina Burchell <i>Welfare, Community & Diversity Officer</i> Jenna Chapman <i>Undergraduate Education Officer</i> Ryan Jordan <i>Ethnic Minorities Officer</i> Hannah Murgatroyd <i>Students with Disabilities Officer</i> Liam Deary <i>LGBT+ Officer (Open Place)</i> Sophie Atherton <i>Campaigns & Democracy Officer</i> Mohaned Alhasan <i>International Students Officer (non-EU place)</i> Jim Read <i>LGBT+ Officer (Trans and Non-Binary Place)</i> Thai Braddick <i>Non-Portfolio Officer</i> Oli Gray <i>Activities and Opportunities Officer</i> Zoe Freeman <i>Non-Portfolio Officer</i> Chloe Crowther <i>Non-Portfolio Officer</i> Rob Klim <i>Ethical Issues Officer (present from 6:20pm)</i>
Apologies	Harry Bowen <i>Non-Portfolio Officer</i> Borja Martin Simon <i>International Students Officer (EU place)</i> Amy Atkinson <i>Womens Officer</i> Connor Bell <i>Environment Officer</i>
Chair	Liam Deary <i>LGBT+ Officer (Open Place)</i>
Staff support	Josh Clare <i>Head of Campaigns and Policy</i> Xenia Levantis <i>Democracy and Campaigns Coordinator</i>

SOC01 Chair's report

1.1 The Deputy Chair opened the meeting with a verbal update thanking Officers for attending during a period they knew many Committee member had academic pressures.

1.2 The Chair reminded the Committee that the SU Survey is open for the final week and asked that members completed the survey and promoted it to their network.

SOC02 Minutes

2.1 The Chair asked the Committee to formally approve the minutes.

2.2 The Committee approved the minutes subject to an amendment. Zoe Freeman *Non-Portfolio* was not listed on the first page, the Officer's name to be added to the list of apologies.

AP 1 The minutes were formally approved with the above amendment.

Staff Support

SOC03 Matters Arising

3.1 The Committee members were invited to consider the matters arising from the SOC meeting on Tue 6th Nov 2018 and provide verbal updates on the progress of actions.

3.2 The Chair stated that Action Points 1 and 2 be marked as on-going with a further action to be requested from the Committee.

AP 2 Committee members to forward their feedback to the Campaigns & Democracy Officer regarding Union Council attendance and participation for Union Councillors. With particular focus on increasing engagement and understanding.

All Committee members

3.3 The Chair noted that Action Points 3, 4 and 7 had been completed.

3.4 It was noted that the action for the Students with Disabilities Officer to research the use of LED lights and their effect on students with Epilepsy was still under investigation and Action Point 5 would rollover to the next meeting.

3.5 The Activities & Opportunities Officers highlighted that further discussion relating to Action Point 6 would take place later in the agenda.

3.6 It was noted that the Ethical Issues Officer title was recorded incorrectly in the Action Log from the 6 Nov 18 meeting. The Chair confirmed this would be amended.

SOC04 Open Discussion debrief: *Balance* 1 Nov 18

4.1 The committee was asked to discuss the feedback from the Union Council Open Discussion topic: *Balance* led by Chloe Crowther on 1 Nov 18.

4.2 The Chair asked Chloe Crowther *Non-Portfolio Officer* to talk through the feedback and identify the themes they thought were significant to flag to the Committee.

- A key theme for the research was that students want help with time management

and prioritising. A lot of feedback was given about stress and managing workload.

- The Officer was in the process of creating sessions around these areas that would be supported with written resources and information on the SU website.
- It also highlighted a need for further promotion for existing provision to help students.
- The Officer would like to utilise online resources as part of the campaign and are looking to have online “drop-ins” during summative time.

4.3 The Officer asked for comments from the Committee. The following responses were given:

- A suggestion was made to use a bot on the website similar to the one is on uea.su currently to give students standardised advice.
- The Committee debated the potential of using an online webinar for students who struggle to get to campus.
- The Committee moved on to discuss the success of the open-up UEA app. It was agreed that the project was over ambitious and not meeting its intended aim.
- It was highlighted that UEA were hoping to improve the app to become more Student Room style, which would have capacity to support projects beyond “just wellbeing”.

AP 3 Investigate further the opportunities to support students with, time management, stress management by developing workshops and online resources.

Chloe Crowther Non-Portfolio Officer

AP 4 The feedback loop to be completed by reporting back to Union Council on the actions that have taken place as a result of the Open Discussion feedback. Notes of this discussion to be included in the verbal SOC report from the Chair and Deputy Chair.

Chair & Deputy Chair

SOC05 Agree Open Discussion topic for 24 Jan 19

5.1 The Committee was asked to agree the Open Discussion topic for the Union Council meeting on Thu 24 Jan 19.

5.2 Suggestions made by the Committee were:

- School convenor proposed: Restricting smoking on campus, understanding student opinion. With the view to bring a policy outlining the SU’s position.
- Ways that UEA could help students stopping smoking.
- Ways that uea(su) can help students stopping smoking
- The committed discussed e-cigarettes and the SU’s position on the devices. The Full Time Officers noted that an e-cigarette company had requested to attend Freshers Fayre and that they had issued guidelines for this activity.
- An Officer stated that any project like this would be wise to engage Pharmacy Students, as they may have access to NHS resources. There may also be the potential to collaborate with Pharmacy Society.

5.3 It was agreed that a broader discussion about smoking at UEA would take place.

AP 5 The Campaigns & Democracy Officer to speak to the school convenor who proposed the

discussion topic and invited them to host the discussion at Union Council.

Campaigns and Democracy Officer

AP 6 Smoking on Campus to be the Open Discussion topic for the Union Council meeting on 24 Jan 19.

Staff Support

SOC06 Welcome Week Project – Feedback from SOC

6.1 The Committee was asked to provide their views on a potential Welcome Week being introduced for all new starters at UEA. This feedback will feed into a collaborative piece of work between uea(su) and UEA.

6.2 Oli Gray *Activities and Opportunities Officer* asked for feedback and encouraged officers to think about their constituent and a Week 0 would help their integration into UEA life.

6.3 Oli Gray *Activities and Opportunities Officer* gave context about the project to date and the mandate the SU has to carry out the work. The Officer stated that the SU has active policy to support the project and also noted that Week Zero was a feature on the Undergraduate Education Officer's manifesto and is clearly a pertinent issue with students.

6.4 Committee members were encouraged to speak to their own Academic Staff and express the reasons why a Week Zero would benefit students at UEA. Members were also asked to speak to their Course Reps, and request that the issue is raised during Student Staff Liaison Committees.

AP 7 Officers to speak to their Academic Staff and Course Reps about their views on the project.

All Committee members

AP 8 Officers to complete the Welcome Week survey and promote to their peers.

All Committee members

SOC07 Dates for SOC meetings next term

7.1 The committee was invited to note the dates for SOC meetings in Term 2.

7.2 The Chair explained the pattern and noted that there will be no meeting during Easter or Election Week.

7.3 Committee member requested that 50% of meetings be moved to a Thursday to ensure all members can attend at least half.

AP 9 Half of meetings to be rearranged for Thursdays.

Chair and Staff Support

SOC08 Student Officer Blogs

8.1 The Committee was asked to discuss the blog schedule for Term 2 with the view to increase the Part Time Officer blog posts.

8.2 The *Activities and Opportunities Officer* explained that the frequency of the Full Time Officer blogs would be reduced to once a fortnight, with the view to increase Part Time

Officer blogs. The Officer clarified that the SU would support the writing of all blogs: manage drafting, proofing, posting etc however Officers are required to submit topics, research and an outline of their viewpoint two weeks prior to posting.

8.3 It was highlighted to the Committee that further information would be sent out via email in due course. The Committee were reminded that any questions or requests should be made to Career Staff only and not to contact Student Staff directly.

8.4 The Chair clarified that Part Time Officers were not expected to write a scheduled post once a fortnight; this is an opportunity for any Officer who would like to write a blog. And any support required to flesh out an idea would be provided by the SU.

AP 10 Information on how Part Time Officers can submit blog requests to be circulated following the meeting.

Activities and Opportunities Officer and Staff Support

AP 11 Add schedule for Part Time Officer blogs be added to the next SOC agenda.

Chair and Staff Support

The Committee took an Access Break for 10 minutes.

SOC09 Union Council Policy Lapse adoption

9.1 A summary paper of the policies readopted by Union Council and the policy readopted with amendments was presented to the Committee. The Committee noted the paper and thanked the Campaigns & Democracy Officer for their diligence and hard work to ensure a fair and robust policy lapse debate was had.

9.2 The Committee was asked to consider the process of Policy Lapse by the Campaigns and Democracy Officer. The *Campaigns and Democracy Officer* asked for feedback on the Policy Lapse process.

9.3 The Committee agreed that although some of the discussion topics were challenging and emotive the debate was very respectful and well handle due to the smooth process and helpful layout of the paper was good, the colour code boxes were very good.

SOC10 Union Council Policy adoptions

10.1 The Chair asked the Committee to consider the resolves of the policies passed at the last Union Council meeting.

2333 Limousines and GoPro Cameras!? Condemn the UEA Executive Team for their Abuse of Expenses

10.2 The Committee discussed who would release the statement identified in the policy's resolves. It was agreed that some fact checking needed to take place before the statement was released and that the statement should comment on appropriate and prudent use of funds and does not need to reference specific items.

The Officer who proposed the policy clarified that the intension of the policy was to highlight the harsh- reality of life as a student often struggling with basic living costs, which is increased for students from liberation groups.

It was noted that Concrete have posted a correction this week, and that this would be referenced in the SU statement.

AP 12 A draft statement to be written and circulated to SOC before it is released. Statement to be from SOC and therefore signed off by all members.

Thai Braddick Non-Portfolio Officer, Chair and Staff Support

2334 Oppose the Roll-out of Universal Credit

10.3 The Committee will take no further action at this point as a result of this policy being adopted however it was noted that now the SU has a firm stance against Universal Credit, elected officials can attend events and demonstrations in their SU capacity.

2335 Subcommittees That Work (An Amendment to the Bye Laws)

10.4 The Committee noted this policy.

2336 Tidying up UEA SU's Bye Laws (An Amendment to the Bye Laws)

10.5 The Committee noted this policy.

2337 Transform International Student Assembly into a Subcommittee (An amendment to the Articles of Associations and to the Bye Laws)

10.6 The Committee noted this policy.

AP 13 Budget for International Subcommittee to put on the Jan SOC meeting.

Chair and staff support

2338 Developing Teaching Skills program

10.7 The Education Officers confirmed that they would be working to achieve the Resolves of this policy.

2339 Let's Make Societies Great! (An Amendment to the Bye Laws).

10.8 The Committee noted this policy.

SOC11 Funding Requests

11.1 The Committee was asked to approve the following funding requests from members.

11.2 Budget Planners from *Chloe Crowther* Non-Portfolio Officer

The Officer introduced funding request and explained the role of the planner. The Committee discussed where the money could come from and agreed that the Your Money Counts logo should be included on the planners and fund should come from the Priority Campaign budget.

It was agreed that a Dyslexia friendly font will be used for the planners and that they could be distributed during refreshers as well as in conjunction with a program of budgeting workshops.

The Chair asked the Committee to vote on the request; with the Budget Planners funding was unanimously approved.

AP 14 Confirm the most suitable typeface for use on the Budget Planners.

Staff Support

- AP 15** Campaigns & Democracy Officer to meet with Non-Portfolio Officer to agreed the distribution of the Budget Planners and integrate the project into the Your Money Counts Priority Campaign.
Campaigns & Democracy Officer and Non-Portfolio Officer
- AP 16** A budget update paper to added the agenda of the next SOC meeting.
Staff Support
- 11.3** Go Green Week from *Sophie Atherton* Campaigns & Democracy Officer
The Officer outlined the request, funds would be used to purchase a banner for Go Green Week, and this would be a one off cost and could be used annually.
The Chair asked the Committee to vote on the request; with the Go Green Week funding was unanimously approved.
- 11.4** Winter Warmers from *Georgina Burchell* Welfare, Community & Diversity
The Officer outlined the request; funds were needed for activities to take place in Unio on Xmas day, these would not be Christmas themed, they would be a festive celebration. The Officer also confirmed they will be meeting with Unio staff about this project and would pass on the Committees comments.
The Chair asked the Committee to vote on the request; with the Winter Warmers funding was unanimously approved.
- SOC12** **Any other business**
- 12.1** The Chair noted that there was additional time during the meeting and invited updates from Officers regarding their work over the previous weeks.
- 12.2** Mohaned Alhasan International Students Officer (Non-EU Place) reported that they had been working with the Opportunities Department to pull together a calendar of events taking place across campus during the winter break. They requested that SOC members share this calendar when published.
- 12.3** The Ethical Issues Officer, requested that all members share Coats for Calais collection film on social media to promote the campaign and collection point in Union House.
- 12.4** It was confirmed by a member of Staff Support that as of November the Student Officer Committee had spent £1426 of the £20,000 budget.
- 12.5** The Chair drew the Committee's attention the current by-election and asked for members to votes and share the uea.su/vote link with their networks.
- 12.6** The Campaigns and Democracy Officer gave an update on the Priority Campaign launch events, and thank all Officers for their support. The Officer received 73 contributions during the Tuesday event and there had been a similar number of contributions that day.
- 12.7** A question was raised about the Environment Officer, it was confirmed that they were working with SU and had sent apologies to the meeting.
- 12.8** Thai Braddick Non-Portfolio Officer had successfully organised a BAME skills workshops for the Do Something Different festival and was pleased to report that they had confirmed 2 external speakers. They are in the process of confirming a third who had campaign experience.

The Officer is also in the process of publishing research to understanding the Experience of Racism on campus for BAME students at UEA. And would be meeting staff to discuss the set up of the Equality, Diversity and Inclusion Committee.

12.9 It was confirmed that the SU had successfully lobbied for Lecture Capture, and the implementation will definitely be rolled out across all course. The Undergraduate Education Officer stated that this may be some slow as the strategy has not been confirmed and there may be work still to be done to ensure UEA meets the full needs of students.

The Chair closed the meeting

SOC13 Time, Date & Place of next meeting

5pm – 7pm, Tuesday 15 January, Bookable Room 1