

student officer committee – 6 November 2018

Committee	Liam Deary LGBT+ Officer (Open place) <i>Chair</i>
Members Present	Martin Marko Postgraduate Education Officer <i>present until access break</i>
	Hannah Murgatroyd Students with Disabilities Officer
	Harry Bowen Non-Portfolio Officer
	Chloe Crowther Non-Portfolio Officer
	Thai Braddick Non-Portfolio Officer
	Ryan Jordan Ethnic Minorities Officer <i>present until 5:30pm</i>
	Zoe Freeman Non-Portfolio Officer
	Rob Klim Ethical Issues Officer
	Amy Atkinson Womens' Officer
	Rob Klim Ethical Issues Officer <i>present from 5:30pm</i>
	Borja Martin Simon International Students' Officer (EU) <i>present from</i>
	Oli Gray Activities & Opportunities Officer <i>present from 6:40pm</i>
	Mohaned Alhasan International Officer (non-EU) <i>present from 6:30pm</i>
Apologies received from	Georgina Burchell Welfare, Community & Diversity Officer
	Jenna Chapman Undergraduate Education Officer
	Sophie Atherton Campaigns & Democracy Officer
	Jim Read LGBT+ Officer (Trans & Non-binary place)
Absent	Connor Bell Environment Officer
Staff support	Xenia Levantis Campaigns & Democracy Coordinator

SOC01 Chair's report

1.1 The Chair opened the meeting for informal discussion as the meeting was not quorate.

1.2 The Chair gave a verbal update to the Committee and reminded the committee that members must send apologies to the Union Council chair if they cannot attend meetings.

1.2 The Council received updates from the Officers.

- **Henry Bowen – Non-Portfolio officer** announced that Movember raised £2000 until this morning, he emailed the Vice Chancellor and ask him to match the money raised. He signed off from whole working group and including student group loaders.
- **Thai Braddick – Non-Portfolio officer** had meetings with the staff about decolonising the curriculum at uea. Had a meeting on Thursday and talked about theory of change. The survey he is working on is going well. He will keep the council updated about any change. The edict passed.
- **Zoë Freeman Non-Portfolio officer** – talked about the Non-Binary Womens network, period drive
- **Amy Atkinson - Women's Officer** – works with Movember group. They made videos on social media. They says the first Non-Binary and Womens' network is going well, period drive. Amy attended SSPAC about this girl can, takes part in awareness week this month, involved, parents and careers and pregnant students research. They took part in a chair of postgraduate committee meeting about student staff sexual misconduct
- **Chloe Crowther -Non-Portfolio officer** - part of Movember working group and they works with your money counts working group. The budget planner is up and running. Chloe is also researching warden system and volunteer with period drive. Finally, they led an open discussion at council about *how can the SU students balance and manage the many aspects of their lives.*
- **Hannah Murgatroyd - Students with Disabilities Officer** – working on Access to all Areas for students with Disabilities. They found that library lifts are not fire safe. Attended working groups, planning disability history month, in talks with a student about the ASD employment gap. Hannah will also meet with the accommodation representatives at the end of the month and they will be taking evidence to this from about *accessible flats.*
- **Martin Marko - Postgraduate Education Officer** – reference Union Council report. Led course representative training, postgraduate SSLC. He is planning applications for postgraduates, social grants, employability exec, and opportunity for postgraduates. Took part in technology enhance learning committee.
- **Ryan Jordan - Ethnic Minorities Officer** – had meetings with the staff about decolonising the curriculum at uea, it has been discussed for time in memorandum
- **Liam Deary - LGBT+ Officer (Open Place)** – Planning the Trans awareness week. GRA response submitted on behalf of SU and info will be shared as part of the blog. Planning LGBT+ history month in February as well as take a stand.
- **Borja Martin Simon - International Students' Officer (EU)**– took part in international student leadership conference on Monday at the British Council, they had also been working with Mohaned Alhasan on campaign related to the cost of

living for international students. They also reported that they are due to meet with 15 students from Australia who are visiting UEA.

SOC02 Matters Arising

2.1 Committee members were invited to consider the action log of matters arising from the SOC meeting on Tue 9 Oct 18 and provide verbal updates on the progress of actions.

2.2 The Chair gave a verbal update about the matters arising and the committee gave the following updates:

- That the Ethical Issues Officer had been researching an initiative that aims to improve access to gigs through a "gig-buddies" scheme.
- That the reformatted Media Protocol has to be added to teams.
- That the Students with disabilities officers have met with Welfare, diversity & community officer re-action.

2.3 The Chair stated that matters without an update would roll over to the next meeting.

AP 1 Rob Klim to speak to Hannah Murgatroyd about the gig buddies program.

Rob Klim Environment Officer

AP 2 Officers are to pass information about Welcome Week to Oli Gray Activities and Opportunities Officer.

All Committee Members

SOC03 Synoptic report from meeting on 22 Oct 18

3.1 The Committee received a paper outlining the decisions made during the SOC approval window on 22 Oct 18 for their information.

SOC04 NUS Zone Conference Reports

4.1 Sophie Atherton *Campaigns & Democracy Officer* submitted a report to update the Committee on the NUS Zone Conference from Wed 24 Oct 18 – Thu 25 Oct 18.

4.2 Martin Marko – *Postgraduate Education Officer* gave a verbal update from the event and outlined which officers attended each other workshops and invited officers to direct questions to the Full-Time Officers if they would like to find out more.

4.3 The Officer went on to report that they had an opportunity to network with Officers from across the country and observe the accountability sessions. The officer highlighted that NUS is in the process of a review and the event featured a lot of discussion about this. Further information at would be given at NUS Strategic Conversation in readiness to the democratic decision to take place in April.

4.4 The Officer also informed SOC that they are participating in the Societies and Citizenship Zone election.

SOC05 Open Discussion topic debriefs

5.1 The Committee were invited to discuss the first two Open Discussions from Union Council.

5.2 The Committee reviewed the written feedback collated from the *Engagement* discussion that took place at Union Council on Thu 18 Oct 18.

- Social media was highlighted as a way to communicate with students and the SOC agreed that the SU does this already.
- The SOC agreed that a lot of this information could be added to an FAQ section of the website to help students and would make the SU more transparent.
- The Committee discussed adding the Union Council presentation reports to website and give more information about SOC activity.
- The chair agreed that a Short film content – sustainability could be the start
- The Committee discussed increasing students' knowledge of Part-Time Officer roles. The Committee discussed the option of the Part-Time Officer images being added to the Officer wall in the Hive with the Full-Time Officers or the photos being added to the screens in the Hive. Part-Time Officers were reminded that they can post blogs on the SU website.
- The Committee discussed the timing of the Bye-Election for the vacant roles as Officers thought this may be causing the delay.
- The Committee agreed that a FAQs section of the website could combat many of the issues identified as barriers to engagement.

AP 3 Investigate Part-time Officer images to be added to the screens in the Hive.

Chair and Staff Support

SOC06 Open Discussion topic for Union Council

6.1 The Committee was asked to agree the Open Discussion topic for the Union Council meeting on Thu 15 Nov 18.

6.2 Prior to the meeting the Undergraduate Education Officer suggested using a problem tree activity, to support Union Councillors in policy writing.

6.3 The Committee agreed Accessibility as the discussion topic, with the aim to understand how Union Councillors would like to see the SU made more accessibility.

AP 4 The Open Discussion topic **Accessibility: How can the SU be more accessible** to be added to the Union Council agenda for 15 Nov 18.

Staff Support

SOC07 Priority Campaign Update

7.1 The Chair invited the Postgraduate Education Officer, as the only Full Time Officer present to give an update on the Priority Campaigns.

7.2 Martin Marko – **Postgraduate Education Officer** reported that a draft Lecture Capture policy was in progress in partnership with the University and that the campaign as a whole is moving along. They also highlighted that UEA is behind other universities in adopting this technology. The Committee discussed the report and it was clarified that

Lecture Capture is not a live stream, but a recording in the room that would then be posted on blackboard. It was stressed that this would be a learning aid not a method to replace contact time. The Officer also added that there was no evidence that lecture capture would not reduce attendance to lectures.

7.3 The Chair gave further updates from the other Priority Campaigns:

- The Your Money Counts Campaign will be launching on the week commencing 3 December with a number of events, including a faux launderette, a giant monopoly style game, bank and an estate agent.
- The working group is examining the additional costs that specific groups of students face including, parents and careers and student with disabilities.
- The work to understand the experience of and support Estranged Students is continuing.
- The Campaigns and Democracy Officers is working to create Frequently Asked Questions for this campaign to help students find information.

Access Break

The meeting was still not quorate following the break.

SOC08 Union Council Policy adoptions

8.1 The Committee is asked to discuss the implementation of new SU policy adopted at Union Council on Thu 1 Nov 18.

Amendment to the Bye-Laws - Creating EDICT, a new Equality, Diversity and Inclusion Committee

AP 5 The Proposer of the motion to work with staff members to create an action plan and enact the policy.

Non-Portfolio Officer (TB) and Staff Support

Make the SU Shop Accessible

AP 6 Campaigns and Democracy Officer to work with Students with Disabilities Officer to enact the policy. To consult with SU shop staff and retail staff.

Campaigns & Democracy Officer, Students with Disabilities Officer and Staff Support

Providing Benefit Information to Students

AP 7 Students with Disabilities Officer to liaise with the relevant staff members to discuss the policy.

Students with Disabilities Officer and Staff Support

SOC09 Online approval window review

9.1 The committee is asked to review and evaluate the *approval window* used on 22 Oct 18 in lieu of a SOC meeting. The committee is asked to agree a process for time sensitive items to be considered by the committee if a meeting cannot be held. The committee was asked to give comments.

- 9.2** The Committee agreed that using a Microsoft Form to vote on items with at least an hour window to do so would be suitable. The committee agreed that using email would be sufficient and to no longer use Microsoft Teams.

The Activities & Opportunities Officer- joined the meeting to a round of applause. The meeting is now quorate.

- AP8** Microsoft forms to be used if an online meeting is required and committee members are to be emailed the form.

Chair and Staff Support

SOC10 Funding request: Disability History Month

- 10.1** The Committee was asked to approve a funding request for Disability History Month taking place from 22 Nov to 22 Dec. Hannah Murgatroyd *Students with Disabilities Officer* introduced the paper and outlined that the campaign activity was centered on the written leaflet.

- 10.2** A capture the flag event would take place, using wheelchairs which, hopefully, Roger Bond will take part in. The capture the flag with be purposely inaccessible.

- 10.3** The Committee voted on the request. The request was passed unanimously.

- AP9** Resources for Disability Month to be ordered.

Students with Disability Officer and Staff Support

SOC11 Funding request: Trans Awareness

- 11.1** The Committee is asked to approve a funding request for Trans Awareness Week submitted by Liam Deary *LGBT+ Officer (Open Place)*.

- 11.2** The Officer stated that the request was for 70 glass tea light holders costing £40. These items will be used during the Trans Day of Remembrance vigil on Tue 20 Nov.

- 11.3** The Committee voted on the request. The request was passed unanimously.

- AP10** Resources for Trans Day of Remembrance to be ordered.

LGBT+ Officer (Open Place) and Staff Support

SOC 12 International students sub-committee

- 12.1** The Committee is invited to discuss the potential creation of an International Students sub-committee.

- 12.2** The *International Officer (non-EU place)* introduced the item. The Officer stated that the sub-committee would be the preferred option for the funding model that International Students want. They further stated that achieving quorum for the committee would not be an issue. And that there are a number of projects the assembly wants to work on already.

- 12.3** They went on to highlight that they will be meeting Campaigns & Democracy Officer on

Friday to discuss the matter.

- 12.4** The Officer noted that for a Bye-Law change would be required to create a new sub-committee. Any consultation and proposal would go to the International Students Assembly, then to SOC for discussion before any proposal to Union Council.
- 12.5** Some concern was raised by the committee about the potential “knock-on” effect that this could have as other sub-committees would desire the same set-up.
- 12.6** The Officer concluded that the proposal would put the International Committee at the same level as sub-committee as it is felt that International Students are not a liberation group and this is implied by the current structure.
- AP 11** Discussion to be deferred to the next meeting.
Chair and Staff Support
- AP 12** The timing of the next SOC to be pushed back until 6pm – 8pm to enable committee members to attend Development and Oversight Boards.
Chair and Staff Support
- AP 13** Open Discussion topic at Union Council to explain motion production and discuss making the SU more accessible; combining the access break with the discussion time.
Chair and Staff Support
- SOC13** **Time, Date & Place of next meeting**
6pm – 8pm, Thursday 22 November, Bookable Room 4, Union House