

## Student Council: University of Suffolk SU

Minutes of meeting held Wednesday 20 November 2019. A001, 13:00.

General Business and Welcome	1	<p>Georgia Downs (GD), President welcomed attendees, outlines the plan of the day and the visit of Deputy Vice Chancellor and Director of Learning and Teaching.</p> <p>Student Council President.</p> <ul style="list-style-type: none"> <li>• GD explained that the Student Council needed to elect a Chair and introduced the two members who had put themselves forward (Jake Thomas (JT) and Daniel Stephen Popescu (DSP) who was not in attendance).</li> <li>• Jake had a 30 second speech and was asked to leave the room.</li> <li>• Council read the biographies of both candidates and then voted.</li> <li>• Jake Thomas (JT) was appointed Chair.</li> </ul> <p>Student Council DPC roles x 4.</p> <ul style="list-style-type: none"> <li>• JT explained the roles of DCP and introduced two candidates who presented their biographies. Candidates were Emily Kelkenny and Alen Thomas.</li> <li>• Council elected both candidates in as DCP.</li> </ul>
Minutes from last Meeting	2	JT presented minutes of last meeting. Minutes approved.
Education and School Officers Update	3	GD presented the education and school officers update, council approved it was an adequate report.
Activities and Welfare & Liberation Officers Update	4	AG presented the activities and welfare & liberation officers update., Council approved it was an adequate report.
Campaigns	5	AG discussed priority student officer campaigns including mental health awareness; raising awareness, visits from external agencies.
Motions	5	<p>AG discussed forming an Activities Committee; students' opportunity to trail an activities committee with oversight of sports programmes and new societies, it will be a subgroup running for the rest of the year. Motion Passed.</p> <p>AG discussed Ecosia search engine will plant trees with a certain amount of searches, a focus group was proposed to look at whether this is appropriate to introduce university wide. Volunteers to come along to see AG at end of meeting today Motion Passed.</p> <p>Council discussion around the SU shop led to a motion that SU staff to look at staffing the shop out of hours, the</p>

		<p>provision of refreshments later/24 hours; not only in the shop but also via vending. Hot food vending. Dealing only with cards, using cash is an expensive option. Motion Passed.</p> <p>AG discussed previous motions passed and in action: Looking at coffee machined in waterfront, 24-hour library opening, Domestic Abuse champion training promotion, Car park meeting; Sofia will be a better way to communicate these concerns.</p>
Action Report	6	<p>JT discussed the serious dedication from the university to the Student Council, the university having provided written feedback about the previous meeting, addressing issues raised therein. These notes were read by the Council.</p>
National Student Survey	7	<p>JT discussed that services are provided by the SU via funding so it is important to vote in the NSS.</p> <ul style="list-style-type: none"> <li>• Would anyone like to suggest a prize for completing the survey?</li> <li>• Suggestions received/discussion: Printing credit.</li> </ul> <p>It has to be completed online, a suggestion was given that a paper based system would be useful. GD mentioned that this is very important to the student's voice, the University look at the feedback and take note.</p> <p>Student suggested there should be 30 mins set aside to fill out the survey in lectures.</p> <p>AG explained that ISS is an internal survey; should this also have some allocated time in lectures? Student asked; could it be made compulsory for the students to complete on Brightspace. Or we can use Brightspace to promote it? GD explained it is illegal to force students to fill this out.</p> <p>Dan Goulborn (DG) suggested an extra session timetabled for students to complete the survey so it doesn't interrupt lecture time.</p>
General Business	8	<ul style="list-style-type: none"> <li>• Victoria Derbyshire Programme on BBC 2 and the News Channel Norwich Friday 8am – 11am – give the public a chance to ask politicians the big election questions.</li> <li>• Nicolas Caffin (NC) asked if the SU shop can be open later in line with the library late opening.</li> <li>• Student asked with the Library open 24/7 how safe is that? If there is no CCTV outside or security if students are walking from Athena at 2am for example.</li> </ul> <p>Sarah Tattersall, CEO, answered some questions that were arising about the student shop</p>

		<ul style="list-style-type: none"> <li>• Sarah said that the SU is a charity and the shop is just about breaking even.</li> <li>• At the moment to open the shop for an extra two hours they would need to ensure £150-£200 of sales.</li> <li>• We are happy to provide exact costs if we voted on that.</li> <li>• Are we running an honesty shop? No we are experiencing shop lifting so we would not run the space unattended.</li> <li>• We could look at vending if student council wanted us to do that.</li> <li>• Perhaps we need to commission key staff to look into that.</li> <li>• Volunteers working in the shop would help keep costs down.</li> <li>• Vending machines dispensing hot food might be good for students working late in the library. Paddy &amp; Scott's have a vending machine in the library, its empty.</li> <li>• The difference is that any profit the SU makes goes back into the students, unlike the third part Paddy &amp; Scott's.</li> </ul> <p>Discussion around extra microwaves and ready meals being an idea from vending machines.</p>
<p>Q &amp; A with Deputy Vice Chancellor (DVC) and Director of Learning and Teaching (DLT).</p>	<p>9</p>	<ul style="list-style-type: none"> <li>• DVC Following from previous meeting we have gone back to previous schools for reactions.</li> <li>• DVC London School of Commerce (LSC) students want academic misconduct information to be provided. We met with LSC board last week and LSC will take over this issue. OSSAC will pass these complaints to LSC.</li> <li>• DLT heating in waterfront issues taken to Estates, if there are ongoing issues in any buildings please log through Sofia.</li> <li>• DVC Note takers and use of digital recording; he has spoken to head of student services who informed us that there is a shortage of note takers and lecturers are aware of the support required by students.</li> <li>• Staff CPD will be put in place to educate staff around student service provisions. We are looking at feedback review ideas.</li> <li>• DLT has asked lectures to work on their next timetables and rolling those out.</li> <li>• NC update on lift not working in waterfront? DVC the lift is closed because students became stuck in it a few times and people felt unsafe so we decided to close one. We have been in touch with the people who designed the lift and have asked them to come</li> </ul>

		<p>back and rectify the problem, this will be carried out when there is less disruption to students ie at Easter.</p> <ul style="list-style-type: none"> <li>• GD asked could you summarise the financial impact of the 24/7 library? DLT several tens of thousands of pounds was paid to have guards there, but very few students used the facility; a few attended at 2am and the rest came in at 7am, so it's difficult to say that it has been a success. There isn't a business case to continue 24/7, but we may be able to argue an extension to existing opening hours.</li> <li>• DVC timetabling is being looked at to come up with a much more student friendly approach (ie not having to come in for a two-hour lecture and nothing else on that day)</li> <li>• Radiotherapy &amp; Oncology VERT equipment and the bed were discussed, DVC has never been told that it doesn't work sufficiently. Student commented that this has been mentioned in every single course committee meeting, but that nothing has been done</li> <li>• Bernadette Mooney (BM) mentioned that the student experience will start again in January, our main activity will be from March. We want to raise what we are doing toward the student experience already. We would like 10 course reps to be our Face of the student experience – the "you said we did" messaging, you'd be on posters around campus. Communications activity; messaging coming from the students. Can 10 of you raise hands please if interested (hands were raised)</li> <li>• JT Give Bernadette your name at end of the meeting if you would like to volunteer.</li> </ul>
AOB Closed	9	JT no other business raised. Meeting Closed at 14:55.

Minutes taken by Viki Simpson.