



**CITY COMMUNITY SUB-COMMITTEE
MEETING 3 – Monday 18th January 2016
UNCONFIRMED MINUTES**

Name of Member	Meeting 1 02/10/15	Meeting 2 24/11/15	Meeting 3 18/01/16	Meeting 4 14/03/16	Meeting 5 03/05/16
SU President (Chair)	√	√	√		
Lorenzo Trapani (Co-Chair)	√	√	√		
SU Vice President Education	-	-	-		
SU Vice President Activities & Development	√	√	A		
Craig Stewart	A	√	A		
SU Student member	-	√	-		
SU Student member	-	-	-		
SU Student member	-	-	-		
SU Student member	-	-	-		
Rob Garden	√	√	√		
Melanie Bunce	√	-	A		
David Ross	A	√	√		
Grietje Baars	√	√	√		
Chris Smart	√	√	A		
Demetri Petrou	A	√	√		
Jason Clarke	-	A	-		
Bill Thompson	√	√	√		
Lydia Pell		A	√		
Shereen Sally	√	√	√		
Mehrangez Rahman	√	A	-		
Rosa Benato		√	√		
Ben Robinson	√	A	A		
Megan Butler (Secretary)	√	√	√		

√ indicates attendance

A indicates apologies have been provided

Attending: Chris Clements (Education & Student Strategy Coordinator)

1. Welcome and Apologies

The Chair welcomed the group to the first meeting of 2016.

Apologies were received and noted.

2. Minutes

The minutes from the previous meeting were approved.

3. Priorities Update

The group noted that they now had some emerging priorities, but these would be discussed at other agenda items.

4. Update on progress of step-change activities/projects contributing to the City Communities hub

The Segmentation Project had been approved by the SU Board of Trustees and by Education and Student Committee. Currently £6000 of funding had been secured by the University for the project and other avenues for resources were being explored. The SU had secured half of the project money from the Board of Trustees, and would look to take funding from other budgets if the University could not provide the remaining money.

Education and Student Committee had suggested that a sub-group be formed to work on the project with the SU, with input from existing internal expertise. The formed sub-group had included representatives from the SU, Student and Academic Services and Marketing. The sub-group had consulted with colleagues from Psychology who had raised questions/concerns in relation to the project. These concerns had been addressed and a detailed response from Redbrick had been provided. It was suggested that an SRO could be added to the sub-group.

Action: MB to contact SU in relation to SRO for sub-group

The SU had proceeded with the project with the current funding that had been secured and Redbrick were due to come into the University within the week to start research. The student surveys that Redbrick would undertake would be launched on 8th February 2016 to coincide with the University's survey launch (YV1&2, PTES and NSS). The project timeline indicated the project would be completed and feedback/results received by April 2016.

5. Students' Union Exec/Liberation Report

The SU were working on events/activities and raising awareness for February's LGBT month.

The University had introduced the use of the non-gender specific title Mx, which staff or students could choose to use. The group were in agreement that it would be interesting to know how many students would opt to use the title. Data would be presented to the group if possible.

The SU had held further meetings to discuss the Prevent agenda and were currently waiting for guidance to be published and then discussions would be had on how to proceed. The SU would be looking into what actions other Universities were taking in regards to Prevent.

6. City Communities (student-led and university) project update

The group were in agreement that the Segmentation Project was a high priority.

7. UG Annual Programme Evaluation report

Due to the amendments to the APE in the summer of 2015, Programme Directors were now given the opportunity to highlight innovations within their programmes which related to the E&SS hubs. Best practice could be extracted from the APE data and used to support to the development of the groups priorities. There would be a report of the highlighted best practice distributed to Programme Directors at the end of the academic

year, in addition to reports to Education and Student Committee and Senate. It was noted that UG APE's for SMCSSE had not yet been approved by the BoS so had not been included in the report.

The group observed that SHS had highlighted more examples of best practice than other Schools and had incorporating examples for all PT, FT and overseas students. It was suggested that there were other examples of best practice from Schools that had not been noted within the APE's and that PD's may not be aware of them. It was highlighted that the best practice report may encourage PD's to share more of their innovative practices in future APE's.

It was noted that active events, such as CLS's 'Exploring the Law' component, were interesting and seemed to foster a sense of community among students and within the wider community.

It was suggested that departmental societies were a good way to create a sense of community within Schools/programmes. The Radiography Society organised events in CityBar for all programmes regularly, which was partly funded by the department, and this created a sense of inclusion. It was highlighted that departmental societies with academic support seemed to be more successful. When SRO's worked with the SU in setting up a department society it had also helped to increase popularity and membership.

Through communicating with students the SU had been made aware that careers events were one of the best ways to create a sense of community. Careers events meant students could meet with their cohort and gain valuable skills and/or network simultaneously. Students only had so much time and they wanted value from the events they attended.

The group discussed advertising events across different disciplines so that all students could attend. It was highlighted that ensuring all events were on the website was problematic, as some were student led at a department or course level. The University did have an events newsletter that was distributed, but it was unclear if all students were automatically on the events mailing list.

Action: DP to confirm with the events team if all students receive events emails

It was suggested that a shared calendar for students, staff, events and careers could be introduced to advertise important events throughout the year. The SU had an events page on their website, but this was limited. The group acknowledged that communication was a key priority and ways to improve this across the institute needed to be addressed.

The group were informed that the Transformation Project had just received initial approval for a broad Student Communications project. It could not be confirmed at this stage whether or not a communications position would be created as part of this project work.

8. Priorities for 2016/17

The group noted the priorities they had set for 2015/16 and acknowledged that some of these may filter into the next academic year as they were long term projects. The enhancement of student space and facilities was a longer term project. It was highlighted that this priority/project linked to the redevelopment of Tait level 1, which may address some of the issues, but may not fix all. It was suggested that existing space should be evaluated in order to utilise it effectively. It was further suggested that this could include students having access to a group space for specific activities, such as mental health support, where they could meet other students, as many do not want to go to a one to one session. The enhancement of student space would be considered at future meetings.

It was emphasised that different student societies, especially equality societies and smaller communities, needed support and acknowledgment. Work needed to be done on exploring how best to support different student societies, and the group considered this to be a priority for 2016/17.

It was highlighted that there were active online student communities and networks. Students used social media to keep up to date with activities and events and to network with others in online programme/university groups (e.g. Journalism Facebook group). Moodle was also an online space where students communicated. It was acknowledged that students had to be careful what they said on online groups as they were representing the University at all times. Understanding online communities and guidelines for online media was considered to be a priority. This work may be undertaken as part of the student communications project, although this was yet to be scoped.

The Support for Success hub had identified peer assisted learning as an emerging priority. A scheme had been trialled in SMCSE and it was emphasised that this type of learning helped with interactions between year groups. The group considered that this linked with the City Communities hub and could be a priority.

Events, conferences and activities that were run by staff across campus did not always have enough advertisement or support. Support for events was therefore considered as a potential emerging priority.

It was emphasised that it would be beneficial (and would build a sense of community) if staff and students were more involved in charity and volunteering work within the community. Staff were entitled to two days off work a year for volunteering. It was highlighted that within the pending Organisational Development Framework optional organised charity events for staff would be communicated.

The group discussed equality and diversity and it was suggested that this issue linked to the Internationalisation Strategy and should be viewed as a priority for 2016/17. It was emphasised that some groups needed more support and struggled with University life more than others, such as young or single parents. The Segmentation Project (Redbrick) would highlight various groups and this information would be used to implement plans to support them.

9. Communications report

This item would be discussed at the next meeting.

10. Analysis of student spaces

This item would be discussed at the next meeting.

11. International students

This item would be discussed at the next meeting.

12. AOB

There were no other matters arising.

Provisional Meetings in 2015/16:

14th March 2016, 14:00-15:30

3rd May 2016, 15:30-17:00

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City Communities Sub-Committee: Actions and Matters Arising

	Date	Agenda Item	Item Title	Action Required	Member to actions	Action Due	Action status	Comments
1.	02/10/15	8	Set priorities for the 2015/16 year	Speak to Alumni team in regards to alumni stories	MR	24/11/15	Open	
2.	24/11/15	5	Students' Union Exec/Liberation Report	Circulate proposed SU Sexual Harassment policy and provide update at next meeting	Chair (IC)	14/03/16	Open	
3.	18/01/16	4	Update on progress of step-change activities/projects contributing to the City Communities hub	Contact SU in relation to SRO for sub-group	MB	February 2016	Open	
4.	18/01/16	7	UG Annual Programme Evaluation report	To confirm with the events team if all students receive events emails	DP	14/03/16	Open	
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