



**Minutes of the meeting of the Student Experience Committee
held at 2.00 pm on Wednesday, 2 May 2018
1B16 - Technopark, SE1 6LN**

Present

Pat Bailey (Chair)
Sodiq Akinbade
Steven Brabenec
Alison Chojna
Kat Colangelo
Kirsteen Coupar
Samantha Robson
Carol Rose
Shân Wareing
Saranne Weller

Apologies

James Emmett
Patricia Godwin
Gary Francis
Dawn Ingleson
David Mead
Indira Patel
Steve Baker

In attendance

Claire Freer

1. Welcome and apologies

The Chair welcomed committee members to the meeting. The above apologies were noted.

2. Declaration of interests

No members declared a conflict of interest with any item on the agenda.

3. Minutes of the previous meeting

The committee approved the minutes of the meeting held on 31 January 2018.

4. Matters arising

6. Start of term issues – complete

9. Student Union Bar – following queries regarding the opening hours of the SU Bar the committee were advised that it would be possible to shift the opening hours of the bar so that it could be open later (last orders would be at 10:30 and the bar closed at 11pm). Due to the cost of security, required after 9:00pm, it would not be possible change the hours every day but it was proposed that opening hours be changed on three days. The SU were requested to discuss on which days they would like change the hours and advise Carol Rose after the meeting.

11. Student Support and Employment annual report

Sexual violence – resourcing disclosures and reporting mechanisms.

- The document has been widely circulated.
- Budgeting issues were a constraint.
- Looking at possible online reporting tools that could be adopted.

Mental Health:

- Resourcing is an issue and the costs are impacting other services.
- It would be necessary to review funding going forward.
- There was a huge awareness increase across the sector which was driving uptake which was putting pressure on existing services.

5. **Estates matters**

The Director of Estates provided an update on estates matters, noting the following:

- Timetabling. It was hoped that timetables would be released earlier for the 2018/19 year.
- Campus redevelopment. Due to the redevelopment of London Road there would be an impact on catering services across the campus. Over the summer the Grads Café would be refurbished and extended, creating a better space and more seating, and to allow a wider selection of catering to be served.
- SU Offices – there would be some alternations to the space over the summer.
- Learning and Resource Centre and Perry Library – the LRC would be merged into the Perry Library site over the summer. It was not anticipated that this would have an impact on the services provided. Changes were being made to allow for the use of the west entrance to the library. Ellior would also be taking over the running of the library café and additional outdoor seating would be created.

A question was raised regarding the possibility of providing microwave facilities for students. An agreement had been made to provide such facilities but a suitable location was still to be agreed. Possible locations, and the need to manage the expectations of use were discussed.

6. **Induction and Enrolment Process for New Students**

The Director of Marketing provided an update on the work underway to improve the induction and enrolment process for new students. The delivery of welcome week had also been transferred to the marketing team so that the whole process, from initial enquiry to being fully enrolled, was one seamless process. Changes would include:

- Linking in to academic planning earlier in the cycle so that communications could be sent out to new students during the summer.
- Publishing information regarding welcome week and activities on the public LSBU website so that new students could access the information prior to registration and without needing to know how to navigate LSBU's internal systems.
- Flexibility to enrolment. The team were looking at how enrolment could be more flexible, for example allowing certain groups of students to enrol early over the summer (part-time students or apprenticeships).
- Reviewing pre-enrolment processes.
- Improving staff engagement with Welcome Week and registration and increasing the number of staff volunteers.

The committee discussed the need to ensure that the SU activities were integrated into the process and how to bring the 'magic' and LSBU's identity into the process. It would be important to ensure that there were clearly designated spaces for Welcome Week activities and that new students could more easily access the campus regardless of what stage in the enrolment process they were at. The committee also noted the need to ensure that the focus was not just on recent school leavers and full-time students but also mature and part-time students.

7. Educational Framework update

The Director of CRITT provided an update on the educational framework, which had now been in place for three years. Inclusive teaching had been included into the framework and it was hoped that it would encourage staff to be more flexible in their teaching approach. A review of assessment methods was also underway to review the reliance on examinations and to identify alternative appropriate methods of assessment.

The framework had been embedded into the new course specification document, which would be used for all new course validations and any revalidations going forward.

Work was underway to review the professional development offering for academic staff and to map this to the educational framework. The Achieve Scheme for staff had been re-launched, which would provide a development and recognition framework and included teaching observation and mentoring systems.

8. Student-led projects update

The SU President provided an overview on the three student led projects underway and the initial results that had been collated. Work was underway

to finish collating and analysing the data. The final findings and recommendations would be presented by the students at the Staff Conference in June.

9. Student Support and Employment annual report (detailed review)

An update was provided under Matters arising.

10. Committee Effectiveness Review

A committee effectiveness review survey would be launched following the meeting. All committee members were encouraged to provide their feedback. The Committee Chair and would review the results of the survey. Any adjustments to the committee structure or workplan would be made ahead of the new academic year.

11. Any other business

Designated mental health days:

The SU Wellbeing Officer tabled a proposal for students to be allowed to take designate mental health days. The committee discussed the benefits of such a system and how it could be delivered. The Committee Chair would discuss the proposal with the Wellbeing Team and the PVC, Education and Student Experience.

**Date of next meeting
2.00 pm, on Wednesday, 10 October 2018**

Confirmed as a true record

..... (Chair)