

MINUTES – STUDENTS' COUNCIL – HAMILTON

Tuesday 20th November, 12.30pm, Boardroom 2 (Almada)

Video Conference with Paisley, Ayr and Hamilton

In the Chair, Cara Lee, Depute President Education and Welfare
Deputy Chair, Kate Shearer, Campus President Hamilton

Standing Orders (bye law 5 of the SAUWS constitution) are suspended for this meeting in order to accommodate cross-campus discussions. The agenda therefore is as follows:

1. Sederunt

Kate Shearer	Campus President Hamilton (CPH)
Garry Quigley	President
Dorothy Watson	Ordinary Trustee Hamilton
Thomas McLaren	Ordinary Trustee Hamilton
Connor Smith	Applied Bioscience
Cameron Mathison	Law
Emma Stewart	Law
Calum Bruce	Sports Coaching/Football Team Representative
Kirsty McKeowan	BA Journalism
Isla Todd	BA Journalism

In attendance

Michaela Little Woodhouse Union Manager Hamilton

Video Conference Sederunt

Paisley

Cara Lee	Depute President Education and Welfare (DPEW)
Alastair Adamson	Sports President
Stuart McCabe	Ordinary Trustee Paisley
Jack Douglas	Ordinary Trustee Paisley
Fiona Friel	Convener Women's STAR group
Damien O'Keefe	Chemical Engineering
Steven Oates	Physics with Nuclear Technology
Cameron Stewart	Social Science
Heather Armstrong	Social Science
Jamie Kinloch	Social Science
Stephen Kelly	Psychology
Catherine Love	Accounting
Kirsten Johnston	Human Resource Management
Lisa Jackson	Human Resource Management
Thomas Hornoff	Computing

Konstantinos Zidianakis Information Technology
Laura McCartney Web and Mobile Development
Daniel Williamson Music Technology
Eilidh Cole Music Technology
Levi Donnelly Computer Animation
Maxwell Tcheunou Business Technology

In attendance

Claire Lumsden Student Representation Co-ordinator (SR Co-ord)

Ayr

Ewan McCreath Campus President Ayr (CPA)
Pearl Willis Ordinary Trustee Ayr

In attendance

Heather Weir General Assistant Ayr

2. Acceptance of Apologies Hamilton

Caroline Sharp General Manager (GM)
Alexis Grieve Accounting
Robert Crammond International Financial Management
John Kerr Computer Networking
James Kirk Sport Development

3. Acceptance of the report of the business of the Association- Cross Campus Officers

President outlines what he is working on currently, focusing on the SAAS delays, outlines that the NUS Scotland have finally condemned the state of the system and will discuss this further later in the meeting as it is a discussion point. Applications for attending the NUS demo has taken up some time, however there are around 13 UWS students attending, which is great. There are no questions, report unanimously accepted.

DPEW outlines that she is working with the University to create a mental wellbeing website called 'UWS take 5'. Funding was made available to allow a UWS student to create the website which will also be linked with the SAUWS website, it is hoped the website will be live by the end of Trimester 1. The website will give advice on things like welfare issues and where to go for help as well as advice for those just starting UWS. Outlines that we will do feedback stickers again this year however with a different message – 'remember to ask for feedback'. The Student-Led Learning and Teaching awards ceremony will be held on 18 April 2013 and we will start promoting this after the Christmas break. Outlines the University are auditing the moderation of assessments looking at the second marker system among other things and we will be asking Council members for their thoughts on developments in this area as they arise. The Student Learning in the 21st Century Conference will be held in Paisley on 5th December, travel expenses will be reimbursed and there will be great free lunch and gift vouchers for all those attending. Workshops this year will include a governance review and the UWS Equality, Diversity and Human Rights consultation, the Principle has also agreed that all students attending shall have authorised absence from class, Malcolm Foley the Deputy Principle Learning and Teaching and the Students Association President will open the conference. Outlines that there is a review of the Module Evaluation Questionnaire that students fill out at the end of their modules, these are either completed online or in paper form, the University has added a couple questions to find out how you want this to be done in the

future, for example was it easy and what would be easier. The National Student Survey (NSS) will open around March 2013, this year students who respond could win an iPad, the NSS is open to 3rd and 4th year students.

DPEW invites questions, Calum Bruce asks how more questions on the Module Evaluation Questionnaire will get people to fill it in? DPEW responds that she had the same thought, however it is just one way the University will look at this. There were no further questions, report unanimously accepted.

Sports President outlines that Clubs and Societies are running well but there are a couple still getting off the ground. There has been lots more interest in extra-curricular activities this year and encourages all Council members to get involved. Further outlines there is a Harry Potter Society based at the Ayr Campus and would like to promote this to each campus to try to get a 'house' then possibly get Quidditch matches for campuses to compete against each other. Informs Council of the Ceildhi on 7th December being put on to raise funds for the Hockey and Rugby teams, encourages members to attend, tickets are on sale at the Union.

Sports President invites Questions. Member asks if Music/a band for the Ceildhi has been found, Sports Presidents comments that they have not yet found a band, member suggests he may know a band and will speak to the Sports President about the possibility of them playing. There are no further questions, report unanimously accepted.

DPEW updates members on our campaigns. States that the Retaining Scotland's Potential has been launched, there was a stall with info about the services the UWS and the SAUWS can provide for students with welfare or financial hardship issues. With the Academic Campaign we are looking at the personal tutor system as well as other systems in place by UWS to see how well they work. The Safe Space Campaign has also been launched in Ayr and got a really good response to the first round of petitions asking for better lighting at the riverside entrance to the new building, adds that Hamilton and Paisley will be identifying unsafe areas and if students know of any areas that could be improved around campus to get in touch. The Accommodation Campaign is also developing well with deposits being protected due to recent Government policy and other information on private lets being distributed, the SAUWS are still putting pressure on the UWS to review their Business Plan for Halls of Residence. Healthy Body Healthy Mind is also very well underway with a week's worth of activity planned for the new year just in time for the exams diet, this will be similar to last year with free fruit, water and massage, this will be in quiet parts of the unions. There will also be Taster sessions for other activities to introduce students to different things. We will also be doing a 1000 mile cycle challenge in one day, getting students to collectively cycle 1000 miles to show how easy it can be and promote cycling as a viable option when travelling to and from Uni. Any members wishing to get involved or want more information on any of the campaigns please email campaigns@sauws.org.uk.

DPEW invites questions on Campaigns, Members ask if they can have a list/breakdown of expenses charged for living in halls, including heating/electric etc? President state that he will take this forward.

4. **Acceptance of the reports and minutes of committees- None**
5. **Business Introduced by Officer Bearers-**
 - (a) **SAAS delays – how has it affected you or your peers?**

President outlines that there are large numbers of students affected by SAAS delays and informs Council that the Students Association has already assisted over 220 students who have not received their funding. Issues include lack of clarification of documents needed, no news on how long applications will take and some forms have even been lost. Adds that there was likely going to be delays with some students but did not know it would be this bad as last year was poor as well and they had changed some of their systems in an attempt to improve things, clearly this hasn't worked. President adds that he has also spoken with other West of Scotland University Presidents about the issue and has contacted Mike Russell the Education Secretary in an attempt to get him to put pressure on SAAS. Adds that in response, SAAS have suggested that more resources are required and an enquiry will take place to find out exactly why these issues have arisen. SAAS have also asked Universities to open their Discretionary Funds for students who are still waiting as normally students are unable to access this if they're SAAS awards have not been processed. Currently some students are suggesting that the additional resources are not working as they still can't get through and still don't know how long it will take, in addition the few who have got through to speak to someone have been told it will be after Christmas before they get their award.

President asks members for comments or questions, asks members to tell us what their experience is, what do they want us to do and what do they want NUS to do.

Kirsten Johnston comments that her sister is studying at Napier University but changed from Dundee Uni, she contacted SAAS in August with appropriate forms and when she called back to check the status of her application SAAS said they had deleted it as it was more than 30 days old. Cameron Stewart filled out his application with a financial error, however had informed SAAS as soon as the mistake had been noticed but they have not accepted this, suggests that realistically he may not receive all money he is entitled to. Heather Armstrong comments that it is not just affecting students waiting on the award but also those with Disabled Student Allowance (DSA) and this has put those with Enabling Support needs at an automatic disadvantage. Connor Smith comments how students are meant to pay £400 per month for accommodation if they have not received the SAAS award. Jamie Kinloch suggests that if there are people who will leave due to delays they will still have to pay their fees and that's not fair, president recognised this point and will bring it up with NUS. Members ask if it would be possible to provide assistance in filling out SAAS application forms particularly for school and college students as these can be a little confusing with clarity in some parts required.

President suggests that for students with DSA, they should get in touch with Effective Learning and Enabling Support to see if they have any resources or advice for students who are still waiting. Adds that with regards to Accommodation, the University have identified those who haven't paid rent yet and understand this may be due to SAAS, students who are in this situation should get in touch with either Student Link or the Students Association. President also expresses concern that the dropout rate would increase, however it is currently lower than last year.

Cameron Stewart suggests he understands that clarity is required and helping schools with this would be a good idea, however adds that he has been informed that because he is not in actual debt he can't access the discretionary funds, President reminds members that the Students Association can also give out hardship loans.

Members suggest there is a need to address SAAS about students waiting 6/7 weeks for funding, also comment that if SAAS are supposed to be making changes how can they get issues fixed as there were similar delays last year although not as bad, the system seems to be getting worse.

President thanks members for their comment and informs them that he will raise this with the NUS Scotland President Robin Parker at the upcoming NUS Scotland Zone Conference.

(b) Students' Council – who is it for and who should be making the decisions?

DPEW invites Jamie Kinloch to introduce this item, Jamie Kinloch explains that this discussion point has been requested to encourage members to think about how we use Council to contribute and develop how the University and the Students Association works. Adds that this is his last year at UWS and although he doesn't have a view he would like Council members to consider how they contribute and how the Board of Trustees operate. Suggests to members they can read the constitution, but would like to talk about the relationship Students' Council has with the rest of the Board of Trustees. Outlines that other Universities have external Trustees from business or the community and currently we don't do that. Adds that our Board of Trustees can present policy to Council and that the Board can then come to Council and vote on the policy they have presented potentially giving them two votes for the same policy, as well as this they could potentially have 6 votes at Council depending on who from the Board are in attendance. Adds that the Constitution is on the website and can be requested but is easy to get, encourages members to have a look at it to see how things work.

DPEW thanks Jamie Kinloch for his input and invites members to discuss. Maxwell Tcheunou asks how we would elect an External Trustee, President suggests there would be an application process similar to a job application and interview, we would also look at their contribution in terms of expertise for example in Business or Human Resources. Cameron Stewart suggests that as we are spread across four campuses they are all different communities, External Trustees may not be entirely appropriate. Jack Douglas suggests that Ordinary Trustees are voluntary positions and are not asked to submit reports to Council in the same way as Sabbatical Officers therefore they can't be held to account. SRCo-ord asks if Ordinary Trustees should be submitting reports to Council, members suggest yes. SRCo-ord further asks if Council would want the minutes from the monthly Board of Trustee meetings, members again suggest yes.

Sports President outlines that the Board of Trustees is the next level to Council however the Board of Trustees are elected by students and Students' Council is the place where trustees are held to account. President suggests that he appreciates the comments and suggestions and will take this into consideration when reviewing the Constitution and during the Governance review workshop at the Students Conference and any changes will be presented to Council for approval or reworking.

6. Motions-

(a) Poppyscotland Appeal

Speech For: President states that the motion is asking for the Students Association to raise funds for the Poppyscotland appeal using methods such as tins at receptions, cafés and our bars, this happens with others charities and therefore should be included.

DPEW asks if there are any questions, there are none.

Speech Against: Cameron Stewart states that the issue he has with this motion stems from the resolves section which mandates the SAUWS to do this, but having another collection tin here could be overkill as you can't walk down the street without being bombarded with collection tins.

DPEW invites members to ask questions – Tomas McLaren suggests that the University already do this so why has the motion been put forward, DPEW suggests the motion is asking the SAUWS to do something

Member asks if we are just selling poppies or are we doing other fundraising activities, DPEW comments that the motion only asks for fundraising and any other activities can be at the discretion of the SAUWS.

There is some discussion around the word 'mandate' and what this means, DPEW suggests the point of the word is to make the SAUWS do something and this is a perfectly acceptable proposal for a motion.

There are no further questions or comments, Council move to vote

	<i>Paisley</i>	<i>Hamilton</i>	<i>Ayr</i>
<i>For</i>	<i>13</i>	<i>4</i>	<i>1</i>
<i>Against</i>	<i>3</i>	<i>1</i>	<i>-</i>
<i>Abstain</i>	<i>4</i>	<i>3</i>	<i>-</i>
<i>The motion passes</i>			

Emma Stewart, Isla Todd and Kirsty McKeowan left the room 1.30pm

Hamilton Campus only

1. Acceptance of the report of the business of the Association- Hamilton Campus

Report accepted

2. Acceptance of Minutes from the previous meeting

(a) Matters arising from those minutes-

Dot Watson stated that SAAS delays and student hardship are affecting footfall on campus and in unions, asked if SAAS could compensate students for the delay in funds. President outlined SAAS staffing issues as a possible reason for delay in fund processing. Conor Smith stated that SAUWS and NUS should campaign for improved application process with SAAS such as online applications. Thomas McLaren raised data protection issues and use of electronic applications. President to seek clarification at NUS Zone Conference at the weekend in Edinburgh and report to next meeting.

CPH stated the Hamilton Entertainments Committee has not been established as yet due to lack of interest, will readdress the issue with the Entertainments Coordinator in the hope of establishing a committee for Refreshers.

Clarification – 6 (b) – SRCo-ord spoke with the Director of Administration Services regarding the 'Admin Fee' for assessment only students. The Director clarified that the charge of £40 is for registration of students who require to re-take an assessment and that this is a one off charge regardless of the number of assessments to be re-taken in one assessment diet. The Director also clarified that this fee is only for those who fail the original assessment and the 1st re-take of the

assessment and that leeway can be given to students who are in financial hardship however the fee cannot be waived. The Director added that although students registered as assessment only do not attend class, where resources are available Module Co-ordinators/Programme Leaders **may** allow students who wish to attend class to do so.

Calum Bruce stated that this matter is not clear to students and should be clarified via moodle and student email. CPH will seek clarification from student admin/schools and report to next meeting. Dot Watson stated the use of certain words such as 'may', in bold above, allows for inconsistency amongst lecturers and their teaching. Some lecturers do not allow students to attend even when there are spaces in class. It is not a blanket approach across schools, which leads to inconsistencies amongst students and their experience.

3. Business Introduced by Officer Bearers-

(a) Printing at UWS – what do you think of the new paper used and the cost of printing?

CPH stated that paper used in the printing department is not suitable for use; it is not a high enough quality. The University is choosing the environmentally friendly version over paper which is fit for purpose. President outlined that if the paper was to change to provide better quality then the price would likely increase. Dot Watson asked why there was not specific paper for coursework and another for general printing. Calum Bruce asked why students still had to submit coursework in hardcopy – in 2012, President stated there would be issues with anonymous marking if assessments were submitted electronically.

(b) Turnit In – what's your experience of using this facility?

CPH and Calum Bruce stated that Turnit In was not consistent in its checking leading to students being unfairly marked down for work which is their own. Dot Watson stated that some lecturers do not use it leading to differing learning and teaching experiences between students. Dot Watson and Cameron Mathieson stated referencing policies which are confusing and inconsistent throughout the University leading to students being marked down. Conor Smith stated that each school/subject should have a set percentage for plagiarism. CPH and President to outline this with Director of Campus and report to next meeting.

4. Elections

(a) Disciplinary Committee

CPH outlined the positions for Disciplinary Committee – *Chair x 1, Deputy Chair x 1, Ordinary Members x 5*

Chair: Proposed – Calum Bruce, seconded by Dot Watson

Deputy Chair: Proposed – Cameron Mathieson, seconded by Thomas McLaren

All Ordinary Member positions remain vacant and will be taken to the next meeting of Council

(b) Elections Committee

CPH outlined the positions for Elections Committee – *Ordinary Members x 2*

Proposed – Cameron Mathieson, seconded by Thomas McLaren

One Ordinary Member position remains vacant and will be taken to the next meeting of Council

5. AOCB-

Calum Bruce raises issues with parking on campus - Staff spaces are given priority over students. Students are not allowed to enter Almada car park when there are clearly spaces available only to

be told they are for staff. President and CPH to address this with Director of Campus and Estates and will report to next meeting.

Conor Smith raises issues with Halls of Residence - Students would like more of a say in Halls issues as they live there and do not get a say in what happens and how it is governed. President and CPH to meet with Halls students as soon as possible to discuss this further and to meet with Halls management, possibly setting up a Halls Users Group like there is/was on other campuses, President and CPH to report to next meeting.

Calum Bruce raises issues with plug/power points – There is an insufficient number of plug points available in lecture theatres for students to use laptops. They are situated at the end of aisles only. More students use laptops in class now so supply is not meeting demand. President to discuss this with Director of Campus, Estates and ICT, President stated the issue of 'a new campus' may arise as a reason for not installing new equipment, will report to next meeting. Calum Bruce suggested student input should be given into the campus redevelopment.

Start: 12.35pm

Finish: 2.05pm