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Leading Union Democracy	
Sabbatical Plan Goals	Idea: Review the Spring Election Process. What I hope to achieve: To make the process clearer to potential candidates, so they know what to expect. This will help continue VP DCI 2018/19's Welfare in Elections plan too, as students running will be able to get in touch before leading up to the public announcement if they have concerns. Likewise, if there is any complaints after the election, look into how we as a democracy team handle them. Who will be involved: SUSU Rep coordinator (education), SUSU democracy coordinator, director of advice and representation, sabbatical team, SUSU marketing. Done: - Work with previous candidates to write recommendations for spring election. - Work with SUSU staff around marketing this year. - Review how we make it clear of the rules. - Consult other unions on their spring election process. - Create an action plan based on recommendations To Do: - Record video around election rules for candidates and students. - Make the election powerpoint. - Book in places/time in prep for the spring election. Complete by: February 2020.
	Progress stage: *Not yet started - Consultation - Planning/Next steps - ==On track== - Completed*
	Idea: You Change Summit changing to a physical feedback forum. We collate feedback in person and invite people in through email to come along to discuss. Held at least 1 termly.

What I hope to achieve:

Engagement with You Make Change and You Change Summit increases. It will increase based on actual feedback from students gathered by SUSU people from the different sites across UoS, rather than sabbs.

Who will be involved:

Course reps, faculty officers, site officers, SUSU President, Rep Coordinator (Democracy), Rep Coordinator (Education), Rep Coordinator (Course Reps), University SLT, Library Staff, School Presidents, Department Presidents.

Done:
- Held our first Making Change Summit attached to our AGM.
- Evaluated how successful it is.

To Do:
- Turn the evaluation into a plan.
- Make a rota for sites to hold them at.
- Ensure consultation on questions and agenda is put out 2 weeks prior.

Complete by:

June 2020.

Progress stage:

Not yet started - Consultation - ==Planning/Next steps== - On track - Completed

Idea:

To implement an invitation system where students are personally invited to senate.

What I hope to achieve:

To increase student participation and awareness of what sabbaticals and the union do. In completing a meeting, they receive an incentive.

Who will be involved:

Faculty officers, democracy coordinator, director of union services, marketing & comms manager, director of operations

Done:
- Researched if and how other unions do this.
- Worked with marketing & comms manager, director of operations and democracy coordinator to design, write and select students.
- Agreed the 10% discount with director of union services as incentive.

To Do:
- Email out the voucher to those who attended.
- Evaluate success and make recommendations going forward.
- Remove the students who have already been selected off the next round.
- To continue monitoring the success.

	Complete by: June 2020.
	Progress stage: *Not yet started - Consultation - Planning/Next steps - ==On track== - Completed*
Additional work	**Research how other unions deal with joint honours issues on behalf of the joint honours officer's project** - Most unions do not have joint honour reps - When there are joint honour reps, they do not have good engagement or work well within the system.
Comments/AOB	

Pictures/links to blog posts relating to the work in this section:

Representing students' academic interests	
Sabbatical Plan Goals	Idea: Set up an automated reminder policy for students to let them know if their essays are overdue. What I hope to achieve: To allow students to face the least amount of penalty if deadlines are missed. People who will be involved: iSolutions, library staff Done: - Consulted the library on the systems they use. - Consult medics on the system they have for reminders. - In talks with iSolutions about the feasibility. - Raised to the digital learning working group. To Do: - Work with staff at the university to find funding for this. Completed by: June 2020.
	Progress stage: *Not yet started - Consultation - ==Planning/Next steps== - On track - Completed*
	Idea: Extend learning beyond lectures by working with clubs and societies to get students employable. What I hope to achieve: For students to explore and become aware of their inter-transferable skills that they gained from outside of lectures. This then will feed into them being comfortable with talking about their skills outside of their degree. By working with clubs and societies, the scope is wider, and it allows for the committees to peer mentor their members.

People who will be involved:

VP Activities, SUSU external engagement coordinator, SUSU activities team, clubs and society committees, university career services.

Done:
- Planned to target education societies as a trial.
- Emailed all education societies about this plan.
- Put in a plan with external engagement coordinator and careers for support.

To Do:
- Set a final date after exams.
- Send out official invites to education society presidents and employability officer.

Complete by:

Ongoing.

Progress stage:

Not yet started - Consultation - Planning/Next steps - On track - Completed

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Idea:

Work with the university to improve teaching quality and delivery to students

What I hope to achieve:

To make lectures accessible to all. This includes the use of lecture capture as a tool to help deliver a high standard of education to students.

Who will it involve:

UoS VP Education, blackboard staff, Deans of Education, Associate Deans of Education, faculty heads of schools, faculty officers, student body, iSolutions.

Done:
- Student consultation: Over 1000 responses.
- Written a research paper on other institutions use of lecture capture.
- Attend lecture capture conference. I spoke at this, networked and got ideas and solutions to cope with issues that university staff have with recordings.
- Support our medicine faculty officer in training some course reps on how to support lecturers with recording their lectures (Panopto champions).
- Met with academic staff, UoS VP Education, UoS VC, Deans and Associate Deans of Education to discuss the issues and how together we can work around them.

To Do:
- Analyse the results.
- Update my research pack.
- Present to the university at Education Committee.
- Meet with UoS VP Education following this.

Complete by:

June 2020.

	Progress stage:
	Not yet started - Consultation - <mark>Planning</mark>/Next steps - On track - Completed
Additional work	**Researching our competitor's academic rep structures:** - Course rep recognition (we are to bring in course rep of the year award at our academic awards. I also work with faculty officers and school/department presidents to get nominations from them for course rep of the month.) **UoS Finance presentation for students:** - Consult students to see what they want to see what students care about most and where to break down expenditure for students. - Pie Charts are students' most preferred way to represent figures - Now waiting for head of Student Experience to update me on the process. **Stage 3 academic appeals:** - This is the partial panel that Emily or I are currently sit on this with VP Education or Pro-Chancellor of Education to look over the case. - 3 outcomes can happen: 1) No grounds for appeal, 2) Send back to stage 2 with a full panel or 3) Take to a full stage 3 panel. - I have sat on 1 successful stage 3 full appeal this year. - Sat on at least 15 stage 3 partial panels.
Comments/AOB	

Pictures/links to blog posts relating to the work in this section:

Ensuring students have a voice in the university	
Sabbatical Plan Goals	<u>Idea:</u> Advocate for Hums students to have access to more support for a range of interests relating to potential careers. <u>What I hope to achieve:</u> Building and strengthening the relationships between different BA students and careers. <u>Who will it involve:</u> University careers, faculty of arts and humanities officer, school presidents, department presidents, course reps. <u>Done so far:</u> - Hum student consultation on what the university offers/ had offered in their career fair in October. I worked with the education societies relating to humanities and the SUSU academic presidents from humanities to gather feedback.

	- Taken the feedback to the university careers to highlight concerns. - Planned the mini fayre that SUSU will be putting on to support careers with understanding what students from humanities want with SUSU external engagement coordinator. - Liaised with careers to get support in running this with LinkedIn Labs. - Liaised with our creative industries coordinator to see how they get journalists in and pushed out the talks SUSU already does to students. To Do: - Extra consultation to see what industries they want to see - Book people in. - Release marketing for event. Complete by: End of semester 2, 2020.
	Progress stage: *Not yet started - Consultation - ==Planning/Next steps== - On track - Completed*
	Idea: To replicate the undergraduate academic structure in our post graduate taught academic structure. What I hope to achieve: To increase the amount of PG student voices heard. Furthermore, by replicating the undergraduate structure, PGs feel more included and satisfied with SUSU. Who will it involve: Democracy coordinator, PGT officers, PGT reps, course reps coordinator, education coordinator. Done: - Consulted current PGTs - Spoken to academic staff - Work on identifying potential risks. - Spoken with SUSU staff about logistics of this. To Do: - To put into elections. - Write up the proposal for bringing more layers in. Complete by: June 2020.
	Progress stage: *Not yet started - ==Consultation== - Planning/Next steps - On track - Completed*
Additional work	**Education Committee and 10Y Education Strategy Programme Board** - This is the main board where all sub-education committees feed into. - We can ask questions and ask for change here if it is big issues.

	- Made up of Doctoral college, Academic Integrity group, Student Experience, AQSC, CHEP (Centre for Higher Education Practice) - Strategic planning for education. **AQSC** - This is Academic Quality Standards Committee - Joint Honours Officer attends this with myself and FEPS officer - Deals with quality of teaching from undergraduate to post graduate - Some examples of what this does: ensure policy is updated, educational programme trackers, academic integrity. - I also sit on several quality boards under this that feed into the main AQSC board for undergraduate to postgraduate research. **Industrial Action Group** - To evaluate the impact of strike action - To update policies to mitigate issues if it happens in the future - To plan and implement communication with students - To evaluate the results of strike action and what to do afterwards
Comments/AOB	

Pictures/links to blog posts relating to the work in this section:

Conclusion/AOB

You Make Change Update (*submissions since the last meeting of Union Senate*)						
Stats	Number received	18	Number Open	3	Number Completed	15
Timeline	No reply: 10 days		No update: 15 days		Past 25 days open	
Summary of submission/Link		**Key actions taken**		**Relation to role/remit**		
Stop compulsory dissertation printing		**Confidential**		**Educational concern.**		
Library opening times for PGRs over summer		**Raised to library, researched opening times of other Russell Groups.** **Library in talks about funding.**		**Education resources and PGR specific.**		
Better opening hours of library		**Same as above**		**Education resources.**		