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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 are any complaints after the election, investigate 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
* Make the election PowerPoint.
* Book in places/time in prep for the spring election.
* Limited the amount of paper used in elections to make it more sustainable.
* Create a media google doc for our media heads to access and keep them informed of info.
* Record the candidate briefing and put up for candidates to watch/for those who could not attend.
* Monitor dropout rate – currently only 2.
* Continue drop in sessions from 10-11am every day in RAD office or Plant Pot on Wednesdays.
* Work with elections team to ensure emails with updates to candidates go out every Tuesday and Thursday.
* Ensure that candidates are signposted to support services if there are concerns for their welfare.
* Ensure there is justification for any action taken from Deputy Returning Officer e.g. if there is a glitch on the system, we will extend the deadline by 24 hours but if it is missed, then they are not allowed.

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 operationsDone:* 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.

Evaluation:* Was not as successful as I was hoping. This was due to me sending them out too late (5 days before senate).
* From this, I consulted students to find the best time frame to send invites out. This is apparently between 1.5-2 weeks’ notice.
* After evaluating the size of the room senate is held in and how many of our officers turned up last time, 10 people at the max can be accommodated for within the room. I have reduced the number of invites to 10 to try and encourage people to engage with this.
* Working with VP Activities, we have approached the union media groups to see how they would like to be involved. It was discussed that they would like to ask questions too.

Complete by:June 2020. |
|  | Progress stage:*Not yet started - Consultation - Planning/Next steps - On track - Completed* |
| **Additional work** | **Joint Honours*** All is going well at SSLCs. Our course reps can report on the issues that joint honours face.
* Raising joint honour issues at joint honours working group.
* Making sure there are sections in university projects where joint honours need to have a section.

**Spring Elections*** Going to sites to speak about nominations
* Getting some of our presidents to help with the nomination stands in SUSU
* Going to the library to talk to students about nominating
* Walk around in a costume and get stuck into MMA demonstrations for nominations
* Records Sabb testimonies with Emily and Laura about why people should run
* Put out a nominate now clip of me in a banana suit for.
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| **Comments/AOB*** Resignation of an officer. However, the workload is fine and I either attended those meetings or have picked up the extra meeting or two myself. SSLCs are helping support getting feedback where this officer resigned.
* Another officer has been disengaged the whole time in office and had several complaints from the university and from our presidents about this. I have emailed a lot as has democracy, yet there is still no engagement. Due to this, the school president has been acting as an interim officer within their role.
* Another officer has graduated due to their degree having a weird start and finish time. As elections are very close, another president is acting as interim for the faculty in their role.
* In this Spring election, there is currently not a VP Education and Democracy nor 3 of the faculty officer positions. Due to this, SUSU are running a by-election straight after the Spring elections close as the university stipulates that VP Education and President must exist. However, I will not be running this because I will be running in this election, but our director of advice and representation has been planning this.
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*Pictures/links to blog posts relating to the work in this section:*



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| **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 staffDone:* 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:* Email Faculty Academic Registrars about switching on the option for reminders on E-assignments on all banner systems.

Issues:* Cannot do on Turn It In as UoS do not own this system. It is an external company.
* I need to contact the company to ask if this is a feature that they can invest in/ bring in.

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.

Currently:* Working with EngSoc as the 1st group to work out the kinks of the workshops we are going to deliver.
* We have had at least 20 sign-ups for this.
* Look at feedback.
* THEN: Need to put it out to other societies.

Complete by:Ongoing. |
| Progress stage:*Not yet started - Consultation - Planning/Next steps - On track - Completed* |
|  | Idea:Work with the university to improve teaching quality and delivery to studentsWhat 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.
* Meet with UoS VP Education following this.
* Analyse the results.
* Update my research pack.

Key Findings:Appendix 1* 1,131 people answered the 2019-20 survey. This is only 100 people down from the same survey that was run in 2015-16. The difference in numbers is due to the amount of time I had the 2019-20 survey open (4 weeks) in comparison to 8 weeks previously.
* Despite there being less numbers answering, the want for lecture capture is greater at 94% instead of the previous 92%.
* This survey took a total of 5.45% of the student population of 20,680 (2019-20 December figures).
* The top reason for wanting recordings were ‘it’s a good revision tool’ (959 responses).
* The top reason for not wanting recordings were ‘I go to every lecture; I don’t see why people who don’t go should get access to everything I have’ (17 responses).

To Do:* Present to the university Digital Education Learning Working Group to put a case forward.
* Run a trial in Medicine for subtitling recordings.

Issues:* Currently stalled due to spring elections.
* Funding for subtitle captioning of lecture recordings.

Complete by:June 2020. |
|  | Progress stage:*Not yet started - Consultation - Planning/Next steps - On track - Completed* |
| **Additional work** | **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.
* Will be in a second draft form by mid-March

**SUSU Finance presentation for students:*** SUSU to match UoS finance info to make the information easier to digest.
* Just waiting on UoS to see how their will look to match.

**Enhancing Academic Support*** Online creating of a module for all PATs to undertake around what our students face. E.g. mental health, financial, academic etc.
* Creating a map for academics to ensure students get the right support for students
* Map will also give an overview so staff can understand what is out there to help support students
* A level of accountability – students should be able to go to any staff member to help a student in need.
* Launching July 2020
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| **Comments/AOB** |

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

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| **Ensuring students have a voice in the university** |
| **Sabbatical Plan Goals** | Idea:Advocate for Hums students to have access to more support for a range of interests relating to potential careers.What I hope to achieve:Building and strengthening the relationships between different BA students and careers.Who will it involve:University careers, faculty of arts and humanities officer, school presidents, department presidents, course reps.Done so far:* 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.
* Extra consultation to see what industries they want to see
* Contact Office for Development of Alumni Relations (ODAR) to find alumni in the fields BA students are interested in.
* Arrange a provisional date of these talks.
* Gather feedback from Humanities when at sites and from education societies who relate to Humanities.
* Join up with ODAR and careers to create a plan of inspiring alumni from the same background as our Humanities students to create posters to go up around Avenue. The hope is to inspire Humanities students to relate to our alumni, have a look at the person’s backstory, think about careers, network with alumni through LinkedIn and visually see that careers are not linear.

To Do:* 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.
* Consulted UG officers and presidents about the constraints.
* Draw up the conclusions from all the consultations.

Findings:* There are not enough PGT reps to support the union in representing all PGTs.
* There is not a big enough pool for the university to pick from to realistically get valuable input.
* Undergraduates are overstretched trying to cover for PGT gaps.
* PGT officers are too stretched too.

To Do:* To put into elections.
* Write up the proposal for the university.
* Get marketing out around PGT officers when students accept their place at UoS (for summer).

Complete by:June 2020.  |
| Progress stage:*Not yet started - Consultation - Planning/Next steps - On track - Completed* |
| **Additional work** | **Transition to Year 1*** Take part in the #GettingToKnowUoS social media campaign.
* Work on helping timetabling work around SUSU day events so more new students can attend.
* Work with UoS on how we plan to support students from day 1, year 1 and between the jump from year 1 to 2.
* Work with UoS on ensuring there is not information overload for students.
* Making resources and joining up services so 1st years can access all the information in one place.
* Working on a buddy system across the university.

**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
* Raise student concerns around exams being impacted – students with modules that have not been considered now have!
* Lobby the university on being as honest as they can

**Funding for Humanities in response to Feedback/library feedback*** Originally was £1000 for UG English students to buy stock for core books
* Now secured £10,000 for all Humanities students to access opportunities to purchase more core texts through the library portal.
* Work with the library to get 35,000 more digital copies for the wide range of subjects we offer at UoS.

**Year in Employment Board of Studies*** Record a video for the university about my placement and the benefits of undertaking a year in employment.
* Represent and question some of the processes surrounding marking and admin processes for students on placement.
* Ensure that next year’s planning is more diverse in who they advertise placements with.
* Argue for more support from careers on looking for placements.
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| **Comments/AOB** |

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

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| **Conclusion/AOB** |
| **Academic Awards 2020*** Plan Award Ceremony 2020
* Review the 2019 categories: Have decided with Director of Advice and Representation, Course-Rep Coordinator, Education Coordinator and UoS VP Education to make sure it is 50/50 split. We now have SUSU rep awards as: best contribution to their faculty, best impact and best consultation as well as rep of the year award. As for staff awards, they are most engaging lecturer, best academic support and best pastoral support.
* Now a buffet style
* Starts a little earlier and more condensed
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| **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.** |