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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, look into how we as a democracy team handle them.

Who will be involved:

SUSU Rep Coordinator (Education), SUSU Rep Coordinator (Democracy), The Advice Centre, Sabbatical team, SUSU Marketing.

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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.

Must be noted that I could not run the academic by-election as I was running for FAH officer.

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 Emily Harrison, 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.
- Turn the evaluation into a plan.
- Consult on name and purpose.

To Do:

- Make a rota for sites to hold them at.
- Ensure consultation on questions and agenda is put out 2 weeks prior.
- Hold a meeting.

Complete by:
June 2020.

	<p><u>Complete by:</u> June 2020. This was unable to be completed due to COVID-19 situation and campus being closed.</p>
	<p>Progress stage: <i>Not yet started - Consultation - Planning/Next steps - On track - Completed</i></p> <p><u>Idea:</u> To implement an invitation system where students are personally invited to senate.</p> <p><u>What I hope to achieve:</u> To increase student participation and awareness of what sabbaticals and the union do. In completing a meeting, they receive an incentive.</p> <p><u>Who will be involved:</u> Faculty officers, democracy coordinator, director of union services, marketing & comms manager, director of operations</p> <p><u>Done:</u></p> <ul style="list-style-type: none"> - 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. <p><u>Evaluation:</u></p> <ul style="list-style-type: none"> - 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. <p><u>Going forward:</u></p> <ul style="list-style-type: none"> - More marketing awareness of this; working with marketing and communications to ensure it becomes business as usual. <p><u>Complete by:</u> June 2020.</p>
Additional work	<p>Progress stage: <i>Not yet started - Consultation - Planning/Next steps - On track - Completed</i></p> <ul style="list-style-type: none"> - Re-write all job descriptions with sabbs for sabbs. This is to ensure that there is clearer guidance as to what they do and to help construct the next team's sabb plans. - Update all student volunteer officer job descriptions. - Update existing expectations agreement for student volunteer officers to ensure they are held accountable. We now expect (for 2020-21) all officers to have 3 senate reports to hand into their sabb for reading in time for senate, to attend union meetings (senate, AGM etc.) and if they cannot, to send apologies.

	<ul style="list-style-type: none"> - Write an evaluation of all elections from 2019-20 and give suggestions for my successor going forward. - Write the handover document for my successor Chidiogo.
<p>Comments/AOB</p> <ul style="list-style-type: none"> - Please note that due to the uncertainty around COVID-19, we were unable to run summer elections as we did not get clarity about next year until 1st June 2020. Going forward, academic presidents will be elected in autumn. - FMed officer has stepped down as his successor was elected and has now taken on the role. - FSS, FEPS, interim FELS and interim FAH officers are staying on until end of August 2020 to ensure things continue. Some of the presidents are also happy to stay on. Please note, our volunteers tend to finish 30th June and we did stress they do not need to stay on, but they expressed they would like to and to help with the transition to the next officers. 	

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

Representing students' academic interests	
<p>Sabbatical Plan Goals</p>	<p><u>Idea:</u> Set up an automated reminder policy for students to let them know if their essays are overdue.</p> <p><u>What I hope to achieve:</u> To prevent students from missing deadlines if there is a technical fault or they misread deadlines.</p> <p><u>People who will be involved:</u> iSolutions, Library Staff</p> <p><u>Idea:</u> Set up an automated reminder policy for students to let them know if their essays are overdue.</p> <p><u>What I hope to achieve:</u> To allow students to face the least amount of penalty if deadlines are missed.</p> <p><u>People who will be involved:</u> iSolutions, library staff</p> <p><u>Done:</u></p> <ul style="list-style-type: none"> - Consulted the library on the systems they use. - Consulted medics on the system they have for reminders. - In talks with iSolutions about the feasibility. - Raised to the digital learning working group. - Email Faculty Academic Registrars about switching on the option for reminders on E-assignments on all banner systems. <p><u>Issues:</u></p> <ul style="list-style-type: none"> - Cannot do on Turn It In as UoS do not own this system. It is an external company. - Contacted TurnItIn – they are unable to upgrade to include a feature like this currently.

<p><u>Completed by:</u> June 2020.</p>
<p>Progress stage: <i>Not yet started - Consultation - Planning/Next steps - On track - Completed</i></p>
<p><u>Idea:</u> Work with the university to improve teaching quality and delivery to students</p> <p><u>What I hope to achieve:</u> 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.</p> <p><u>Who will it involve:</u> UoS VP Education, blackboard staff, Deans of Education, Associate Deans of Education, faculty heads of schools, faculty officers, student body, iSolutions.</p> <p><u>Done:</u></p> <ul style="list-style-type: none"> - 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. - Present to the university Digital Education Learning Working Group to put a case forward. - Put in place for online teaching. <p><u>Complete by:</u> June 2020.</p>
<p>Progress stage: <i>Not yet started - Consultation - Planning/Next steps - On track - Completed</i></p>
<p><u>Idea:</u> Extend learning beyond lectures by working with clubs and societies to get students employable.</p> <p><u>What I hope to achieve:</u> 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.</p> <p><u>People who will be involved:</u></p>

	<p>VP Activities Fiona Sunderland, SUSU External Engagement Coordinator, SUSU Activities team, Clubs and society committees, University Career Services.</p> <p><u>Done:</u></p> <ul style="list-style-type: none"> - 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. - 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. - Took it to GeoSoc and PhysSoc and was quite successful there. <p>Please note this was cut short due to COVID-19 and people on the Activities team being placed on Furlough. However, this will be going forward past my term and is helping to inform university strategies going forward with employability.</p> <p><u>Complete by:</u> Ongoing – to become business as usual.</p> <p>Progress stage: <i>Not yet started - Consultation - Planning/Next steps - On track - Completed</i></p>
Additional work	<ul style="list-style-type: none"> - Supporting on a project on how lecturers can better support students by helping UoS investigate the services across the institution and SUSU and what they do to help students. - Secure £10,000 for Hums students to get their core text books (agreed for next year). - Gathering feedback around move to online learning. - No detriment policy working group with faculty officers. - Academic awards: as of the 27th April (3 days after airing), we had reached over 14,000 people. We had the highest volume of nominations this year that we had seen and although virtual, many were keen to help celebrate our reps successes.
<p>Comments/AOB</p> <ul style="list-style-type: none"> - Lecture capture – Has been agreed to be continued. 	

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

Ensuring students have a voice in the university	
<p>Sabbatical Plan Goals</p>	<p><u>Idea:</u> Advocate for BA students to have access to more support for a range of interests relating to potential careers.</p> <p><u>What I hope to achieve:</u> Building and strengthening the relationships between different BA students and careers.</p>

Who will it involve:

University Careers, Arts and Humanities Officer, School Presidents, Department Presidents, Course Reps, education societies.

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.
- Book people in – Commercial Director of Team GB, Public Policy creator UoS and Content Creator for the finance website The Hive.
- Release marketing for event.
- Ran webinars across two days with an engagement of 40 people and had 34 people engage with the Q&A sessions.

Complete by:

End of Semester 2, 2020.

	<p>Progress stage: <i>Not yet started - Consultation - Planning/Next steps - On track - Completed</i></p> <p><u>Idea:</u> To replicate the undergraduate academic structure in our post graduate taught academic structure.</p> <p><u>What I hope to achieve:</u> To increase the amount of PG student voices heard. Furthermore, by replicating the undergraduate structure, PGs feel more included and satisfied with SUSU.</p> <p><u>Who will it involve:</u> Democracy coordinator, PGT officers, PGT reps, course reps coordinator, education coordinator.</p> <p><u>Done:</u></p> <ul style="list-style-type: none"> - 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. <p><u>Findings:</u></p> <ul style="list-style-type: none"> - 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. <p><u>To Do:</u></p> <ul style="list-style-type: none"> - To put into elections. - Get marketing out around PGT officers when students accept their place at UoS (for summer). <p><u>Complete by:</u> June 2020. Due to the uncertainty around COVID-19 not being confirmed until 1st June, we were unable to do anything further. However, documents have been made and will hopefully resume for 2021-22.</p>
<p>Additional work</p>	<p>Progress stage: <i>Not yet started - Consultation - Planning/Next steps - On track - Completed</i></p> <ul style="list-style-type: none"> - Doctoral College: Campaign for extension of pay for PGR over April and (hopefully full pay in May) - Help get a PGR his visa reinstated - Along with the university ensure candidature for PGRs are funded and there is an offer for extension for those who were in candidature prior to COVID-19 shutdown.
<p>Comments/AOB</p>	

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

Conclusion/AOB	

You Make Change Update (<i>submissions since the last meeting of Union Senate</i>)						
Stats	Number received	7	Number Open	0	Number Completed	26
Timeline	No reply: 10 days	0	No update: 15 days	1	Past 25 days open	0
Summary of submission/Link		Key actions taken			Relation to role/remit	
Election voter turn out		Publish figures once the by-election had happened and could be collated			Democracy	
Medical students and PPE in COVID-19		Raise to the Associate Dean of Education for Medicine. They had taken this to the faculty board to raise and had provided an answer to how UoS will be protecting students.			Education	