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**VP Education**

**Action Plan 2019/20**

**Projects/Activities**

The below are agreed projects and activities.

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| **A** | **The BAME experience** | | | | |
| **Ref:** | **I will:** | **I will have achieved this when:** | **What I have done so far:** | **Strategy** | **%** |
| A1 | **Ensure City upholds its pledges to the student body in closing the BAME attainment gap**  This is to ensure it doesn’t become a tick box exercise | * The university publish an annual report on the what the attainment gap looks like for City and where we hope to be for the year to come * Staff are more aware about the lived experiences of some BAME students and how they play a role in affecting it * The university scrutinise and develop City’s data further to understand the attainment gap for individual programmes * Encourage our institution to publish a summary of our annual spend on interventions targeted on each aspect of the student lifecycle (Access, retention, attainment, progression, etc.) | * Met with the university’s student equality & diversity officer and agreed to publish a collaborative report on the attainment project for both staff & students at the end of the academic year 19/20 * Agreed to host the first learning & teaching forum for staff on 3rd December to raise awareness on the importance of conversations around race, identity and belonging | 3.1 | 25% |
| A2 | **Fair representation**  Ensure City students are fairly represented and have safe spaces to talk about race, identity, and belonging | * There is at least one event for each month of significance to our student body * Set up a series of events across the months in celebrating and recognising our diverse student body | * Invited the Mayor of Islington and the President of the NUS to deliver a panel about their experiences in politics | 3.1 | 25% |
| A3 | **The BAME experience**  Carry out a line of work that recognises the lived experiences of BAME students at city | * I have conducted at least 20 one to one interviews with a range of BAME students from across the university about their experiences at City | * Spoken to a number of individuals from across the schools to discuss their experiences | 3.1 | 25% |

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| **B** | **Value for money** | | | | |
| **Ref:** | **I will:** | **I will have achieved this when:** | **What I have done so far:** | **Strategy** | **%** |
| B1 | **Ensure our students have access to course specific material**  Textbooks are expensive and often go to waste as students no longer need them | * The Students’ Union successfully pilots a book fair to redistribute textbooks amongst the student body | * Had conversations with the head of the Library to discuss the current provision of textbook material | 2.2 | 25% |

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| **C** | **Programme rep empowerment** | | | | |
| **Ref:** | **I will:** | **I will have achieved this when:** | **What I have done so far:** | **Strategy** | **%** |
| C1 | **Work to narrow the feedback loop**  Ensure our reps are effectively trained and supported in SSLC meetings | * At least 330 reps receive face to face training on how to effectively conduct themselves in their roles * The student voice team have a bank of feedback on contemporary student issues being raised by our programme reps | * Delivered face to face training to at least 250 of our new programme reps * Compiled SSLC minutes from the academic year 18/19 to collate key themes on issues affecting our student body | 3.1 | 25% |
| C2 | **Letter of recognition**  Recognise programme reps who are committed to delivering to their cohorts in course specific matters | * Programme reps who attend their mandatory SEC & SSLC meetings receive a letter of recognition from the Deputy President/provost, David Bolton, and myself, recognising them for their contribution to City, University of London | * Sat with the Provost to discuss the letter of recognition which will be hand signed by him as and when the time comes | 1.1 | 25% |

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| **D** | **Lecture capture** | | | | |
| **Ref:** | **I will:** | **I will have achieved this when:** | **What I have done so far:** | **Strategy** | **%** |
| D1 | **Work on a new Lecture Capture policy**  The current policy is outdated and fails to provide assurance to City, staff, and students | * A new policy is drafted, approved, and then successfully piloted in the academic year 20/21 | * Met with the Associate Dean for education in the Health school to discuss and draft a new policy * Drafted a new policy with Students’ Union governance coordinator to present to the university | 3.2 | 25% |
| D2 | **Lobby for further implementation of lecture capture**  Work with staff to encourage engagement with lecture capture | * Staff are made aware of the lived experiences of their students in relation to having online learning resources made available to them. | * Agreed to run school level forums for staff with Rachael (ADE, SHS) to raise awareness about the lived experiences of their students and how learning resources play a role in them. | 3.2 | 25% |
| D3 | **Create a document outlining the benefits of lecture capture for both staff & students**  Both groups need guidance on online learning resources | * A document outlining the welfare, experience, and pedagogical benefits to students from having their lectures recorded are detailed to staff in a guidance document | * Started to draft a document which will draw upon data from the Lecture capture staff forums | 3.2 | 25% |

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| **E** | **Project/Activity title** | | | | |
| **Ref:** | **I will:** | **I will have achieved this when:** | **What I have done so far:** | **Strategy** | **%** |
| E1 | **Sub heading**  Short description | * XXXX * XXXX | * XXX * XXX |  |  |
| E2 | **Sub heading**  Short description | * XXXX * XXXX | * XXX * XXX |  |  |
| E3 | **Sub heading**  Short description | * XXXX * XXXX | * XXX * XXX |  |  |

**Tasks**

The below are general tasks associated with carrying out the role.

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| **T** | **Tasks** | | |
| **Ref:** | **Task description:** | **Comment (if required):** | **Strategy** |
| T1 | **Sub heading**  Short description | * XXXX * XXXX |  |
| T2 | **Sub heading**  Short description | * XXXX * XXXX |  |
| T3 | **Sub heading**  Short description | * XXXX * XXXX |  |
| T4 | **Sub heading**  Short description | * XXXX * XXXX |  |
| T5 | **Sub heading**  Short description | * XXXX * XXXX |  |
| T6 | **Sub heading**  Short description | * XXXX * XXXX |  |
| T7 | **Sub heading**  Short description | * XXXX * XXXX |  |
| T8 | **Sub heading**  Short description | * XXXX * XXXX |  |