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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
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| E2 | **Sub heading**Short description | * XXXX
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| E3 | **Sub heading**Short description | * XXXX
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**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
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 |  |
| T2 | **Sub heading**Short description | * XXXX
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| T3 | **Sub heading**Short description | * XXXX
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| T8 | **Sub heading**Short description | * XXXX
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