Officer Report

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| Name: Zain Ismail | Position: Vice-President Education |
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| Issues | **Summary & Action Taken / Ongoing / Planned** |
| * Ensure Programme Reps are fully trained, supported and rewarded | **Action Taken**   * 660+ elected reps across courses * Training material reformed based on feedback from previous year. Much more clear, concise and quality training delivered to reps * Increased the amount of in-person training sessions for reps to attend (school specific and sixed sessions), including online training on Moodle for part-time, distance learning and students with access needs. This has already shown an increase on the amount of reps trained in comparison to last year * Introduced Programme Rep code-of-conduct to ensure the role is taking seriously and has measures in place to protect students * Delivered School staff briefings * School specific Welcome Receptions for reps to meet with staff. These were very well attended and I hope to continue this next term   **Action Ongoing/Planned**   * Currently finalising incentives for reps. This includes cost-price hoodies, badges and handbooks * Delivering further staff briefings across the Schools and in process of producing online guidance for staff * Supporting courses with no reps/very few reps * *Submitted Policy Proposal to AGM* |
| * Organise networking opportunities and professional events to build on relations between the Students’ Union, University staff, City Alumni and External organisations | **Action Taken**   * Programme rep welcome receptions (see above) * Freshers 2016 events * Alumni-Networking events in partnership with City Careers Service and Development and Alumni Relations Office (DARO); areas covered were Social Sciences, Technology, Health and Life Sciences and Creative Industries   **Action Ongoing/Planned**   * Organise further networking sessions/events in term 2 |
| * Work towards increased lecture capture for all courses at City | **Action Taken**   * CASS: increased use from approximately 40% to now 60% * LAW: increased use across a number of modules for first years and a commitment from the School to increase this significantly in term 2. I lead on a presentation session on lecture capture delivered at a Law School Away day, receiving great praise and support from lecturers/tutors * SASS: Senior Leadership of the School will continue to encourage colleagues to use lecture capture, although it is currently used very widely already * SHS: Senior Leadership of the School will continue to encourage colleagues to use lecture capture, although it is currently used very widely already * SMCSE: I will continue to meet with the Senior Leadership of the School to encourage the use of lecture capture   **Action Ongoing/Planned**   * I hope to produce a paper in partnership with the Department of Learning Enhancement and Development (LEaD) to University Committees on the use of lecture capture, the benefits it brings to education and the how it can be implemented across * *Submitted Policy Proposal to AGM* |
| * Work towards building and improving the relationship between the Students’ Union and University, working collectively to improve the student experience overall | **Action Taken**   * Built key relationships with staff in:   All Schools; including Dean’s  City Careers  DARO  Members of University Executive Team  Student & Academic Services  LEaD  Marketing & Communications   * Secured A5 SU advertisement page in School Careers Guides (4000 printed)   **Action Ongoing/Planned**   * Continue to build relationships across the University and other Departments |
| * Work towards partnering with ‘think-tank’ organisations to improve students’ awareness on social policy, political strategy, economics, military, technology and culture | **Action Ongoing/Planned**   * I am currently planning a Conference Series of events covering a wide range of broad areas to take place in term 2. * I am currently in contact with NUS and other Students’ Union to obtain lists of recommended organisations to work with |
| * Work closely with Schools to provide Business Cards for City students | **Action Taken**   * Gained support from University staff, however, cost and funding for business cards are an issue * Support CASS SRO to secure business cards for all final year CASS UG students (on demand)   **Action Planned**   * I will continue to work with and lobby the University to offer this to more students |
| * Work towards improving feedback guidelines for assessments | **Action Taken**   * I have spoken to Dean’s of Schools regarding this and received assurance that Examiners will provide satisfactory feedback * This is proving extremely difficult as some students prefer much more prompt feedback instead of more detailed and quality feedback   **Action Ongoing/Planned**   * Continue to speak with Dean’s and Associate Dean’s to implement a student preferred system * Consult students on their preferences |
| * Work towards increasing National Union of Students (NUS) presence and support at City | **Action Taken**   * Seconded a policy proposal with VP Activities & Development to support NUS & UCU National DEMO taking place in November 2016 * Promoted NUS Extra cards in all welcome talks for new students   **Action Ongoing/Planned**   * I will invite members of NUS to City when possible * Continue to promote NUS Extra cards |
| * More plug sockets on campus | **Action Taken**   * Raised at a number of Committees within the University * Library Services have installed more and replaced sockets on Level 6 of Main University Library * University has installed more plug sockets on Lower Ground of Drysdale Building * Further sockets will be installed in Tait Level 1 Amenity Project |
| * Library Access | **Action Taken**   * Immediately created online petition in regards to reduced opening hours of Level 3. The petition has received a huge amount of signatures in a short space of time * Lobbied the Library Services Department and University in regards to this, however, continuing to liaise with them to resolve this issue   **Action Ongoing/Planned**   * I will continue to meet with staff and lobby on behalf of all students until a satisfactory solution has been found |
| * Employability | **Action Taken**   * Working with President and VP Activities & Development on Leadership Project to take place in term 2. This project has secured financial sponsorship from Santander Universities * Supported City Psychology Society to secure sponsorship from School of Arts and Social Sciences for Journal Project * Discussing embedding Employability in the Curriculum with City Careers and gaining support from all Schools   **Action Ongoing/Planned**   * In the process of launching a Commercial Essay competition and have already secured prizes such as work experience in commercial law firm and prize money * *Submitted Policy Proposal to AGM* |