

Executive meeting number 6 minutes

UCDSU Boardroom

Attendees

<u>Name</u>	<u>Initials</u>	<u>Role</u>
Barry Murphy	BM	President
Melissa Plunkett	MP	Welfare
Stephen Crosby	SC	Education
Niall Torris	NT	Graduate
Emily Bollard	EB	Science CO
Edward Leonard	EL	Law CO
Treasa Moloney	TRM	Irish Officer
Sophie Sheridan Burns	SB	Humanities CO
Sophie Gibbons	SG	Social science CO
Niall Donoghue	ND	Engineering and architecture CO.

Execopens at 18.08 pm.

1. Apologies

Thomas Monaghan (C and C officer)

2. UCD Teaching and learning discussion on Feedback

- At the beginning of this exec the executive were presented with a presentation and feedback session from Teaching and Learning about feedback -

Teaching and learning representatives:

- They are working collaboratively with the SU, with the students for the students.
- There is an institutional drive to improve feedback to the students .
- Feedback used two ways – staff giving feedback to student and students feedback on the course.
- We are talking about staff giving feedback to students.
- How do we get students to understand feedback better and act on it. Feedback is important as it tells a student how they are doing, helps students to judge their work. Academic Council Regulations is going to push for better feedback. Staff can give individual and class feedback. Automated feedback with the new VLE.
- Self-assessment and peer assessment – are becoming more and more a way for students to judge their own work and to get more skills. What we would like to try and do with you is to help students to understand what we mean by feedback and how to utilise it.

- What we are proposing is creating a document like you were given to inform UCD students about feedback. A resource for students that the SU would help design. We could do a work shop about it, what students think feedback is etc.... a resource by students for students.
- Want to form a work shop – AC people., access leaders, peer mentors, council.

SC: incentive, incentive, incentive. Students need something to get them to engage

BM: Don't pick week one everyone is settling back in and socialising

Exec meeting officially begins.

BM: the break was good over the last two weeks. We have a new secretary. Can we make an effort to have reports in by Friday 5 pm as Christine has a busy week. We are trying our best to write detailed reports... stick to the bullet point system – Stephen, Niall and Barry. Apologies from Tom, he is not here, he is concussed from playing football, Alex is on her way. Can we all try and contribute, we don't need to say the same thing two different ways, like we don't need to say the same thing over and over again.

NT: you said this three different ways

BM: you're right

EL: Christine, welcome to exec!

Barry Murphy (President report)

BM: Main focuses Residences construction, sat on SAC, Corridor update (Renovations) – painting and carpet, there will be a price hike for coffee in the SU shops but will not apply for reusable cup, Nominated Tom for the Bar Committee, Inducted the new COO, Melissa and I went to a meeting on direct provision, I will be taking off Friday as time in lieu and I want to make a special effort to support Treasa with La na gaeilge.

Wants to....

- Do more work on "It stops now"
- More work on residences construction issues
- Focus on Environmental change in the shops.

SG: the shops have started putting cutlery behind the till

BM: students often take extra forks

SC: They have started charging 10c for cutlery in pi? Should we put it in the shops? I don't like the idea of charging students extra

BM: wants to take in compostable cutlery for the shops. Would have to charge extra though.

EB: you'd spend less money running a campaign to get students to bring stuff from home

SG: we could sell travel cutlery sets, place beside the salad station . We can get them really cheap

SC: when we increase coffee price we are going to reduce the price of the keep cup to encourage people to use them.

BM: People need a little hot water to clean cups and they do it in the machines, these machines however are not made for this, it breaks the machines. When they last upped the prices there was uproar, however, this is to better the environment.

EL: would people not go to poolside? Cause its cheaper for tea there then in the SU with the new prices?

MP: "It stops now" road show is going to be pushed to semester 2? That's insane! The campaign just launched.

BM: Aishling O'Grady and I were tasked with the roadshow, we don't have the capacity to run it before exams, it needs to be run properly. It will go from building to building it will start at the Tierney building with the registrar, president and Tierney staff. Then to science with Professor Joe Carthy Emily, class reps. Over three consecutive days.

MP: the road show is going to be a pic of the mural

BM: mural idea gone

MP: what are you bringing around instead?

BM: posters and quotes from the wall on posters... held by students and staff. People were happy with the mural that UCD were doing something with consent. Footage mashed together for a video

MP: holding posters from the wall?

BM: yeah and others. We have to print the posters ourselves. Will be 2nd and 3rd week of January. Students will be going out more

MP: I am frustrated with all of this. I am the contact for this campaign and it's frustrating to not know what's going on

BM: following the ESHT Meeting I was tasked with meeting Aisling and I did it immediately

MP: I'm frustrated. At that meeting I asked to be involved...

BM: have you met Jason ?

MP: it was agreed I would do it

MP : they were talking about bringing Aishling Kennedy Dalton into the conversation about res

Sg: change in coffee price in January?

BM: Yeah we didn't want to introduce a price hike during exams

Report passed.

Melissia (Welfare) report

- Achievements
- Open day
- EDI meeting and we played a game about diversity and inclusion – really good to do with class reps. Will link the website to everyone. Once you've played you can facilitate.
- Met with registrar about DP
- Instead of council went to meeting in towers accommodation on the 5th. Supporting our students who live there, supposed to be closing down on the third of September, have pushed this out till June 2019, but not for everyone, no clarification 1st week in January people from this centre will be shifted around the country. Asked us for support for sending letters to Riadh And the minister. Councillors are to send out template that we can send. We will print them let students sign them and then send them off
- Met with Ciara Kiernan To discuss the homeless period campaign
- Went to women's mental health event on the 6th, very informative discussing issues that women face
- Organizing Self-care days this month. As December isn't a good time for students - duvet day, mindfulness, films, etc
- Res signatures were gathered for the petition
- Interview panel for triage in counselling service, candidates narrowed down from 44 to ten candidates. Interviews at end of November

Future plans

- Will share Gaze Film event on Facebook
- La na gaeilge
- Children and general nursing symposium that we are going to support

Could have done more for random act of kindness, used the sweets for the open day due to lack of planning on my part. Will improve this for next week.

Expenditure: Taxi – DP meeting and to James hospital.

Questions

BM: For the triage person for the counselling service is this the second round of recruitment?

MP: the first one was for the head of the counselling service. This is the first time that they are doing this. Had 4 people lined up but only one person showed up so they are relaunching this.

BM: self-care days is a mini Mind, Body soul (MBS)

MP: people know what MBS is about, so it is beneficial.

Report was Passed

Stephen Crosby (Education) Report:

AC Conduct and capacity subgroup. I wants to turn student code into a smaller document which students will be able to engage with. I intend on making clear distinct sections within it. Sat on SAC.

Casework: susi case – deadlines for changes have gone in, failed cases and appeals. Susi is broken in a lot of ways, student fall into long established grey areas that have formed.

Upcoming Plans:

- Mobility working group – impact of going on Erasmus and exchange. I will send email to see if people have opinions on Erasmus and exchange.

SG: it's a mess and it needs to be fixed, it needs to be worked on, it couldn't be worse.

EB: science students don't find out about Erasmus until the end of 2nd year

SB: Nobody can find any information

EL: I think I got an email about a talk about Erasmus in law, but I think that might have been a dream

Sc:

Exam guide. In parallel to UCD'S "do's and don'ts guide" which I am working alongside the university for .

Issues associated with VLE, Point raised by Professor Graeme Warren (Head of school, UCD School of Archaeology), VLE can look at how many time a student logs on and looks at a module. If they can tell you haven't clicked on the reading can/should a lecturer give out to you for this?

TRM: can they really do this?

SC: They shouldn't but they can

- Careers fare
- Blend of traditional companies which do internships and then people that will hire you for the summer so you can save up some money .

SG: is KPMG going to be there?

SC: nursing symposium – supports that we can offer for student

I Didn't get to donate blood as I was sick, I will go in semester 2.

SG: when will exam guides be ready?

BM: they will be ready for study week at education breakfast

SC: Just in case anyone is really thirsty for the information Robert Sweeney's (Education officer 2017/2018) one is on the website

BM: one of the few things on the website

ND: In relation to VLE is any school pioneering recording lectures

SC: It is in the training documents that your lecturers are being encouraged to take. However, haven't heard anybody that is piloting VLE is using it. When we have that change over in semester 2 there would be a sudden change

BM: anything you need to inform exec for exams?

SC: exams are the heaviest work periods for us, asking exec for help with exams, sorry I'm getting my own exam flashbacks as well, working the timetables around your exams, Campaign co coordinators and reps timetables. Trying to have people on hand at all times, sabbats will be there. I will make the timetable around peoples exam times etc.

BM: we will hire a few people to run buses and one or two people to be at the stand the whole time. We could miss an important board but if we had someone there it can mean that sabbats can come back to campus

SC: also means that we can handle student cases here in the corridor.

BM: sometimes people are late for exams and need to get taxis and come to the corridor for help, its important to have someone here to help with incidents like this.

EB: please fix bus Stewards, buses not coming up, stewards there not doing anything. Messaged rob and nothing happened

SC: what happened last year during exams was that the buses of the company we were using often were waiting to be full and they would wait and only once they were full would they go, this caused serious delays missing buses etc. I will organise a strict timetable

BM: Rob worked hard to try and make it work, struggled to recruit stewards, going to recruit more this year

EB: it works when it works. Paddy wagon pulled up and people thought that's where they had to get on

BM: same conversation last year, Rob said the same thing. We will try our best

SG: feel free to forwards emails that can be handled by college officers if you can

MP: I don't think we can do that due to GDPR.

Approved

Niall (Graduate) Report

Sorry for this getting in late. Out sick on Friday no Microsoft word at home over the weekend

NT: its' in the drive there now.

Case work – primarily supervisor issues with students

Two long-term cases – made progress towards settling them.

Graduate student advisor role. Meeting her tomorrow.

Significant delays in launching the Seanad campaign, if I don't get them this week I will edit them in house. Once I complete editing it will be uploading launching every two weeks. Consistent contact.

EL: where are you posting the videos?

NT: Podamatic and iTunes, should make it accessible to all.

Radio show: in semester one project going well. Currently recruiting for semester 2. May reach outside of UCD for panellists.

Seanad campaign Thursday launch hopefully.

General voter registration campaign - before November 25th you can register without a garda signature. MEP elections coming up, non-Irish students can register in Ireland

BM: a graduate student advisor is something you have been promising since last year do you think this is something that we can actually achieve? After Christmas downturn in university's interest in the outgoing sabbatical team.

NT: she has agreed to a June hire for me, she has the budget to hire a new advisor. Have done research and so has she and this is combining to examine the stakeholder aspects. The key stakeholders that are a key contact for this person. It is more unique than other advisors. Making sure that we have engagement from stakeholders is important

MP: there is support for it within advisor team.

NT: They're finding it hard to handle PhD issues so that has bounced back more on me. Difficult to expand on that more without breaking confidentiality.

BM: do you have any plans to engage more with graduate community to create more of a community feeling either here or in Smurfit?

NT: Nadia Clarkin (law and business graduate) put onto me a student who has campaigns they want run in Smurfit. Have had email and are waiting for a response, will email again. Aside from what I'm already doing in Belfield, no.

Report is Approved.

College officer reports

Niall Donoghue (Engineering and architecture).

- What I wish I knew for elect was carried out.

Questions that arose from his college council

- Possibility of a Tuck shop in Richview, can we send someone down with stuff from the shops, or is that an issue?
- BM: yes there is, we can give out free foods, possibly once a week run an education breakfast type thing to get around this.
- ND: there is a limited number of options for Richview students – earls café, everything else is off campus.
- MP: could you not do an expected donation – technically not selling
- BM: fundraising for something but could not just fundraise for ourselves
- Next time you meet with architecture people the Long-term plan for Richview is to move it to the entrance so they are reluctant to upgrade the current facilities

ND: do you know what the craic is with the contract for down there?

BM: not under the same contract as some of the other buildings - it's an Anchor tenancy.

ND: do we have a right to access the results of the survey that the university sends out?

BM: Stephen, they mostly release them right?

SC: which survey are you thinking about?

ND: worried about university taking bias results of the surveys

SC: difference between academic and estates. I can enquire about both or it can be a joint endeavour?

ND: Issue with bicycle survey and safety of bicycles on site

SC: survey is available however not as easily accessible. Must be available as the tribune and observer access it.

NT: For the drawings for the Engineering shop?

BM: He priced it and has to follow it up. Engineering society don't need to fork out any money for it, cost relatively low. We are putting an industrial microwave into it.

NT: open meeting week 12

BM: waiting on response from David Collins

BM: Niall Donoghue has been proactive in the social space in engineering needs to be done up and we are stepping in to do, look around your building – not an cuas !- if there is somewhere neglected by the union we can do it up and throw up our branding. Within a reasonable cost.

Treasa Moloney (Irish Officer)

- Apologies for lack of communication re La na gaeilge –has had personal reasons
- In the Morning – treasure hunt – doesn't need any help with this, running it alongside girl from the Irish house.
 - o Am I allowed to give away a bottle of vodka as a first prize?
 - NT: what time of the day?
 - TRM: treasure hunt is 12-1,
 - MP: don't have to collect prize at that time
 - BM: that's fine
- Mo pheile event –basics of GAA for internationals and a few words of Irish.
- Comedy debate in the red room. Supposed to be with DCU, now just using UCD people as DCU pulled out. Motion –coppers is for D4's only.
- On Wednesday night there is a trad soc sesh in the Conradh for charity --- the hope foundation
- Mindfulness 3-4 as gaeilge.
- Please come along if you are free

SG: have you been talking to Irish class reps? I'm sure they'd love to help

TRM: is there many of them?

SG: there could be one, have to check

BM: looking for everyone to come down, often poor engagement outside of the Irish house and college officers and sabbats. You need to post a detailed post in the council page.

EL: needs to be shared in group chats and pages

SG: how do we engage ppl with no Irish?

TRM: anyone without Irish can come to anything, However they would struggle with debate

SG: international society and internationals focus

SC: message Andrew Grossen as international co Ordinator

BM: will contact international student advisor to send out email, what else can we do?

SG: lecture address from the class reps

TRM: promote it on socials

BM: will get Tom onto it when he's back tomorrow

TRM: please bring your friends

BM: could possibly invite the Irish academics

TRM: will do

BM: best of luck Treasa, we will all support you as much as possible

TRM: RAS UCD get onto them early, can we support them with posters?

BM: yeah we can supply 40 posters with our logo on them, they can also have the tent.

Emily Bollard (Science college officer) report

EB: taken as read

BM: how's college council going?

EB: good organising second one next week now I have all my reps

MP: you were in contact with estates re doors in science, have they given you a long term answer?

EB: no. they have given me a vague answer. Have put chain and sign on broken door that people cannot get through.

MP: this is something we as sabbats need to bring up to estates.

Edward Lennard (Law College officer)

Meeting with Imelda Maher, Paul is not replying. I was supposed to have a coffee morning today however Caroline did not get back to me about this

Wanted to meet with first year pure law class rep however don't know who they are, they were in a contested byelection and I haven't received their results.

NT: shall I forward the list onto exec?

BM: yes

SC: who got back to you instead of Paul Masterton?

EL: it was Julia.

BM: he has stopped replying to all our emails. I think that someone has pissed him off.

Approved

Sophie Gibbons Report

Had a good meeting today organised by estates with different people who are doing environmental work. Met with girl called Dora trying to reduce plastic waste especially in the SU shops.

Sparc project with the other Sophie to reduce plastic waste on campus. Stepping stone for better waste management.

Haven't got the approval yet for booking, but I want to hold a no cup coffee morning on Thursday students have to bring their own.

Went to RISE at the weekend

BM: thank you for going

SG: went to workshop on how to chair a meeting. It would be good for college council, got to hear loads of passionate people.

Going to the women in leadership (molly sent email)

Don't really know my reps, arts is big but that's no excuse I'm going to try and engage more with them. Possibly next week. Want to foster a sense of community. I am really concerned that reps are elected and they either don't know that they were elected or they were and I haven't reached out to them. This is something I want to fix

On the tribunes article in relation to feedback in arts and social science. I'm going to talk to Conor (who wrote the article). Fair play to him, I'm going to take that on board

Meeting with Sarah frescott Dean of arts. Seating next 3-6 months, updating area outside programme office and adding seating

Newman doesn't have a building manager and that is why it looks the way it does. Difficulties in handling building issues. They are looking to hire one more like other buildings e.g. science.

Do we have data on the difference between the sale of the disposable cups and reusable ones?

BM: yes we can get you the data from the tills.

SG: in relation to booking space for revision week have spoken to the estates, Kieran, he was all for it and said to basically get an idea of what you want and go from there

BM: Stephen and myself are working on that

SG: was going to do a quick survey to prove there's no space in the library

BM: yes do that if you have time to do it, myself and Stephen are working on it,

SC: Did you get any photos from rise?

SG: it rained a lot last weekend so no

SC: did anyone take photos of you that we can use?

SG: will look for it

BM: were we at a disadvantage not having a sabbat there?

SG: not exactly but it would have been advantageous

BM: can you fill Tom in on what he missed?

SG: will do, and it was good for networking.

Report was Approved

Sophie burns (Humanities college officer) report

Sophie covered a lot of my stuff as we work together

Contacted class reps who have missed two consecutive college council. Some replied, some did not continuously miss two, some did not reply but will be put in contact with tom.

Spoke to head of geography. They are not rerunning that module. Got extension.

BM: did you go to the networking meeting for environmental activists on campus?

SB: no I had to go to work

BM: was Katie and Tom invited?

SG: Katie was there, tom wasn't invited I don't think. If he wants to be involved that's great

SB: what's the name of the volunteering class rep module ?

EB: SCI20030

BM: It will be in the class rep booklet, don't know when this is going to be ready

SC: You are probably not happy with module case work outcome (Mentioned above)?,

SB: they seem to be changing some things within the geography course, also it's a terrible module very few people are ever happy with it.

SC: did the extension help?

SB: no not really as the assessment is not an essay

Report was Approved.

EL: will the informal discussion be minuted?

BM: yes it will be minuted. For Monday the constitution review group will be there. Exec can give electronic feedback.

MP: Has everyone had a chance to read it ?

Group: no!

MP: maybe electronic feedback is best, it is possible to read it give electronic feedback and have meeting if needed.

ND : is there somewhere that we could read it and give our opinions

BM: Yes at the meeting on Monday

Item for discussion Communication – Proposed by EL

Items discussed during this conversation include the following:

- Issues surrounding accessibility access to Class Rep Bonding
 - o This included the bus not being wheelchair accessible and neither was the accommodation. This issue was not raised early enough by the organisers to the students who it would effect.
- Uncontested class reps from the bi-election were not informed of council and College officers do not know their new reps.
- Some college officers did not get emails about class rep training, this is not okay as they were unable to answer questions from their reps. Campaign co-ordinators were not invited for training, which they should have been and now there are campaign co-ordinators who are not trained.
- Ag, Food and vet class reps have gotten no contact from their College officer. There are 12 vacant seats in vet this year.
- College officers want a calendar of what is on including locations and times. They want to know about events ahead of time so that they can inform their reps.
- Acknowledgement that Class reps wont want to engage with a union where there is no communication.
 - o And due to the lateness of the bi-election, some reps have had no contact from the union.
- There needs to be more sponsored social media posts for events that are happening such as La Na Gaeilge.
- There is a feeling that campaign co-ordinators are being side lined at council and in general.
- Consensus that exec should be used to hold sabbatical officers accountable.
- Understanding that the people around the table want the union to work as well as possible and they do understand the good work union does – student cases etc. however, a lack of communication makes the union look very bad.
- Advertising for events needs to be improved. For example for bingo loco the event was only advertised 2 days in advance.
- Certain societies are appearing more on the SU social media then some of our own events.
- The website needs to be updated ASAP, the lack of improvement on this is unacceptable.
- Lack of communication surrounding the cancellation of the presidential debate.
- Apologies were issued for lack of communication this year, in particular for the lack of the communication surrounding the accessibility issues at class rep bonding.
- There needs to be a focus on improving the reputational damage of the union, in particular to 3rd and 4th year students.

- A meeting was agreed to be held between campaign co-Ordinator's, college officers and sabbatical officers to talk about issues relating to communication. This is to be chaired by a neutral third party person.

Meeting closes