

Guidance

- There are four sections to this report – (1) Roles and Responsibilities, (2) Written Statement (Manifesto) Action Plan, (3) Student Ideas & Policy and (4) Other Student Issues, Meetings or Projects to Note.
- You should write in all four sections, but it is up to you to decide how much you would like to write for each section.
- Your report should be submitted one week before your session. Completed reports should be emailed to Student Voice (studentvoice@guild.bham.ac.uk)
- If you are unable to submit your report on time, please let Jane and Scott know ASAP
- You will have two minutes at the beginning of your meeting slot to provide any further updates verbally

Officer:	Joe Hill
Date of Panel:	29 th November, 11am

Role and Responsibilities

This section is for you to write about any projects you have been working on or meetings you have been to that you think are of particular importance to your remit.

Please feel free to add extra rows if you need to.

Meeting / Project	Outcome for Students
Student Rep System Advisory Board (SRSAB)	Committee that I co-chair, overseeing the operation of the Rep system and dealing with plans for improvement, as well as any issues in our partnership with the University. This work is addressed in point 1 of the next section.
University Education Committee (UEC) / University Quality Assurance Committee (UQAC)	Two senior University committees where I and other officers push for improvements in academic standards and student experience. Some of the main topics we have raised include reducing assessment load, improving the quality of feedback, and monitoring of late returns. This work is addressed in points 2 & 3 of the next section.

<p>Student Experience and Engagement Group (SEEG)</p>	<p>At this committee, the PGO and I have contributed to the creation of the Mid and End of Module Evaluation Questionnaires. We added questions to make sure that changes can be tracked between the mid and end of module forms. This should hopefully encourage quicker improvements for students.</p>
<p>Guild Education Committee</p>	<p>I chair the Guild's Education Committee. This group of elected representatives is a forum for officers and Guild staff to update students on the work they have been undertaking, as well as to gather opinion on relevant issues concerning Education at the University. At the first one we discussed rep recruitment, and changes to the academic calendar.</p>

Written Statement (Manifesto) Action Plan

This section is for you to track your progress on your written statement priorities, as outlined in your action plan. The "context" section of the document can remain the same for each Panel.

Please feel free to add extra boxes if you need to.

Written Statement Aim #1	
Promotion of Rep System and EDI Training	
<p>Context:</p>	<p>The main focus of the rep team over the last few weeks has been on recruitment. As the year goes on we will be running promotional initiatives like Rep of the Month, events and socials, and our annual Rep Awards.</p> <p>EDI training for reps came from my manifesto commitment to more visible and representative course reps. Reserved positions for people of certain backgrounds wasn't practical, so have adapted to EDI training for reps on a voluntary basis, with possibility for it to become part of core training in future.</p>
<p>Progress:</p>	<p>Promotion: We have managed to achieve over 1300 rep sign-ups, and we are currently making sure as many as possible complete training. Myself and the PGO have also organised a successful rep social, with over 100 attendees.</p> <p>Training:</p>

	Have met several times with the University EDI team about how we can incorporate their Canvas course into rep training. Should be in place for the start of Semester 2.
--	---

Written Statement Aim #2

Ensure no student waits more than 3 weeks feedback on a regular assignment

Context:	All summative work should be marked and returned to students within 15 working days, unless it is at the end of the year, in which case it's 20 days. If this is not being followed, there should be a good reason, and students should be notified of late marking at the earliest opportunity.
Progress:	<p>I have regularly raised the issue of communication with students, as well as the University's ability to reliably monitor instances of late return of feedback. At both UQAC and UEC, I and other officers have raised concerns that the University doesn't have accurate enough methods for reporting late returns of feedback. They have acknowledged that they need a better picture of where there are issues, and we will continue to press on this.</p> <p>I have also been discussing the development of a staff handbook on academic standards with senior University staff, which will lay out the minimum expectations from staff in areas like assessment and feedback, student voice, and Canvas. I have working on the creation of a student facing version so students know what they should expect from their academics.</p>

Written Statement Aim #3

Improve student experience of the Academic Calendar (Timetables and Reading Week)
--

Context:	The structure of the academic year has changed. There are now three terms: two as normal, then a summer term that will consist of an assessment period followed by three weeks of enrichment activity. Primarily this means a shorter, week-long January assessment period, with more exams moved to the end of term (although overall there should be less assessment). It is also expected that where possible courses should be making time for academic support activity in Week 6 each semester.
Progress:	<p>Timetables: The University is a year into a 'New Approach' to timetabling, which is designed to allow timetables to be released earlier, and with fewer changes needed post-release. The changes have been broadly positive, with timetables released to most students on the 11th September, and semester two timetables hoping to be released 13th</p>

	<p>December. I have continually stressed the importance of both early release and minimising the number of changes to timetables in both committee meetings and catch-ups with senior staff.</p> <p>Academic Support/Reading Week: This is now an expectation for Colleges to implement wherever possible. I have discussed it at Guild Education Committee, and have surveyed reps to gauge student awareness of week 6 and how widely it has been implemented.</p> <p>Other calendar related work: I have been in numerous meetings around the content of the 3-week summer period, continuing to push for as much student-led and Guild events in the period as possible.</p>
--	--

Written Statement Aim #4	
Increase accessibility of library and diversity of curriculum materials	
Context:	I had manifesto commitments to increasing the number of library resources available online, as well as supporting efforts to diversify and decolonise the curriculum.
Progress:	<p>I am in the process of setting up regular meetings with the Head of Library Services. This has taken a slightly lower priority than my other policies as student satisfaction with the library is generally very high.</p> <p>I have also reached out to a number of curriculum decolonisation groups around campus, offering whatever help I can provide in my role. This has so far mainly taken the form of promotion on social media e.g. shared recruitment information for DiversityUoB.</p>

Student Ideas and Policy

This section is for you to report on progress made on student ideas and policy that you have been allocated from the Guild's decision-making (democratic) process.

You only need to provide updates on your actions.

You can also add ideas or policy as they are submitted throughout the year.

Please feel free to add extra rows to the table if you need to.

You can find a copy of all submitted ideas and policy, including information on who they were allocated to [here](#).

Idea / Policy	Action Taken Since Last Panel
---------------	-------------------------------

Modified belief towards TEF	Concerned an existing but out of date Guild belief. Came to an Action Group I chaired, and I decided to put an updated version of the policy to the ASV.
-----------------------------	--

Other Student Issues, Meetings or Projects to Note:

Issue/Meeting/Project	Context/Updates
Maths students' petition against assessment changes	<p>Early in the semester a group of Maths students raised concerns about changes to the structure of their exams. They started a petition that gained over 200 signatures.</p> <p>I pushed for the department to meet students to discuss their concerns. I then attended the meeting and steered the discussions to a satisfactory conclusion.</p>
Access and Participation Plan rewrite	<p>This is a 5-year plan the University are required to submit showing what they're doing to tackle inequality in admissions, progression, and outcomes.</p> <p>I have been researching the process for this redraft, and held discussions with both the University and other Student Unions to understand how we can ensure maximum student consultation.</p>
UoB Online (Distance Learning)	<p>I have been to a number of meetings about UoB Online, a new part of the University specifically for delivering distance learning programmes. I have been contributing to the student experience workstream, repeatedly arguing for strong student representation once programs are established.</p>