



Lampeter Campus Council Agenda Pack

16th February 2021

Teams

Agenda Item	Purpose
1. Welcome A brief introduction from everyone in attendance	Information
2. Apologies Notes are made of who isn't able to attend and has let us know ahead of time	Information
3. Terms of Reference A reference point for everyone who is attending more information is here on our website and further in the agenda pack.	Information
4. Minutes from previous council A record of what happened in the last meeting, these can be found below.	Vote
5. Actions from last time This is where we'll keep track of any actions to track what impact the campus council has	Information
6. Sabbatical Officer Update i. Update from Officer (also below) ii. Questions from attendees iii. Vote	Vote
7. Submitted Ideas All ideas are available to view here on the website. Details are also below. i. To use the correct word regarding sex or gender in university provide / source information	Vote
Any Other Business	Information



Actions From Last Time Update

Tammy to contact accomodation to find a breakdown of prices etc and find why rent prices have increased and if it's accross the board – in process (see Tammys pres update)

Talk to estates about letters being kept and distributed from Porters – email sent an it's been confirmed that the porters will keep the letters until students are back on campus then we'll revisit

Talk to estates about the religious access needs of students in on-site toilets – happening in an access meeting with the university.

Sabbatical Officer Update

Officer Objectives & SU Strategic Plan				
Sabbatical Officer Campaigns	Knowing & Reaching Our Members	Growing Our Opportunities	Amplifying and Strengthening Your Voice	Making the Most of our Resources
Housing Education	X		X	X
Mental Health	X		X	X
Green Policy	X	X	X	
Sport and Soc Accreditation	X	X	X	X
Distance Learning and the International Community	X	X	X	X
Accessibility (Physical and Financial)	X	X	X	X

Specific Campaign & Objective Updates	
Campaign/Objective	Update
Mental Health – Mental Health Week and resource collation	Following the success of our October Mental Health campaign, we have revisited it this semester and combined our Mental Health and Study Aid campaigns. The aim of which was to signpost students to wellbeing support and promote tips on getting organized academically. We ran an Instagram competition for students to share their study spaces or how they keep notes, as a way to promote the importance of a dedicated study space, particularly for student wellbeing.
Housing Education – Campaign conclusion	The housing campaign has now concluded; I have worked with our comms team to overhaul the Housing section of the website to make our resources more widely accessible, as well as constructing an interactive house-viewing form that students can email to themselves when it is completed for future reference. Following feedback from the last Campus Council, I have also developed a how to get the best deal for your bills resource, which is now also live on the website; it covers everything from price comparison, council tax and splitting bills to having a separate 'bills account' with your bank.
Accessibility (Financial)	I have worked with the finance team early this academic year to address issues around PG Fee payments, ensuring the system is updated to reflect loan payments. My initial intention was to secure a blanket payment plan for students to pay their tuition in 6 equal installments; however, due to the way awarding of qualifications works at PG level, this is impossible. As a result, I have worked with Finance to produce infographics on how the payments are made and the reasoning behind this, so that PG students will have this information at the beginning of their studies. Now we are in Semester 2, we



	will have students considering post graduate study, so I am working with the finance team on a transparency campaign so all students are aware of the costs involved and are able to plan for postgraduate study.
Accessibility (Physical)	Working with the Lampeter Disability PTO, we have launched and concluded an accessibility survey. We have also prepared a report of our findings. This report has been shared with the Operations team and the Lampeter Provost, who are keen to work with us to address these concerns. We will be setting up a focus group of Lampeter students to work with us and the University to ensure the solutions we have for the concerns raised are what students want to see. We will also be working with the Swansea Disability PTO to replicate this work for the Swansea campuses after the interest they showed in the Swansea Campus Council.
Green Policy – Paper Waste	The aim of this green policy was to address paper waste as a result of elections and lectures. The aim is to put forward policy for consideration at campus council to propose an opt in/out system for hand-outs in classes, so staff only print/produce physical copies for those students who need them as opposed to printing enough for a full class. If this is passed at campus council, it will be presented to the university council to pass into policy. While in the context of COVID, handout production is significantly lessened our COVID response work has taken priority. I intend to pursue this policy at the April campus council.
Sport and Society Accreditation	I have redesigned the accreditation system and have presented it to members of the senior management team as well as the Student Opportunities Coordinators; this included highlighting issues with the current system, my findings from research into the system at other institutions, as well as their strengths and weaknesses, and my proposal for a new structure. While the structure I have presented has been well received, some work needs to be done to develop it past a proof of concept to address some logistical points we have raised during our meetings. We intend to consult the clubs and societies exec of each campus to determine if there are any campus specific concerns with the new system, as my personal experience is as an exec member from Lampeter. Once our clubs have been consulted on some areas, I wish to have student input directly; the new system will be presented to the SU Exec for approval (hopefully in February). After this, we have highlighted the potential for specific support resources for clubs to access while completing their accreditation, to support development which will be the priority before the accreditations implementation next academic year.
Distance Learning and International inclusivity/community	Given the current COVID context, my initial plans for this have had to be reexamined; this has unfortunately meant that there is little progress in this area currently. However, I believe it is more important than ever that our Distance and International students feel included in the student population, and I aim to have a new plan of action finalized by the end of this semester to implement in the new year. As a part of our funding allocation to combat COVID's impact on students, we have allocated a portion of this funding to an International specific fund due to their lack of maintenance loan. I will be working on the Distance Learners portion of this campaign this semester.

Emergent Themes & Student Feedback:

Rent Rebates: We worked with the University to secure rent rebates for students living in on site Accommodation who could not access it during lockdowns, as well as pre-written letters for off-site students to open this conversation with private landlords. Following the announcement of additional funding, this is also being made available to off site students who require support with accommodation costs.

LRC Access: Following the Library decision to postpone the click and collect service, there was a miscommunication where students did not know what was in place to support them. The Carmarthen Campus President and I met with the Library team, and were able to share the results through social media and email. We are also working with Hwb to make sure this information is shared with all students, regardless of access to social media.

Safety Net Policy: We are working with the University to revisit the No Detriment Policy to implement a better long-term solution that we will know as the Safety Net Policy. This will be advertised to all students when it is confirmed, and we have resources to



**Undeb
Myfyrwyr**
PCYDDS

UWTSD
**Students'
Union**

help students understand the policy and jargon. Our role in these discussions was to ensure the policy was fair and addressed student concerns around the validity of their degrees.

Coming Up:

Support for student Parents

Return to campus with Government guidelines allowing.

Community outreach following student blame for COVID spikes in Aberystwyth.



Submitted Ideas

To use the correct word regarding sex or gender in university provide / source information

by Jennifer Sargisson 16 December 2020, 22:24

Category: Academic Support

the idea came a few week back when i was looking through some of the bursaries and got confused on some of them using man and male Interchangeably as well as woman and female in the same way. the idea is to put forward that we used male (Assign male at Birth/ AMAD), female (Assign Female at Birth /AFAB) and Intersex when provide support regards to Sex and When Providing Support regards to Gender using word of man, woman and etc. As sex and gender are quite different so switching between using the word for sex and the word for gender can be abit confusing especially for trans and the gender diverse communities. also where "possible" and makes sense to go for gender version over sex version of words.



Lampeter Campus Council Minutes 25 November 2020

Teams

	Welcome	<i>Chair: Tammy Bowie, PTO's: Feryn Walmsey, Daisy Harris, Deborah Ashby, Georgie Vanderkolk-Pellow, Lucy Smith, Ozzie Major, Kirsty Parkes, Jacob Summers, Rhiannon Watts-Robinson, Bronwyn Kirk, Students: Carwyn Davies.</i>				
	Campus President Update	<i>Common Modules, Mental Health October Campaign, Housing Campaign, Accessibility, Green Policy, Sport and Soc Accreditation, Inclusivity for international Students and Distance Learners</i>				
IDEA	Notes made	VOTES FOR	VOTES AGAINST	ABSTAIN	PASS	FAIL
EXAMPLE		3	2	1	X	
a. Memorandum and Articles	TB explained No comments	10			X	
b. Campus Officer Update	TB: Updated students on Common Modules. Consultations, report etc GV: Lecturers only had info 3 days before, so may be worth talking to lecturers DA: believes consultation is a good idea KP: believes it could be a good thing, but concerned whether the uni would be receptive. Feels like it should be open to the students, not just course reps.	10			X	



	<p>MH Campaign October – TB explained.</p> <p>Food parcels, entertainment packs.</p> <p>Housing Campaign – TB explained</p> <p>JS: really good idea with forms; can things on how to sort WiFi be a part of it? TB: looking into it.</p> <p>KP: really good idea – when in Swansea the union doubled as a rents union. They have resources on what to do if your landlord messes you over.</p> <p>Accessibility – TB explained financial & on campus</p> <p>KP: points out religious needs of students who can't use TP but need bidet.</p> <p>Green Policy - TB explained that she's withholding it, and will bring it to the next council</p> <p>Sport and Society Accreditation – TB explained that this is on hold for now until we have a better idea of when clubs can return, and work with them then.</p>					
--	---	--	--	--	--	--



	Distance Learners and International Students' Inclusivity – TB explained that theree hasn't been much progress yet; working on talking to the International Society. Giving the students time to adjust to the uni life first.					
c. To lobby UWTSD to affiliate to Electronics Watch as part of their Climate Emergency Action (Iona Mokand puri)		9		1	X	
d. Move Swansea Business Campus to SA1		1		9	X	

	<p>AQR Survey</p> <p>Fee and access plan; mature learning, are they still included? Including it; amendments in the future for these students who may struggle with IT.</p> <p>If you perceive a barrier to you, please contact the SU and we can help to remove that barrier for next time</p> <p>Scholarships and bursaries;</p>
--	--



Do students know enough about the bursary offer? If not, how could we improve?

- DA: they're hard to find if not on campus; how about some sort of Facebook type thing that point out when bursaries are available and the actual dates that they finish? Use groups to highlight deadlines
- KP: Calendar of bursaries to give out to students during in term. List of bursary events, physical or online (email)

Is the current offer easy to understand? How can we change it to make it clearer?

- KP: University website hard to navigate, other students say the same. Hard for current students. If they're just on the website, people may not find them.
- KP: the website is cluttered, easy to get confused; dyslexic friends find colouring hard to read. More than just the website; best to have it in other formats for people who struggle with the website.
- GV: People can't find them just by looking and wording is difficult; had to have someone send a link. Too wordy to figure out if you fit into the category.
- LS: finding info on website in general is hard as it's buried under multiple subheadings; not straightforward to find.
-

Are there any barriers to applying for a bursary, if so what are they?

- DH: stigma around applying for bursaries, so time to tackle that; make sure people aren't too embarrassed to go for it if they're struggling. First years especially had not much clarity on them, so it made them uncomfortable to go for them.
- JS – there's a social thing surrounding it – sort of feel uncomfortable talking to people on the desk. You feel uncomfortable doing it.
- GV – deadlines are hard to find, and unless you know where to look, they're not advertised, and when you find the date, it's either passed or two days away.
- KP – all financial aids require completing a lot of forms, and we have a number of students with learning difficulties; why not make it more accessible by offering partially filled out forms?

Is there anything that students would be looking for from the bursary offer?

- If people need help with rent and food – a lot of students struggle with paying for both. Academic bursaries are great, but it feels like care isn't there for general stuff.
- Funds towards travelling to different places for research and papers. Distance learners feel isolated; it would be handy to afford to travel to access archives. Especially during dissertation year



	<p>Are there any specific groups of students that we should be thinking about when creating bursaries? If so, which groups and why?</p> <ul style="list-style-type: none">- Off campus students; rent and bills can get really expensive if you live out of halls.- Distance learners – isolated <p>When during the year would be the best time to: a. open for applications, and b. make financial awards?</p> <ul style="list-style-type: none">- After Christmas; the start of year is so busy, and money doesn't feel that tight. After Christmas is when you realise you haven't budgeted that well, and gives you time to do applications. Dates could be set a bit later, with more time to apply for the second term or the summer (if you don't work, you may struggle to make money stretch). Application dates should be advertised ASAP, closing dates set later, and the money awarded a week or so later (so end of Jan close, start of Feb money) <p>Maybe write on the form whether you want the money now or later – make the scheme flexible to accommodate that.</p> <p>Important for the uni to remember that not everyone will be in the same financial situation.</p>
	<p>AOB;</p> <p>Rent – students unhappy with rent increase, especially with WiFi being shoddy. General dissatisfaction with rent hikes. Is there a way to support students with this?</p> <p>Action: Tammy to contact accommodation to find a breakdown of prices etc and find why rent prices have increased and if it's across the board</p>
	<p>Date of next Meeting:</p> <p>26th January 2021</p>



Terms of Reference

UWTSD Students' Union Bye-laws section 4. The full list of Bye-laws is available [here](#) on the website.

4. Campus Student Council

4.1 Purpose

4.1.1 Three Campus Student Councils exist to represent the Student Chapters referred to in the Memorandum and Articles of Association. These are the Swansea Campus (which also covers the London campus); the Carmarthen campus (which also covers the Cardiff campus); and the Lampeter campus. These Campus Student Councils exist to:

4.1.1.1 Discuss and debate policy for referral to Students' Union Council.

4.1.1.2 Review, guide, hold to account and create projects for the Sabbatical Trustees in between Annual General Meetings and Students' Union Council meetings.

4.1.1.3 Review, guide, hold to account and create projects for the Part-Time Officers in between Annual General Meetings and Students' Union Council meetings.

4.1.1.4 Discuss issues of relevance to Full Members of the Students' Union in between Annual General Meetings and Students' Union Council meetings.

4.1.1.5 Work to make Students' lives better by consulting and understanding the needs of the student body, discuss and debate issues and ideas and create new projects and initiatives.

4.2 Membership

4.2.1 Membership of each Campus Student Council is as follows:

4.2.2.1 The Group President and the respective Campus President

4.2.2.2 The respective list of Part-Time Officers relating to the relevant campus, as detail in bye-law 7.

4.2.2.3 The respective Student Voice Reps relating to the appropriate campus

4.3 Standing Orders

4.3.1 Chairperson

4.3.1.1 The Group President, or a Full Member designated by them, will chair the Campus Student Council meetings.



4.3.1.2 It is the chair's responsibility to ensure that debate is balanced, considered and fair.

4.3.1.3 At any time the chair may resign, or be removed by a majority vote of Campus Student Council. If this occurs then the Campus Student Council will hold an election in the same meeting to elect a chair.

4.3.1.5 The Chairperson may invite anyone to attend and speak at Campus Student Council meetings, provided that they don't contravene any Union policies

4.3.2 Agenda

4.3.2.1 All Full Members of the Students' Union will have the opportunity to place items on the agenda, and the agenda and papers will be circulated and made publicly available at least a week before the meeting.

4.3.3 Policies for discussion

4.3.3.1 For the purpose of Campus Student Council a 'policy' is defined as follows:

4.3.3.1.1 A headline question or a statement; and then three following sections:

4.3.3.1.2 Campus Council Believes; a description of the present situation relating to a policy;

4.3.3.1.3 Campus Council Further Believes; argument for Students' Union adopting the policy; and

4.3.3.1.4 Campus Council Resolves; a description of the action taken by the Union as a result of passing the policy

4.3.3.2 Policies should be submitted in writing a week prior to the meeting.

4.3.4 Discussion of Policies

4.3.4.1 Policies will be discussed in the following manner:

4.3.4.1.1 Presentation of idea by the person proposing, or a Full Member of their choosing;

4.3.4.1.2 Question and Answer session.

4.3.4.1.3 Open policy debate, which may include alterations and/or additional suggestions which can be agreed by the proposer, or voted on if necessary.

4.3.5 Voting

4.3.5.1 All policies are adopted on a majority basis. When a policy is successfully passed by a Campus Student Council meeting it is referred to Students' Union Council for discussion and decision.

4.3.5.2 Normal voting will take place by a show of hands, though any member of Campus Student Council may request a secret ballot.

4.3.5.3 Quorum for voting purposes will be half-plus-one of the elected members of a Campus Student Council.