

EXECUTIVE OFFICER REPORT



Report Information

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| Officer Role: | VP Education |
| Officer Name: | Yeqi Zhou |
| Date of Meeting: | 12/11/2020 |
| Date of Previous Student Council: | 15/10/2020 |

Reporting

Summary

- During the Covid-19, for the month of October, most of the work and meetings are did online. I still trying to put my main focus on achieving my manifesto although it's hard to have a face to face conversation with students. The main points are as followed.
- 'Tell Yeqi' Survey update identified a number of student related IT issues I lead a meeting with IT to resolve the issues and a video will be created to share student IT services
- I sourced 4 external speakers to create a public speaking panel, securing funding from the Exec budget.
- I have provided drop in sessions on the SU learning Hub stand working with staff members to support students – I have held them weekly on Monday, Wednesday and Thursday with
- I attended the meeting with Board of Governor as a student representative where we were updated in the University's priorities through to 2022
- Meeting with Student Support Forum for getting more information about University support services
- Meeting with Faculty Advocates and Course Advocates to support their training and development in role

Manifesto Pledges

What have you done in this reporting period (between the last Council meeting and now) to get you closer to achieving your manifesto pledges?

| Manifesto Point | Progress Since Last Meeting | RAG Rating |
|---|--|-------------|
| Create a better communication environment for students such as more spaces for sharing learning experience. | <ol style="list-style-type: none"> 1. During October, it is still hard to create more study rooms due to the space available and restrictions on occupancy. 2. The drop in session started from 19th October, I joined the drop-in session every Monday, Wednesday and Thursday. It is good to communicate with students although there are only a few of them everyday. Students shared their experience with me about their online learning issues and some of them asked about activities these weeks. This is also a good way to show SU visibility. 3. I put a 'feedback box' there and students could write their ideas easily on the paper and put in the box when they go through the SU table in LH. However, the lockdown started so I was trying to do online drop-in sessions in the next month. | In Progress |
| Helping students to practice in studying or finding jobs, try to hold online speeches. | <ol style="list-style-type: none"> 1. Had meeting with Union management and decided to hold two online public speech sessions. The content was about invite professional speakers to share the skills in Public Speaking. Those who attend the sessions are expected to; <ul style="list-style-type: none"> · Understand more about public speaking · Learn tips and techniques · Build confidence when speaking in public or to groups · Put these skills to practice in their academic activity and future careers 2. Had meeting with Exec committee to apply for the fund which was total 500 pounds. 3. Communicated with Zoe(marketing) to advertise through, Union Newsletter Course Reps and Advocates Council members | In progress |

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| | Students can book tickets online. 4. The first online session will be hold on 12 th of November. | |
| Ensuring students meet their demands in education fields through SU. Conduct surveys or campaigns for knowing problems in courses. | 1. A weekly drop in session in the Learning Hub (W/C 19 th October) to have more communications with the students. 2. Due to Covid-19, online learning will be the main teaching method. Through my campaign 'Tell Yeqi' I'll be using an online survey for collecting data and feedback of student online learning experience, tried to list the good and bad points about online learning and find out potential solutions. 3. Had meeting with Student Support and IT to give the feedback and issues from 'Tell Yeqi'. The area were about teaching technology and internet technology such as recorded system, Wifi, timetables and connections of lectures. | In progress |
| Work closely with the Course and Faculty Advocates for helping students. | 1. Had monthly education committee with Faculty Advocates and shared each reports. 2. Had an individually meeting with Faculty Advocate and shared information. 3. Had a conversation with a Course Advocate. 4. Planed to hold online meetings with course advocates. | In progress |
| Posting useful article through social media weekly or monthly. | 1. Till now I have added 204 students in my Facebook and few students in WhatsApp and a Wechat group which has 200 students in it. 2. Made video for ITV as a student representation to share the good point the University has during the Covid-19. 3. Post or forward useful information or important message through my social media every week. Till now I forwarded 13 articles. | In progress |

Mandates

What have you done in this reporting period (between the last Council meeting and now) to get you closer to completing your mandates?

| Mandate | Date of Mandate | Progress Since Last Meeting | RAG Rating |
|---------|-----------------|-----------------------------|------------|
| | MM/YY | | |
| | MM/YY | | |

Other Items

Please highlight any other notable actions since the last Council meeting.

| Issue/Action | Progress Since Last Meeting |
|--------------|-----------------------------|
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Declarations

Please highlight any gifts or benefits received as part of your role in the reporting period.

| Gift/Benefit | Value | Reason |
|--------------|-------|--------|
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Meetings

Please list all meetings you have attended in your capacity as a student representative during the reporting period. In the update section, please focus on the issues discussed and how you represented student views in that meeting.

| Meeting Name | Date DD/MM/YYYY | Length of Meeting (Hours) HH:MM | Update |
|--|--------------------|--|--|
| Student Support Forum | 08/10/2020 | 02:00 | Update of Students support about learning issues and other fields |
| Weekly Catch up | 08/10/2020 | 00:30 | General Update |
| Academic Quality and Standards Committee | 08/10/2020 | 02:00 | General Update |
| Sabs an Nick meeting | 13/10/2020 | 01:00 | Meeting with Board of Governor member, information about the Board and opportunities for placement |
| Exec and Union Management | 13/10/2020 | 00:45 | General Update |
| Weekly Catch up | 13/10/2020 | 00:30 | General Update |

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| Debate Night- Black History Month Event | 14/10/2020 | 01:00 | Event of Black History |
| Student Council- Meeting 1 | 15/10/2020 | 02:00 | Reports update from all Sabs members |
| Elections Reform Working Group | 19/10/2020 | 01:00 | Update draft of elections |
| Union Update and Open Forum | 20/10/2020 | 02:00 | General Update of SU |
| Weekly Catch up | 20/10/2020 | 00:30 | General Update |
| Meeting with SAS&SU | 21/10/2020 | 01:00 | Information Shared and Update |
| Exec and Union Management | 21/10/2020 | 00:45 | General Update |
| Student Support Forum | 22/10/2020 | 02:00 | Update of Students support about learning issues and other fields |
| Student Support Forum | 23/10/2020 | 02:00 | Update of Students supports |
| Sabbatical Team and East Midlands Regional Prevent Coordinator | 26/10/2020 | 01:00 | Information about prevent students |
| Exec and Union Management | 27/10/2020 | 00:45 | General Update |
| Weekly Catch up | 27/10/2020 | 00:30 | General Update |
| Information for Students- IT Service | 27/10/2020 | 01:00 | Solve Students issues about learning technology and internet technology |
| Student Executive Committee Meeting | 27/10/2020 | 02:00 | General Update, Apply for fund |
| Board of Governors | 28/10/2020 | 02:00 | General Update |
| Presentation | 28/10/2020 | 01:00 | SU presentation in Board of Governors meeting about Big Plans |
| Catch up meeting with Chris | 29/10/2020 | 00:30 | Update of Faculty Advocates and Course Advocates |
| Fright-cited: coping with change | 04/11/2020 | 01:30 | Training |
| Big Plans: Student Group | 04/11/2020 | 00:45 | General Update |
| Meeting with Rich | 04/11/2020 | 01:00 | Issues of Student accommodation |
| Placement | 04/11/2020 | 00:30 | Issues of Placement |
| Sabs meeting | 04/11/2020 | 01:00 | General Update |

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| Education Committee | 04/11/2020 | 02:00 | General Update |
| Student Support Forum | 05/11/2020 | 02:00 | Update of Students support about learning issues and other fields |
| Exec and Union Management | 05/11/2020 | 00:45 | General Update |
| Weekly Catch up | 05/11/2020 | 00:30 | General Update |

Timesheet

Please list your work hours during the reporting period and your main work location for that day.

| | Week 1: 05/10/2020 | | | | | Total Hours: 35 | |
|----------|--------------------|-----------------|-----------------|-----------------|-----------------|-------------------|-----|
| | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| In | 09:00 | 09:00 | 09:00 | 09:00 | 09:00 | | |
| Out | 16:00 | 15:00 | 16:00 | 16:00 | 17:00 | | |
| Total | 7 | 6 | 7 | 7 | 8 | | |
| Location | Engine Shed/WFH | Engine Shed/WFH | Engine Shed/WFH | Engine Shed/WFH | Engine Shed/WFH | | |
| | Week 2: 12/10/2020 | | | | | Total Hours: 37.5 | |
| | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| In | 09:00 | 09:00 | 09:00 | 09:00 | 09:00 | | |
| Out | 17:00 | 17:00 | 17:00 | 17:00 | 14:30 | | |
| Total | 8 | 8 | 8 | 8 | 5.5 | | |
| Location | Engine Shed/WFH | Engine Shed/WFH | Engine Shed/WFH | Engine Shed/WFH | Engine Shed/WFH | | |
| | Week 3: 19/10/2020 | | | | | Total Hours: 37.5 | |
| | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| In | 09:00 | 09:00 | 09:00 | 09:00 | 09:00 | | |
| Out | 17:00 | 17:00 | 17:00 | 14:30 | 14:30 | | |
| Total | 8 | 8 | 8 | 8 | 5.5 | | |
| Location | Engine Shed/WFH | Engine Shed/WFH | Engine Shed/WFH | Engine Shed/WFH | Engine Shed/WFH | | |
| | Week 4: 26/10/2020 | | | | | Total Hours: 39.5 | |
| | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| In | 09:00 | 09:00 | 09:00 | 09:00 | 09:00 | | |
| Out | 17:00 | 19:00 | 17:00 | 17:00 | 14:30 | | |
| Total | 8 | 10 | 8 | 8 | 5.5 | | |
| Location | Engine Shed/WFH | Engine Shed/WFH | Engine Shed/WFH | Engine Shed/WFH | Engine Shed/WFH | | |