

Volunteer Officer Report November 2018

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What has been worked on in the past month?

As per my last report I've wanted to take David Anderson's website and promote it throughout the rest of the schools. I've met up with him during a Programme Leader Lunch at which we discussed the Programme Website on Blackboard during which he proposed that we work on setting a minimal standard for Programme Websites, this idea was also endorsed by Craig Marsh which David mentioned to me even prior to me getting in contact with him.

I've also attended the Academic Board as well as the Engagement Champion Forum, during the Academic Board I've found out that there is an area in the Business School regarding international students that needs to be looked at, so I contacted and spoke with Sofia regarding my concerns. She gave me a list of contacts to follow up on to find the root of the issue and we discussed setting up a focus group; firstly, however I'm going to need to full context to assess the situation.

Lastly, there's the TEF Forms that are all but complete. I'm still waiting on one particular form to be fed back to me in the Strategy & Enterprise school but otherwise they're all but complete. We have the Marketing Form, P&O and I know that Kyle had his for Finance and Management.

I actually haven't met my School Reps this month, and whilst there's a communication channel on which they can contact me on and pass on any information, I'm not sure if it's sufficient - besides whilst it's not my job to make sure they are doing okay mentally, I'd still rather check up on them in person.

Successes from the past month and any Reps Wins

This week the nominations for School Reps close, so hopefully by the end of next week or sometime in proximity after that I should have all four of my Reps.

Plans for next month

Regarding the minimal standard for Blackboard Programme Sites, I'm going to email David Anderson and see if we can arrange a meeting pertaining to this project. I'll also use my scheduled meeting with Craig Marsh in order to discuss this topic and one other.

The other topic being the LIBS international students and how we can help them, for this I'll also email him prior to the meeting to find more points of contact that may give me some more context. He has suggested that I might need to look into the International Student Centre, in regards to which I need to contact more academics to fully understand the context of this situation. The thing that I want to avoid is to take action without knowing a lot of context, alternatively I don't want to spend too long finding out the context without action so I'll have to find a balance regarding this.

TEF forms should be completed within the next week or two easily. The way we're actually using the TEF Forms from the SU in LIBS, however is split up into two parts. TEF in LIBS is judged on Finance and the rest of the Business School, essentially. And whilst Finance is going to be primarily qualitative data that is gathered through these TEF Forms, The rest of the Business School (Marketing, P&O, Strategy and Enterprise) has a lot of quantitative data to base TEF on, with the qualitative data being supporting evidence. There's going to be a meeting regarding TEF in the next two weeks or so, where I should have all the Forms complete and ready to present.

Lastly, I'll need to set up a meeting with my School Reps and see how they're getting on and introduce the new School Reps to TEF. I want to have the meeting after the School Reps have been elected, so presumably this is going to be in the 3rd week of next month.