



OCASA Committee Meeting Minutes 10th June 2016

			Action
1.	Apologies	Jennifer Alt – MA Fine Art Amy Crosbie – Creative Writing	
2.	In attendance (Via Hangout)	Teresa Lanham – President Nigel Monkton – Vice President and Photography Rep Karen Woodfield – Creative Arts Rep and Textiles Rep Martin Richardson – Finance and Music Rep Susan Miller – MA Rep (joined meeting at 11:15am) Claire Borlaise – Accessibility Rep Brian Stamp – Communications Rep Brian O'Carroll Vis Communication Rep	
3.	Minutes from last meeting	Committee agreed that the minutes from 10/02/2016 are correct & agreed	
4.	SCC Meeting Notes	Summarised and no points raised	
5.	Issues arising not on agenda	TL had a couple of items to mention in AOB 1. Emails containing student discounts to go onto the OCASA website 2. IT support that BS offered a month ago will also be discussed in AOB.	BS to update website.
6.	Review of actions from last meeting – if not on agenda	TL informed the committee that OCASA reps are to keep a note of late tutor reports. TL also agreed to cover the constitution review within the agenda along with Project 2016 & the QR in AOB.	
7.	Finances including requests funding – Martin	MR reported with the cost of the creative writing workshop deducted & also having committee meetings via Google Hangouts have reduced travel expenses there's an approx. surplus of £1500 which will be carried over to next year. The Textiles workshop is due to take place in September 2016 and will be deducted from the next budget. TL informed the committee that we need to make an application for funding for the next financial year in July 2016.	
8.	Reps Reports - all	NM reported that the photography Facebook groups are more active than normal & he has noticed the academic	

	<p>level within the groups has increased TL agreed there's a higher academic input & discussions within the photography Facebook groups & its recognised that the Facebook groups will take over from the forums.</p> <p>NM also informed the committee about the tutors having a presence in the creative writers Facebook group and at some point there's a discussion to be had if the tutors should stand away from the discussion within the Facebook group.</p> <p>MR informed the committee that the music students are quiet at the moment along with their Facebook group and there are no issues to raise apart from the success of the music workshop that will be discussed later in the agenda.</p> <p>KW reported she dealt with an issue with regards to tutor feedback from a textiles student which has now been resolved. KW is still concerned about the amount of feedback & support students receive from there tutor and she believes there's more the OCA can do to retain students. TL agreed & advised that this issue with regards to the quality of feedback have been discussed in development meeting. KW is also disappointed with regards to the speed to tutor responses.</p> <p>CB stated that there was not much to report due to not receiving her copy of the minutes from the last project 2016 meeting. CB would like to see the individual learning programme's coming into effect so tutors are aware of student limitations. TL advised that this subject was discussed in the development meeting and the actions are now with the IT dept with regards to data security. CB stated project 2016 is coming to an end but the findings are still to be implemented.</p> <p>BO stated he has been listening to the committee's discussions but he has found the groups are split between social media. BO also stated he would like to see an area for new students and also reported issues with tutor feedback.</p> <p>SM stated she has nothing to report due to being new to the position but she stated MA students work totally different to BA students. TL agreed and indicated that there's proposed changes discussed in the development meeting to BA level 3 program which may encourage student to continue onto MA courses.</p>	<p>NM to discuss tutor involvement with AC</p>
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9.	OCASA Student Survey discussion	<p>TL informed the committee the student feedback forms showed that the students were not aware of OCASA & what we do for students.</p> <p>TL wants to improve awareness & twitter was already mentioned TL also stated that the committee could write up projects that OCASA have funded in we are OCA. TL also informed the committee of the low student awareness of the OCASA website but if we write up OCASA funded events with photos in we are OCA and put a link to the OCASA website that should raise student awareness of the website along with making regular posts on the website & student discounts.</p> <p>TL asked for other idea's to raise student awareness NM stated he would like to see more NUS Extra promotions so students are aware of discounts along with the free Microsoft Office offer to students with a valid academic email address.</p> <p>KW suggested informal quarterly reports on what OCASA is doing for students Inc. a president's report & also promoting what the reps do for students without going into any detail. BS suggested creating an OCASA newsletter BO suggested getting contributions from students.</p> <p>TL suggested having a part of the newsletter for OCASA events & promotions and having another section for student issues & feedback. BO said it would be good to get feedback & stories from students that have been helped by OCASA or attended OCASA events. MR stated he would like to see NUS extra promotions within the</p>	<p>BS to create a newsletter.</p>

		<p>newsletter & summarising quarterly one off promotions that NUS extra run.</p> <p>BS asked if it's possible to get the new newsletter sent directly to students OCA email addresses directly. NM stated due to data protection this would have to go through Dee Whitmore head of operations. TL stated we could look into this further or promote the newsletter through WeAreOCA once we create the newsletter.</p>	
10.	OCASA Funded Events – Nigel and Martin	<p>TL thanked NM for organising the creative writing event. MR stated that the format of the recent music workshop was different to the previous workshop in 2015. With the help of OCASA funding the students compositions were pre-recorded which gave the students more time for discussions in the workshop. The students also got a professionally recorded copy of their compositions which proved popular.</p> <p>MR informed the committee that 20 students attended the music workshop which was an increase on the previous workshop</p> <p>NM did not attend the creative writing workshop with not being a student in that topic however there is information on the student forum with regards to asking a student to prepare a report for this event.</p>	NM to follow this up.
11.	Project 2016 and Videoing Student Funded Activities – Claire	CB didn't have anything to report due to the minutes not being published. TL stated that Project 2016 was mentioned in the development meeting & thanked CB & JU for their contribution to this project.	
12.	Student Rep Vacancies	<p>Creative Arts</p> <p>Textiles</p> <p>Fine Art</p> <p>Art History</p>	BS to create an advertisements for these
13.	Prevent Student Regulations	<p>TL explained to the committee that the college has provided draft regulations so that there are clear procedures in place if they come across radicalisation either on social media or student forums.</p> <p>NM has had a brief look at the regulations and had some comments. NM stated students will inevitably be concerned about email accounts being actively monitored and that it may be better for a single OCA nominee to be the contact point for reporting issues for escalation</p>	<p>TL asked all committee members to review the regulations and provide feedback</p> <p>BS asked to record comment on the meeting notes</p>

		<p>A conversation regarding these regulations took place between the committee & TL has asked everyone in the committee to review the regulations and send their feedback comments to her via email. TL asked even if committee members have no comments she would still like a response via email.</p>	
14.	Review of OCASA Constitution - Teresa	<p>TL stated she would like a review of Appendix A with regards to the list of degree pathways asking if they were accurate. TL stated she would like to review Appendix A paragraph 5 where she proposed one rep per subject but able to cover a second subject short term but no longer than 12 months.</p> <p>After a discussion with the committee TL agreed to make the amendments to the topics listed above & email them to committee members for comment.</p> <p>TL asked the committee if they were still in agreement that any funding applications above £500, or above the agreed subject budget allocation would need to be agreed by the full committee after it was raised from £250 at the last meeting. KW stated that she would approve of this so the budget fairly shared over the student areas.</p> <p>TL stated she would also like to review Appendix F TL proposed she would like to reduce the 4 area reps plus the chairman quorum for OCASA meetings to 3 area reps due to having to cancel the last meeting. The committee had a discussion on this and TL agreed to write up the proposed changes to send out to the committee for further comment.</p>	<p>TL</p> <p>TL</p>
15	AOB	<p>TL stated the proposal BS suggested should be taken offline in a 3-way video conversation with Paul Vincent. BS suggested also asking Alan Gardener Chairman of the Open Computer Club to be in attendance which TL agreed.</p> <p>CB asked if the information can be published from the recently funded event from the Thames Valley group so students who did not attend the event can get the information from the event.</p> <p>NM stated he would be standing for re-election in October and would like this recording. The committee welcomed this.</p>	<p>TL agreed to set up a video conversation</p> <p>TL agreed to get the information from the Thames Valley Group.</p>

		KW asked if meetings could be arranged either in the evening or weekends. After a discussion with the committee it was agreed this needs to be discussed further	
16.	Date of next meeting	TBA in August 2016	TL agreed to send some dates out for August.