



OCASA Committee Meeting Minutes 16th/17th July 2018

			Action
1.	Apologies	Rachel McManus – MA Rep Annette Bruton – Textiles Rep Justin McReynolds – Creative Writing Rep Kevin Allen – Music Rep Victoria Chamberlain – Textiles Rep Jessie Voermans – MA Rep	
2.	In attendance (in person) Via Video link, 16 th only Representing OCA	Teresa Lanham – President Andrew Fitzgibbon – Vice Pres. and Photography Rep Holly Woodward – Communications Rep Bernadette RahoJeavons - Fine Art/ Art History Rep Joanne Mulvihill-Allen, OCA Course Support Adviser Emma Maitland – Creative Arts Rep Christian Lloyd - Director of Learning and Teaching Moira Lovell - Director of Curriculum & Quality Jayne Taylor - Tutor	
3.	Minutes from last OCASA meeting	Committee agreed that the minutes from the previous committee meeting are correct and approved them.	
4.	Action Status	Item 4. <u>Actions status (ongoing)</u> 1. Meeting to arrange with Caroline Wright (Lead Tutor) regarding local funded activities. This is ongoing. 2. <u>Student reps</u> There are outstanding vacancies for the Visual Communications, Accessibility and Treasurer roles, with the Treasurer one being particularly pressing. TL to re-advertise. <u>Item 6 – rep reports</u>	TL

		<p>Using student work - TL reported that Gina Lundy had said that this was still under discussion, but the matter is being dealt with.</p> <p>Item 10. – OCASA funded activity</p> <p>Regional groups on OCA Discuss – HW has asked Paul Vincent if this is possible. It is, and the new sections should be on the site in early October.</p>	
5.	Rep reports	<p>There was some discussion about trying to provide a more varied tutor input to the OCA Discuss boards, and especially to encourage tutors from disciplines other than photography to engage. JM-A reported that Gina Lundy was aware of the issues.</p> <p>OCASA reps voiced a desire to see some sort of flagship event each year, for example a summer school, especially as it appears that annual funding will not be fully utilised by the regular study activities. OCA reported that they are discussing tying such an event in with the annual graduation ceremonies.</p> <p>The potential for crossover options at Level 2 was also discussed and OCA agreed to look at whether this might be possible.</p> <p>There was a suggestion that OCA look at opportunities for gathering students together, whether physically or virtually to improve student engagement and encourage students to form peer groups.</p>	
6.	Finance update	<p>TL gave a brief outline on the state of the financial position, as the report has not yet been finalised. There is approximately £13,000 left in the budget for 2017/18 including the NUS Extra funds, and approximately £10,000 has been spent on student activities. A question was raised about whether the NUS Extra cards could be extended from one to three years, in line with other universities and TL agreed to take it up with OCA Finance.</p>	<p>TL to discuss with OCA Finance.</p>
7.	OCASA funded activities/study visits	<p>A year after the new study visits process began, a review of progress was made. JMA reported that there were still difficulties with the regional regular study groups, and that these would organise themselves going forward to avoid confusion.</p>	

		<p>It appears that more comprehensive instructions on the financial dos and don'ts of setting up and applying for study visits are required, and JMA reported that she was currently writing these. One of the identified issues was people signing up for tutor led activities and then not turning up, which has led to some events being underpopulated on the day. It was AGREED that students would be asked to pay their student contribution upfront in future at the time of booking, so that paid tutors and artists would not be out of pocket on the day because of non-attenders.</p> <p>A point was made about the lack of information on study visits about accessibility, and it was agreed that for future events, a link would be included in the briefing notes to the venue's accessibility policy. This led to discussion about the reliability of student's pre-study day briefing packs being sent out, and OCASA suggested that some of its funding might go towards paying a tutor one day a month to administer the study activities programme. This would also help with tutor engagement for the activities. JMA reported that more admin time was required to run the programme effectively, and she was requesting this.</p>	
8.	AOB	<p>JMA asked whether the weekly bulletin was popular, as there was a suggestion that it should be made a quarterly publication. OCASA reps were unanimous in saying that it was important to keep it weekly, as it was the only OCA communication which came directly to students' email addresses, and it was vital for notice of forthcoming visits.</p> <p>Overall, it was felt that the two day meeting was very helpful to all concerned and the format should become an annual event.</p>	
9.	Academic Strategy	<p>CL and ML gave a presentation about the updating of the academic strategy, which is likely to begin rollout in November. They are looking at a more student centred model, with better integrated learning, improved accessibility, changes to study intensity options and more use of online resources. There are several elements to this, including a Digital Transformation Project to update and improve the organisation's online presence, some new BA and short courses, and Project 2018, in which JT and Emma Drye are looking at student engagement. The strategy is very wide ranging</p>	

		<p>and comprehensive and the aim is to enact it over a ten year period. As yet, it is not available for general viewing, but the OCASA reps were impressed by its range, and a little concerned about how challenging the implementation would be within current resource levels.</p> <p>OCA are also looking at a sustainable assessment model, which will be more integrated into the coursework, and will be looking for feedback from students on how this can be achieved.</p> <p>The Digital Transformation Project will look at how technology can support and drive OCA's work. It will include changes to the learning design, with slabs of learning being put into smaller, more manageable pieces, more dynamic learning and use of online resources, and a more integrated tutor/student interface.</p>	
10.	HW meeting with Paul Vincent	<p>PV explained that a new VLE (Virtual Learning Environment) was being tested from the beginning of August, which would simplify the plethora of websites that student need to be aware of and streamline their learning experience. Student's help with testing an initial stripped down version would be helpful before it is rolled out, which will involve a half day at Barnsley. The plan is to migrate all the websites to the new platform over time rather than all at once, and to learn as the implementation rolls out.</p> <p>There is a particular need for student help with improving accessibility for less abled students, and HW agreed to try to find someone who could help. They are particularly looking for students with sight loss and visual challenges, mental health issues and learning disabilities.</p>	HW to advertise for volunteers to test new VLE
11.	Date of next meeting	The next meeting has been set for 18 th September 2018 at 5.15pm	