



**OCASA Committee Meeting Minutes 18 September 2018**

			<b>Action</b>
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 Bernadette RahoJeavons - Fine Art/ Art History Rep	
2.	In attendance	Teresa Lanham – President Andrew Fitzgibbon – Vice Pres. and Photography Rep (from 6pm) Holly Woodward – Communications Rep Joanne Mulvihill-Allen, OCA Course Support Adviser Emma Maitland – Creative Arts Rep 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	<p>Item 4. <u>Actions status (ongoing)</u></p> <p><u>Student reps</u></p> <p>There are outstanding vacancies for the Visual Communications, Accessibility and Treasurer roles, with the Treasurer one being particularly pressing. They have been advertised in the new Student Regulations booklet. TL to re-advertise.</p> <p><u>Item 6 – rep reports</u></p> <p>Using student work for advertising – Gina Lundy has come back to say that for internal documents and web based work, OCA already has permission to use students’ work via their module applications, but for work which will be</p>	TL

		<p>seen outside the university, in future permission from the student will be sought prior to publication.</p> <p>Item 10. – OCASA funded activity</p> <p>TL and JM-A will draft some guidance notes for study visit organisation, especially the finance side of things. There still appears to be some confusion about the process involved, both for tutor and student organisers.</p>	<p>TL and JM-A to finalise funding application notes</p>
5.	Rep reports	<p>A rep report was received from the Music rep.</p> <p>There has not been any update on the potential for Pathway crossover between Levels 1 and 2 to date.</p> <p>TL reported on her recent attendance at the Curriculum &amp; Quality meeting, which had reviewed material changes to courses. Requests for student feedback had been posted on OCADiscuss but feedback had been very limited. Two issues had been addressed via the discussion boards, on Textiles 2, and the removal of Writing 1. Regarding the Learning Design strategy, OCA is looking to change study intensity to 3, 6 or 9 years for degree completion, with a 12 year maximum for current students. Several new courses will be offered shortly, including Interior Design and ? Interior Design will open before the end of the year but others are likely to be next year. For the Photography Pathway, Visual Dynamics and Creative Book Design courses are currently in the verification process and should go live before Christmas.</p>	<p>TL to chase</p>
6.	Finance update	<p>The 2017/18 financial accounts have not been signed off as yet, so there is no current financial report. However, TL reported that the budget was underspent. (It will be rolled over to the 2018/19 FY.) TL also reported that she still needed to contact OCA Finance about the request to extend NUS Extra cards from one to three years, in line with other universities.</p>	<p>TL to discuss with OCA Finance.</p>
7.	OCASA funded activities/study visits	<p>Tutor Rep Jayne Taylor (JT) had put together an outline description for a paid tutor role to identify and co-ordinate artist talks, workshops and tutor led study events throughout the year. At present, events can be requested either by tutors or students and coverage</p>	

		<p>across regions and subjects could be better. The role would create listings for tutors and students as a resource. TL asked whether JT would be interested in taking up this role and she responded that she would be willing to set it up and get it established, at which point she would hand it on to someone else. The committee agreed to fund JT for a pilot period of three months starting in January, of one day per month. JT asked that OCASA produce a second draft of the role description based on her first draft and TL agreed to do this.</p> <p><u>Widening Participation</u> JM-A asked whether some funding might be set aside for 'Widening Participation' to help students in financial hardship with the financial cost of attending study visits. It was agreed in principle that this was a good idea, but thought needed to be given to what criteria should be used to identify who could apply for this. TL and JM-A to discuss.</p> <p><u>Accessibility issues</u> JM-A asked for some guidance on what needed to be included in study visit packs for students with accessibility issues. TL reported that the previous Accessibility Rep had drafted some guidance for the OCA, which must be at Headquarters. JM-A said she would deal with finding it.</p> <p><u>Payments for tutors for hangouts, etc.</u> JM-A reported that this had been raised by tutors. OCASA agreed to consider the request.</p> <p><u>OCA Scotland and OCA North funding</u> It appears that neither OCA Scotland nor OCA North have put in a funding request for 2018/19 as yet. AF agreed to chase this. The established rule is that regional groups can apply for funding for up to six tutor or artist led events per financial year (August to July) at a total cost of up to £1200 per group.</p> <p>It was noted that there is very little interaction between the regional groups, with the possible exception of TVG and SW OCA (because some members belong to both groups) and this is something that might be encouraged in future.</p>	<p>TL to produce 2<sup>nd</sup> draft of role description.</p> <p>TL and JM-A to discuss.</p> <p>JM-A to locate Accessibility guidance notes</p> <p>TL to progress</p> <p>AF to chase OCA Scotland and OCA North for funding applications</p>
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8.	AOB	<p>TL reported that it had been suggested to her that OCASA might benefit from getting together with the UCA Student Union (UCASU) to exchange ideas. However, after discussion it was felt that the different student cohorts and input meant that benefits to OCA students might be very slight, and it was decided not to pursue this for the time being.</p> <p><u>OCASA emails</u></p> <p>A discussion about access to OCASA emails was held, as it appears that OCA IT and OCASA reps had a different understanding of who has access to those email accounts and how they are used. Paul Vincent has suggested that we have a single OCASA email, which could be forwarded to all reps. TL preferred to retain the president@ email, but others were happy with this idea. PV has subsequently set up a new email at <a href="mailto:admin@ocasa.org.uk">admin@ocasa.org.uk</a> which will be the main contact point for OCASA in future.</p> <p><u>Guidance notes for Facebook groups</u></p> <p>Following an issue with one of the regional groups, OCA has asked that OCASA produce some guidance notes for people setting up Facebook groups. OCA has no jurisdiction over these groups and so the responsibility for managing the groups rests with the Admins and Moderators. HW, who is on the admin team of several OCA groups agreed to draft a set of notes for circulation via @weareOCA.</p>	<p>HW to change emails on OCASA website</p> <p>HW to produce guidance notes</p>
9.	Date of next meeting	The next meeting has been set for Monday 10 <sup>th</sup> December 2018 at 5.15pm.	