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Date of this Report: 28/10/16  
Date of last Report: N/A

## What key actions have you taken to progress your officer goals since the last meeting?

Well, from September until today these are the actions I have taken to work on my manifesto goals... I am working with a final year computer science student who is developing an SU app as his third year project providing him all the support he needs. In terms of employability, I have been working together with Freya on employability month events and general employability projects such as "staff in the spotlight" or our inspiring Vlogs/interviews on how to get where you want to be and what are the challenges... (soon to come, watch out for them). I have been working closely with the Library services on campus related issues and we are now working on a library campaign to promote what they have to offer (such as 24hrs library NOW open earlier than last year).

I have been working closely with the dean of the Faculty on ensuring working ATM machine on campus, and even tho we got to the bottom of the problem I am aware they are still out of service most of the time. Fear not, I am chasing them up. I am in the process of getting a storage room for our Cavendish based societies and clubs who's material is now kept in the office due to the lack of storage space with the Head of FST technical services department, estates and dean of faculty. As part of my work on international students representation, I am bringing in the winter elections a new International students officer role to ensure their voice are being heard in this difficult times where their access to education in the UK is changing. In order to support the introduction of the role, I have offered GOALing sessions to students interested in running for the position.

For better assessment and feedbacks I am working closely with FST director of learning and teaching and students from different departments in the faculty on identifying the issues at a module and course level. A new policy is being implemented with our input and will be made effective in semester 2. I have extensively researched into the mentoring scheme and ways of expanding it, I am now working with Stephen Cole to ensure students are aware of what it has to offer and also make sure it gives every student from every subject at the university a chance to be paired up with a mentor they feel they will benefit from. There is an ongoing conversation with Interfaith advisor and students about expanding prayer rooms spaces as part of the Cavendish 5 years plan. I have been planning the consent campaign happening in January based on students consultations, huge support from head of department of Psychology and research into the work of other universities around the country. In collaboration with Dan Seemarks vp Harrow I have integrated some questions on sexual harassment and consent issues on campus as part of his survey "Safety on Campus" as additional form of consultation.

## What other actions have you taken as part of your role?

Delivered a workshop as part of our student leader residential on welfare and how to be an active bystander together with Cavendish welfare advisor and Women's Officer to all our societies presidents, captains, student media, student staff. Attended ALL FOUR CAMPUSES FANS training in summer. Delivered together with the sabb team induction talks to all the new students starting in Freshers week attending all freshers fairs and the Harrow move in BBQ

where myself and Freya Thompson picked up our Students in Raffles House on the day to then head to the BBQ together, huge turnout and such a good day. I have been working closely with our liberation officers with the sabb team extending their time of office until June 2017 so we could help and provide them maximum support in order for them to achieve their goals before leaving their roles. I am working on establishing a "Research club" in Cavendish for students to get laboratory experience through the year and develop employable skills for their future. I have taken part into #WeAreWestminster campaign as an international student and the launching of FST professional principles I have attended training and national conferences to develop as an officer and share good and bad practice with other unions in the country. Delivered course representatives training for new starting course reps.

I sat on interview panel to appoint our Student Democracy coordinator at the Students Union. With the sabb team attended the higher education show and worked with activities manager and Postgrad Engagement coordinator to put together a Postgraduate Strategy to enhance their participation in the Union's activity and in University as a whole. I attended Black History Month panels, conference, debate, food festival. Attended numerous societies events and few sports matches (Let's go Dragons LET'S GO!). I have been meeting with our Student Media Coordinator and Dan Seemarks to discuss and look into new student media spaces. Myself, Tasawar Kurshid and Dan Seemarks have been to Parliament to meet our local MP Mark Field to discuss TEF, Brexit and the consequences of it on our international students.

### What university meetings have you attended and a brief report on outcomes:

Employability task force: Working on an university wide employability strategy to implement and enhance the University Employability strategy. To figure out ways of promoting and facilitating the approach to employability across the university. Operational plans were delivered for employability strategy. Employability month events have been scheduled in collaboration with Career Development Centre and approved by the task force. General Students Union employability strategy has been discussed and approved by the taskforce.

Teaching committee: Looking at National Student Survey, Student Experience Survey, Module evaluation, feedback policy, academic integrity policy White Paper and TEF were covered with a particular focus on analysing the NSS results and discussing the Teaching Excellence Framework. Specifically in FST, room for improvement in Assessment and Feedback has been identified, therefore I am now part of the Assessment and Feedback work group to address the issue. The sabbs have pushed for more students presence on Course Review committees. It has been agreed that one returning course rep together with a sabbatical from a different faculty from the course being reviewed will sit on the committee to bring an external and unbiased point of view into the course review. Lecture capture policy has been drafted and approved in this committee showing that we are moving in the right direction. These are only a couple of the highlights when looking at the outcomes of this committee.

Faculty board meetings: Plans at a departmental level have been discussed, reports from faculty directors looked at, student union report on enterprise presented and discussed. Faculty learning and teaching plan, Learning futures coming to an end, FST Mobile Learning Project, new courses and many more were discussed. Ultimately this was my chance to get to know the heads of department in FST and understand how to work closely with each one of them.

Rebuilding International House meetings: These meetings have looked at Redesigning the University international House halls of residence. We have looked at the international and home students needs and preferences when living in halls, evaluated options such as sharing

spaces common spaces on site study spaces and spaces design. Next action is to visit our other university halls such as Marylebone and Harrow and some of those where a high number of Westminster students currently live (e.g. Raffles House, Felda House, Urbanest etc.) in order to look at good and bad practical example. This is a very exciting project.

Athena SWAN meetings: This working group aims to recognise the advancement of gender equality looking at the work of women in Stemm and other subjects, looking at their representation, journey through their careers from students to academia. Athena Swan recognises the work the university does to address gender equality looking at course level statistics, percentage of males and females on a course, numbers of females and males professors the university appoints, so and so forth. Issues of sexual consent on campus have been addressed and contextualised. This constructs valuable feedback and knowledge for consent January campaign.

Assessment and feedback work group: Working on a University wide policy on Assessment and feedback with some specifications at faculties levels. The need for a new policy arises from the poor performance in the NSS Assessment and feedback section. This working group is aiming to re - establish more consistent and realistic expectations for assessments return and quality of feedbacks.

Fairtrade steering group meeting: Fair-trade working report, renew fair-trade status and Students Union work on fair-trading were discussed. Possible SU and the sustainability working group also been taken into consideration.

Faculty Student Forum: Despite all the effort put in promoting and pushing it, FST didn't quite manage to find enough students to sit on the forum just yet, therefore the first forum has not happened. Looking forward to get on with it soon.

Trustees board meeting: General updates, sports and societies development strategy, liberation officers roles and many more have been discussed. Officers manifestos presented to the board of trustees and goals approved for the year.

### What university and SU meetings have you missed or been late for and reasons:

One Teaching committee, reason: attending NUS Zone Conference on 25th and 26th of October.

Athena SWAN meeting, reason: attending Union departmental away day to put together a strategy.

### What are your hopes and plans for the coming month?

In general to carry on with all the ongoing work and achieve THREE of my manifesto points by the next monthly report.

How many days ill	0
How many days annual leave	0
How many days other leave	2 days TOIL