



UNIVERSITY OF TECHNOLOGY, JAMAICA

STUDENTS' UNION COUNCIL MEETING

COUNCIL'S SUMMARIZED AUGUST REPORT

The UTech, Ja. student populace is requested to NOTE the developments and the recommendations presented in this report.

**Submitted by: UTech, Ja. Students' Union Council
COUNCIL 2023/24
UNIVERSITY OF TECHNOLOGY, JAMAICA STUDENTS' UNION COUNCIL**

Publication Date: March 21, 2024

Executive Summary

The purpose of this report is to highlight the matters for noting, matters arising and matters for action of all reporting portfolios for the month of August with the aim of ensuring full transparency to Y.O.U on the happenings and plans of the Council.

1. Executives

1.1. President

Matters for Noting

- *Calendar of Events*

A form was sent to collect data for events for the academic year. The form included a description of the event and the suggested date. A meeting was also held, and the draft calendar was shared. The finalized Calendar will be made public.

- *Finalized Budget*

Following the review of submitted budgets, a draft budget for the 2023/24 academic year was created. The finalized budget should also be presented in the next executive meeting. For transparency, financial updates will be provided through publicized financial reports.

- *Appointment of an Accountant at the Business Office*

To increase accountability of the Council's finances, an accountant will be assigned to the Council's Business Office. Applications will be opened soon, after which interviews will be conducted.

- *Engagement Letter to Concessionaires*

An engagement letter was prepared and sent to the current concessionaires to both

clear up outstanding balances as well as update them on the status of the campus for the new academic year. As such, we are currently in the process of finalizing concessionaires for the academic year.

Matters Arising

- *Washroom*

The President continues to face difficulties surrounding the matter of getting the roof of the washroom fixed, as well as, the three (3) inoperable washing machines. In the interim, to ensure that there are functioning machines for student use come September, the installation of three (3) new washing machines will occur

Matters for Action

- *Formation of Committees*

The following committees are to be established: Finance, Events Approval, Sponsorship, Policy Reform, and Electoral Committee.

- *Execution of Orientation*

The President is a part of the Orientation Planning Committee and will continue to assist with the planning regarding the execution of the initiative. Meetings to facilitate specific planning for Union Day will also be held.

1.2. 1st Vice President, Academic Affairs, Clubs and Societies

Matters For Noting

- *The Academic Support Unit Updates*

The developmental sessions for ASU and BOR have been completed. The ASU shirts were delivered . The ASU Directors of Academic affairs and BOR members went through a guidance session on how to use the Help Desk and so far all queries have been responded to. The relaunch of the help desk took place on September 6,2023. Project Y.O.U has been launched. ASU is currently planning for Clubs and Societies Launch and the Academic Forum.

- *The Board of Representatives Updates*

BOR was assigned with the task of doing a semester 1 challenge. In this task, each representatives will be required to state all the things they wish to achieve based on their manifesto and more. BOR was also assigned with the task of finding out the modality for each module and once confirmed the information should be relayed to their constituents. The BOR members were advised to collect the data of students facing issues during the module selection period and have those issues raised to their respective faculty heads. BOR and ASU members volunteered at the Admissions and Enrollment department to assist with the plethora of issues the department faced and gave a helping hand.

- *Clubs and Societies*

The Clubs and Societies Constitution was reviewed and each club was given a conditional approval. There are currently 31 registered Clubs and Societies at the time of completion of this report. The Clubs have also had a developmental session and a two

hour session where they were able to release all of their concerns and frustrations and learn from their mistakes. The Clubs and Societies would have participated in the week of welcome celebration on Union Day where they were able to introduce their club to new students and use the opportunity to gain new members.

Matters Arising

- *Clarity on Important Dates for AY 2023/24*

The 1st VP has noted the recent confusion as it relates to the dates for the upcoming academic year. The official calendar is currently in the process of getting approved and once this is done the calendar will be shared with students.

- *Registration for AY 23/24*

Numerous issues surrounding registration, these include but are not limited to : Add/Drop issues , late registration, Non-assignment of an academic advisor, Full modules, Absence of Grade, Financial clearance. The 1st Vice President plans to collect data on these issues and contact the relevant departments.

Matters For Action

- Meet with A.S.U to plan Clubs launch
- ASU Official Meeting
- Plan for October Events and Review Semester 1 plans
- BOR Official Meeting

1.3. VP Finance

Matters For Noting

- *Creation of Cash Disbursement Form*

This form was created to better track the use of cash funds within the office as cash would be given out without the proper recordkeeping.

- *Restructuring of Budget Line Items*

The budget line items were adjusted to reflect recommendations made by the University's Finance and Business Department.

Matters Arising

- *Accountant*

The need for an Accountant has been one that stems from last year's Council. The last update received was that individuals were shortlisted for the position and that interviews are to be conducted.

Matters for Action

- *Creation of Events Management of Funds Protocol*

It is the aim of having a protocol put in place to govern how funds are collected, recorded and handled at any event that would require such actions to be taken.

- *Completion of Budget*

The budget for the Academic Year is still in the process of being completed and should be done by the next reporting period.

1.4. VP Student Services

No report was submitted for the VP Student Services portfolio for the month of August.

1.5. Executive Secretary

Matters for Noting

- ***Students' Union Business Office Work Plan***

The Executive Secretary Ms. Annecia Gordon was tasked to create a work plan of how the day-to-day functioning of the Business office should be carried out in the absence of the Permanent Secretary. The Work Plan was greeted and sent to the President, Mr. Darby for it to be reviewed.

- ***Calendar of Events***

An Excel sheet was created and sent to the General Council by the Director of Special Projects, Ms. Leah Drummond to collect information for the proposed events, ceremonies and initiatives to take place for the Academic year 2023-2024. The President, Mr. Darby tasked the Executive Secretary to place these Events and Initiatives on Calendar Templates. This was completed by the Executive Secretary and sent to the President, Mr. Darby and the Board of Executives for discussion.

- ***Students' Union Council Shirts***

The President, Mr. Darby played an active role in finding ways and means to get the council shirts for the Students' Union Members for Orientation. All shirts are now purchased and received including shirts for the Western Campus Cohort.

Matters Arising

- *Secretary Taskforce*

The Secretary task force logo was created and sent to the Vice President, Public Relations Mr. Shamir Martin to be approved by the approvals committee. The Logo was not approved as it needs to be corrected. The Secretary Task Force Whatsapp group was created. However, the group is still not active.

Matters for Action

- *Completion of Budget*

The Budget for the Executive Secretary will be completed once the quotes and other necessary information is finalized.

- *Students' Union Concept Note*

The Concept note to track the progress of the Students' Union Council will be completed once a meeting is held with the President, Mr. Rick Darby.

1.6. VP Public Relations

Matters for Noting

- *Orientation Union Day Plans*

A marketing plan was created for Union Day of Orientation week. Most Ideas were deemed too complex in terms of turnover time so around 25% of the plan was executed.

- *Think N Change Partnership*

Following meetings and phone conversation with the owner of ThinkNChange Mr. Hanif, a sponsorship donation was secured to cover production costs on Union Day.

- *Orientation WhatsApp groups/ Notice Groups*

A fresher's community was created on the social media platform WhatsApp for 1st year students to socialize as well as see important Notices. The Council now has a new WhatsApp group for Notices which forms a part of the Unions Public Relations Community on WhatsApp.

- *Union Armbands*

The Vice President Student Services partnered with the Vice President Public Relations to sponsor 1200 Union Armbands to increase awareness and engagement among UTech Knights.

Matters Arising

- *Public Relations Corp*

The Public Relations group was created but is still in need of some work before it can be fully activated. Councilors are still yet to choose their respective PRs, which has slowed down the full activation process.

- *Rumbar Barn Branding Sponsorship Proposal*

A sponsorship proposal is currently being worked on for the rebranding of the student's activity center.

Matters for Action

- *Finalizing Freshers Fete Sponsors*

Contact with the remaining sponsors on the list will be made and confirmation of their attendance. The Possible Sponsors Include: Sleek Jamaica and Redstripe (Rum stripe).

- *The 65th Logo*

An external designer has been contacted to create our 65th memorabilia. Feedback will be provided by Mid- September.

- *Mass Meeting Plans*

The committee will meet to discuss and start the preparation for Semester 1 Mass meeting.

- *Inter Faculty Debate*

The planning of the Debating competition will continue, with the theme and number of matches decided. A Concept Note for the event will be submitted by Friday September 15th, 2023. The Event is Scheduled for October 4th, 2023

- *Freshers Fete Marketing Plan*

Following the responsibility matrix, a marketing plan will be submitted on Sunday September 10th, 2023, for fresher's fete.

2. Representatives

2.1 Graduate Students' Representative

Matters for Noting

- *The Sourcing of Items for Collection Drive*

Sophie's Place was identified as the Children's Home all the proceeds from the Collection Drive would go to. As reported in the previous reporting period the Graduate Students' Representative had selected the Sophie's Place Children's Home for this initiative. Sophie's Place is a haven for mentally and physically disabled children in Jamaica. The representative has secured three large boxes that will be placed at the Students' Union Business Office, School of Graduate Studies, Research & Entrepreneurship Office and the FELS Graduate Studies Office. It should be noted that the students that the Graduate Students' Representative interacted with are in support of this collection drive.

- *Basic Necessities for the Graduate Students' Lounge*

Miss Wright will be purchasing tea items to be used in the Graduate Students' Lounge.

Matters Arising

- *Registration Woes*

Closer to the end of the reporting period some graduate students were still not able to access the Student's Portal to confirm their modules and select a payment option. The Admissions Unit is aware of this matter and is working hard to fix the issue on their end.

- *Missing grades Graduate Students*

It was noted that some Graduate Students have not received grades from Semester 1 2022/23. This issue should be rectified by the next reporting period because the Programme Directors were made aware of this situation.

Matters for Action

- ***Maintaining a Social Media***

Maintaining a Social Media presence is very important as such the Graduate Students team has recreated a new Instagram page to post the happenings in the University.

2.2 Resident Students' Representative

No report was submitted for the Resident Students' Representative for the month of August.

2.3 International Students' Representative

Matters for Noting

- ***Students Accommodations***

As reported in the last report by the International Students' Representative, there was a number of students without accommodation. The issue was brought before the International Students Office requesting their assistance. Fortunately, the International Students Office acted swiftly in this regard and have successfully assisted some students and offered their recommendations. The International Students' Representative has noted that the students are now with accommodation and attending school. However, there is an ongoing concern for those students staying at 138 Students Living as it has been reported that they are transitioning to only accommodate UWI students.

- ***Academic Log***

Student Enrollment

During the enrollment period a number of international students and at least one local student reported that they were experiencing issues with the Online portal as it related to module selection and schedules not being generated. These issues were report to the 1st Vice President during the module selection period. During this period students were also advised on measures to take in order to rectify some of the issues, as a result the students who made a report were able to move forward on to the ten-step procedure. It has also been noted that students were not informed or for the fact that it takes some time (generally two to three business days) for their account to be updated after payment is made and in the case of wiring money or paying through other means will require of them to complete a form and show proof of payment/wire details.

Matters Arising

- *Update of student grades*

From what have been reported students were on able to select modules due to not being progress and grades not being updated on time, and from what was observed this issue has been ongoing and continues to be an issue for students. This resulted in students not being able to select their modules due to the course being full and cannot accommodate any more students or students being at a disadvantage of starting the semester late.

Matters for Action

- *Students Assistance*

The International Students' Representative and his committee members aim to assist the new students to smoothly transition to a new environment. The goal for student assistance is also extended to the returning students who will need assistance in other areas such as academics.

- *Students Exposure*

In relation to students' assistance action to be taken the International Students' Representative and his committee members are planning to go on a trip around heroes' day holiday weekend to expose the students to what Jamaica has to offer and see some of Jamaica's culture outside of Kingston. These plans are being worked on and will be confirmed by the 28th of September 2023.

2.4 Faculty of Law

There was no report submission from the Faculty of Law Representative for the month of August..

2.5 School of Engineering

Matters for Noting

- *ECD Grant*

The flyer for the grant was shared with the student body. Applications were submitted and an interview panel consisting of executive members of the

student representative body reviewed those applications. Student 2001476 was awarded the grant on August 8th, 2023.

- *Children's Home Visit*

On Saturday August 12th, the Community Service Committee hosted a children's home visit to the Mustard Seed Children's Home. The event was attended by the student executives in aims to strengthen the team's relationship and ability to work together. At the visit, students read books, and played games with the children.

- *SOE Preparedness Initiative*

On August 11th and 18th, a group of students met with the lab technicians of the school of Engineering to host a readiness assessment of all the labs and classrooms rooms on the school's building. The team was able to assess the rooms in terms of their general safety and state of the equipment/machinery that is present.

- *Church Visit*

The School of Engineering Spiritual Development Committee hosted a church visit on September 3rd to the Papine New Testament Church of God. The visit allowed the student body to have a sense of newness and an encouraged mind heading into the academic year.

- *Academic Log*

Module Selection Sensitization Session

On August 14th, a module selection sensitization session was hosted for the 1st year students to aid in the smooth selection of their modules and answer some of the students' unresolved questions. Topics such as module selection, understanding their module guides and module codes, importance of their academic advisor and levels of modules were discussed with the students.

Publication of Year and Whatsapp Class Groups

The Academic Affairs team worked to ensure that whatsapp groups for each year and discipline were up to date and shared with incoming students. Class whatsapp groups for each module that engineering students do, with the exception of university electives, were created and shared with the students on the Rep Body's webpage, the Warlord's Hub.

Missing Modules from Module Selection Page

As students began choosing modules for this semester, it was noted that various modules were missing from the module selection page such as Academic Literacy for Undergraduates 1, Critical Thinking, Reading and Writing, B. Eng. Mathematics 3 among others. A form was created to collect the modules that students weren't seeing on the portal along with their contact information. This form of missing modules with student information was shared with the admissions department and various colleges where the modules are offered. It was noted that some of these students were having

qualification issues and it prevented them from accessing certain modules. Other modules are now on the site that was once missing.

Module Expansion Request

A form was shared with the students to gather information on modules that have filled up that students would still like to sit in this semester. This issue is especially noted with first year students as they have recently gained access to the module selection page. It is also noted that some final year students are requesting spaces in modules that they need to do this semester in order to graduate this academic year. Requests are being sent to the various program directors and school representatives; requesting spaces in these modules that the form had collected.

Matters Arising

There are currently no matters arising from the School of Engineering Representative portfolio.

Matters for Action

- *Engine Experience Video Series*

Video topics for the video series are being reviewed and a schedule for filming of the videos is being created. The rep body aims to have the videos posted by the week of welcome.

- *Editorial Training Session*

Video topics for the video series will include: Introduction of the Student Representative Body, Student Services offered by the representative body, a pre-tour of the School labs and important school offices as well as a recap of Faculty Orientation Day. The videos are in the editing stage, they are to be posted beginning in September.

- *Back to School Drive*

The beneficiary school for the back-to-school drive has been contacted and has agreed to the proposed partnership. The flyer request for this event has been submitted.

- *Health Card Awareness*

A publication is being made to notify students on where and how to pick up their health cards.

- *Stationary Supplies for Engine Student Services*

It was noted that the Engine Office currently lacks the necessary stationery supplies to meet the needs of the students on a day to day basis. Hence, a list of items to acquire was made that would meet the demand of the students. This list will be modified based on the state of the inventory as time progresses.

- *Sports Week Recruitment Process*

The Sports committee has been reaching out to students from the School of Engineering enquiring about their interest in participating in the Utech Students Union Sports week which is proposed for September 18-22, 2023. A google form was shared to increase the awareness about registration.

2.6 College of Health Sciences

Matters for Noting

- *Modality for the Upcoming Academic Year*

The modality of all classes was uploaded to the website for all programs.

However, contrary to what was stated in these diet sheets many students found that after selecting and confirming modules most were face to face.

- *Election of Program Representatives*

The election of program representatives is of utmost importance to ensure all student issues are duly addressed, however, unfortunately several programs, namely, BPharm, BSc. Med. Technology, BSc. Child and Adolescent Health are still unrepresented; however, another has been elected for the program Health Information Technology. The other programs are expected to have a representative by the end of September.

- *COHS Faculty Day*

The COHS student representative and members of the Representative body were present at the orientation exercise for Faculty Day and had the opportunity to engage with students and parents as well as assist the administration where necessary

- *Academic Log*

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Matters Arising

● *Student Progression Issues*

Several students have said they are still not progressing, some due to missing grades. These students have attempted to reach out to the lecturers and as such the student representative hopes that come Monday all students will receive grades and will thereafter be progressed and able to select modules. Board of Examiner meetings have been ongoing and with this progression for CSON students in general.

Matters for Action

- *RLGL Planning*

The planning for the RLGL party is still in progress with a chosen name of “Traffic Jam”. The date slated for this event is October 12th and will be done in conjunction with ECAC and the Students’ Union. Promotional activities are set to begin this week.

- *Validity of Grading System*

The student representative is currently in possession of a letter from the NCJ (Nursing Council of Jamaica) which contains details on grading systems to be used to assess nurses and midwives. The representative is still trying to ascertain information on other programs such as the Bachelor of Pharmacy program to compile a report on the validity of the grading systems within the COHS to be submitted to the President of the USU.

- *Academic Advisement*

The student representative upon questioning students and seeking information at the College would have noted that no advisors have been assigned. The College states that a list is being made and that currently students are to utilize their Program Directors for any academic advisement.

2.7 Caribbean School of Architecture

No report was submitted for the Caribbean School of Architecture Representative portfolio for the month of August.

2.8 Faculty of Science and Sport

Matters for Noting

- *Modules Selection Process*

Several Students were unable to select their modules because they had not progressed. A list was created with all the affected students and was submitted to the Program Director. After a span of two working days, the affected students were successfully able to select their respective modules. Despite this Progress, some students continue to encounter difficulties, as module selection remains impossible for them. In response, a second form has been circulated among these students. This form seeks essential information from them while they patiently await the resolution of the module selection matter. The link for both forms can be found in the appendix.

- *Academic Log*

System Defaults with Add/Drops, Moodle, and Evison Students Portal

Students were unable to access Moodle, Add/Drop, and the Evison student portal. The issue with the student portal and Moodle has been rectified for most students. However, for some, tier 1 is still trying to address those issues. The issue concerning UTech online and the Student Portal is still a work in progress and a positive explanation has not been provided to the students yet. The link for the forms is found in the appendix.

Missing Modules: MAT3004 and MAT1024

The Engineering Representative reached out to me stating that students are not seeing ("B. Eng Mathematics 3")and "MAT1024 (Linear Algebra). An Excel form was created with the affected student's information.

Module expansion request

The School of Computing and Information Technology Students' Representative Reached out to me stating that MAT1024 (Linear Algebra), MAT1008 (Discrete Mathematics), and MAT1047 (College Mathematics 1B) are full and would like an extension or more occurrence for these Modules. An Excel was created with the affected student's information.

Matters Arising

There are currently no matters arising from the Faculty of Science and Sports Representative portfolio.

Matters for Action

- *Academic Advisement Seminar*

Per the UTech Students' Union Constitution, an academic event is to be hosted by the Students' Representative Body to facilitate communication between staff and students. This semester's event is scheduled to be held in September 2023. It is expected that students will be greeted by the Dean and students will be reminded of academic rules and integrity.

2.9 School of Building and Land Management

Matters for Noting

- ***Faculty Orientation***

The faculty orientation was held on August 23, 2023. The execution of the event was exceptional. Students had the opportunity to converse with their student representative committee body.

- ***Modality for Courses***

Mr. Jahiem Anderson released a document that contains the courses and their respective modalities for Semester 1, Academic Year 23/24 to the student populus.

- ***Academic Log***

Student Portal

Several students had issues with accessing the student portal, either getting a prompt stating that they have been temporarily barred or they weren't progressed. The Students Representative committee had to contact admissions and the finance department to resolve the majority of the issues students were facing.

Moodle Platform

Mr. Jahiem Anderson was made aware that the Moodle Platform was down on August 28, 2023. Mr. Anderson then contacted Dr. Jackson, Ms. Paul and Ms. Gail-Clue about the issue and after a few minutes the CED-QS website was updated with the current class information and was sent out to the student populous.

Module Selection

The students of School of Building and Land Management were disgruntled because, The course Critical Thinking, Reading and Writing formerly known as Academic Writing 2 was not being displayed on the portal for several days. This caused a number of outbursts and chaos amongst the students. The matter was sent to the Faculty of Education and Liberal Studies and to the students representative Ms. Reanna Shakespeare. On August 19,2023 the module was seen visible for students to select.

Module Offering Date Changed

Mr. Jahiem Anderson was made aware by Ms. Crystal Gail-Glue on August 16, 2023. That the module Project Analysis will now be offered in Semester 1 and Financial Management will now be offered in Semester 2. A notice was created by the Student Representative Committee and was sent out to inform the students.

Matters Arising

- *Land Surveying Equipments*

Mr. Jahiem Anderson is aware that the students in the Land Surveying Division still have not yet received new equipment to facilitate their practical effectiveness. Mr. Jahiem Anderson spoke about it with the Head of School and the Dean to rectify the issue.

Matters for Action

- *Renovation of Office Space*

The School of Building and Land Management Representative, alongside the Caribbean School of Architecture Representative, will continue the renovation of the

office space to ensure that the space is conducive for visits by students following the resumption of school.

- *Meeting with Western SBLM Liaison*

Mr. Jahiem Anderson is to meet with Ms. Nastascia Baker to discuss the plan of action that will be taken for the students that were affected by having to drop classes due to the poor planning by the faculty.

2.10 Faculty of Education and Liberal Studies

There was no report submission from the Faculty of Education and Liberal Studies Representative for the month of August.

2.11 School of Hospitality and Tourism Management

Matters for Noting

- *Module Selection*

Module selection opened on August 14, 2023. A number of issues would have occurred during the module selection period, such as blank timetables, incorrect module codes, and minimal module occurrences. These issues were reported to the necessary parties, and they were resolved.

- *Orientation*

Orientation was a success. The representative was not present due to circumstances. However, the executive body pulled through and executed the orientation process beautifully in her physical absence.

- *Uniform*

Uniforms have become mandatory due to the full face to face modality for SHTM. There is an ongoing issue with our supplier as it relates to meeting demand and reliability. After a full assessment of this issue and how the students are being affected, an alternative was given by Mrs.Weir until the students were able to acquire this uniform.

- *Academic Log*

- Module Selection*

- Students were not able to select SHTM specific modules such as customer service when the selection period was open. After relaying the issue to the necessary personnel, it was resolved.

- Blank Timetables and Module Code Errors*

- After selecting modules, registered students were not able to see a timetable. Some were not able to choose specific modules, such as Human Resource Management, due to an incorrect module code. The representative relayed the issues, and they were resolved.

- Module Occurrences*

- Core modules were being filled quickly due to the few occurrences being offered. The representative lobbied for more occurrences, and the request was successful.

Matters Arising

- *Food Handler's Permit*

There is still an issue with the Food Handlers Permit, and the representative is exploring other avenues so the students of SHTM will have access to it.

- *Accommodation Issue*

Some students are still unable to secure a place to live, which is cause for concern, as all SHTM modules will be conducted face to face.

Matters for Action

- *Food Handler's Permit and Name Tags*

The representative hopes to conduct a batch of food handlers and name tags for the new academic year.

- *Uniform Accessibility*

The SHTM representative is exploring ways for students to have more access to the official SHTM uniform and the alternative to minimize the hassle for the students. Campus visits and group orders are possible options.

- *Brother/Sister Mentorship Initiative*

Students will be assigned to someone a year above them to facilitate a mentorship relationship throughout the academic year.

2.12 School of Computing and Information Technology

No report was submitted for the School of Computing and Information Technology Representative portfolio for the month of August due to him being on approved Leave of Absence.

2.13 Joint Colleges of Medicine, Oral Health and Veterinary Science (JCOLL)

Matters for Noting

- *Modality of Learning*

The JCOL Students' Representative, along with the BOR, was tasked by the president of the USU to formally request the modality of learning for the upcoming academic year. After this information was provided, it was disseminated to the students within the faculty.

- *Preparation for Orientation*

With the new academic year approaching, the USU was tasked with preparing for orientation 2023–24. The BOR was also assigned to work with their respective faculties to ensure students were engaged on the faculty day of orientation.

- *Registration Academic Year 2023-2024*

Registration for the new academic year commenced on August 14, 2023. Unfortunately, it was not without challenges, as most students would have experienced difficulties registering for the new academic year. Further details are outlined in the academic log.

- *W.O.W Orientation for the Academic year 2023-2024*

The week of welcome was held from August 20 to 26 and was an undeniable

success as students were exposed to and engaged with various sessions and activities at the university and what would be expected of them during their tenure.

- *Academic Log*

- ELPT Students*

- The JCOL Students' Representative received multiple reports from primarily 1st year students regarding not being able to select academic literacy due to their grades not being updated. This matter was quickly addressed and resolved overtime.

- Enrollment and Admissions*

- The JCOL Students' Representative received multiple general reports from students regarding the service or lack thereof from members of staff within the respective department. This was primarily due to the influx of students that needed to be assisted during the registration period and other surrounding factors; to combat this, the USU provided support where applicable.

- Missing Modules*

- The JCOL Students' Representative received multiple reports from students regarding certain modules that were missing from the e-vision portal, i.e., microbiology and biostatistics, among others. This matter was quickly addressed and resolved overtime.

Prerequisites

The JCOL Students' Representative received multiple reports from students regarding receiving error messages from the e-vision portal that they did not meet the correct prerequisites or that they needed different prerequisites than what was advised on the module selection guide. This matter was quickly addressed and resolved overtime.

Timetables

The JCOL Students' Representative received multiple reports from students regarding issues with generating blank timetables and with the portal not confirming where on the timetable modules were clashing. This matter was quickly addressed and resolved.

Financial Clearance

The JCOL Students' Representative received multiple reports from students regarding not receiving financial clearance to complete their 10-step in the registration process. This matter was quickly addressed and resolved.

Moodle Online

The JCOL Students' Representative received multiple reports from students regarding not being able to access Moodle online. This matter was quickly addressed and resolved.

Core Modules Selection

The JCOL Students' Representative received multiple reports from students regarding selecting core modules which were reported as full. This matter was quickly addressed and resolved

Matters Arising

- *Budget for Sports and Equipment*

It was brought to the attention of the JCOL Students' Representative that there should be a fund allotted to each faculty for the purpose of sports and the procurement of sporting equipment. This fund was lobbied for by the USU some time ago but was discontinued during COVID. The matter was raised in the BOR WhatsApp group as I wanted the reps to check if they also had access to a similar fund, but due to the issues surrounding registration, this matter was overlooked. I am therefore requesting that this be made into an action item by the president, as this fund should be of great benefit to all faculties.

Matters for Action

- *Health Cards*

The JCOL Students' Representative is to schedule a meeting with the dean to review the "health card issue" reported by the oral health students

2.14 School of Business Administration/Joan Duncan School of Entrepreneurship, Ethics and Leadership

Matters for Noting

- *Academic forum*

On August 11, 2023, Joval Wilkinson the student representative along with the support of his committee members hosted an academic forum targeted at the incoming students and returning level 2 students. The purpose of this event was to desensitize students to the module selection process, We discussed grade forgiveness to raise awareness of that, aspects of regulation 3 were spoken on, and special guest Mrs. Lewin Gordon from the student's relation office gave a presentation on everything her office handles to further inform the students. The turnout for this event was 105 students and the medium used to air this forum was Zoom.

- *Academic Log*

Issues with selecting modules

At the beginning of the new semester, there were a number of students who had issues selecting modules even though they would have paid their ECD, Upon investigation it was discovered that the students were not able to select modules as Utech at the time was having an issue with funds reflecting especially with the third party company Bill express for this to be resolved the Student Representative was advised to advise students to email sobastudentfin@utech.edi.jm with their receipt as proof so they could receive financial clearance.

Lobby for the new class occurrence

During the module selection students reached out to the student representative about their concerns about classes being full and requesting extra spaces. In one module in particular Business Law (LAW2001), after receiving numerous requests for class expansion the representative decided to create a Google spreadsheet to record the names and ID numbers of the interested students. 60 students showed interest and a new class occurrence was created on Wednesdays at 6 p.m. after sharing this data with the program director.

Rearranging Timetable

Another issue that plagued students during module selection was a system glitch that would stop students selecting certain modules namely introduction to management accounting and HRM stating that students needed the proper prerequisite module even though these modules either didn't require a prerequisite module or the student already met at the requirements to do said module . After conversations with the SOBA office the problem was solved and the representative was advised to advise students to use the Add/Drop system to gain entry to their classes if they had already selected modules but were still interested in doing these modules.

Matters Arising

- *Honor Wall Update*

The Representative is currently seeking information on the best course of action as it regards to the honor wall on building 5. The representative feels that an update to the names listed on the wall is necessary as students who perform exceptionally well in academia should be honored, also the current condition of the wall not is up to standard and should be refurnished.

Matters for Action

- *Team for week of sports*

The Representative is currently working with his sports coordinators to conduct tryouts for the students to join the various sporting teams for the week of sports scheduled for September 18-22.

2.15 Western Campus

No report was submitted for the Western Campus Chairperson portfolio for the month of August.

3. Directors

3.1 Sports

There was no report submission from the Director of Sports for the month of August.

3.2 Editorial

There was no report submission from the Editor-In-Chief for the month of August.

3.3 Special Projects

Matters for Noting

- *Laundromat Repairs*

The Representative from the FMD provided insight as to why the repairs on the washroom is yet to commence. Though a rigorous and necessary process, awaiting bids from contractors will take a number of weeks if not a few months. Therefore, a new strategy needs to be established as to the operations of the Laundromat going forward.

- *Students Union Council Conference Room Termite Issue*

The Facilities Management Department was made aware of the termite issue that exists in the USU Conference room and we are currently awaiting their response on the matter.

Matters Arising

There are currently no matters arising from the Director of Special Projects portfolio.

Matters for Action

There are currently no matters for action from the Director of Special Projects portfolio.

3.4 Health and Safety

Matters for Noting

- *Restocking of the First Aid Kits*

A quotation for complete health kits has been obtained from Cari-Med Group Limited.

This quotation has been forwarded to Ms. Letts.

- *Health Fair*

Upon revision of the calendar of events, the health fair has been moved to semester 2.

As such, no more progress has been made regarding health fair.

Matters Arising

There are currently no matters arising from the Director of Health and Safety portfolio.

Matters for Action

There are currently no matters for action from the Director of Health and Safety portfolio.

3.5 Community Service

Matters for Noting

- *2023 Orientation Conference*

The Community Service Department's Orientation conference was held on August 24, 2023, under the theme: "Utech, Jamaica Thrives at 65: Driving Sustainable Development through Community Service". The Director of Community Service played a part in sourcing one of the biggest turnouts the conference has seen in the last few years. There was also a tour of the different community service sites facilitated on the day and representatives from the

different organizations there to provide valuable information to students.

- *Bring Back the Love Through Restorative Justice, August Town, UWI, UTECH Games*

The program director for the Sizzla Youth Foundation, Mr. Kenneth Wilson enquired of the number of teams that could be sourced from the University.

Teams were requested for football, netball and domino games. The Director of Community Service informed Mr. Wilson that he should send a project scope and timeline via email, so that it may be shared with the council to see how best to approach the initiative

- *International Coastal Clean Up*

The Director has completed the registration process for the International Coastal Clean Up. The director aims to clean at least 3 beaches with a possible river cleanup being a part of the planning process. The beaches have been identified as Sunset Beach - St. James, Turtle Beach – St. Ann and Sand Sand Beach – Portland.

Matters Arising

- *International Coastal Cleanup*

The date for the international Coastal Cleanup will be September 16, 2023. A site coordinator orientation is scheduled for August 22, 2023, where the Director of Community Service will obtain the data cards and other relevant information for the initiative.

Matters for Action

- *International Coastal Cleanup Registration*

The Director shall attend the site coordinator orientation on August 22, 2023.

- *Teach the Youth*

The Director shall compile an overall report on the Teach the Youth Initiative outlining the planning and execution process as well as possible implications and recommendations to avoid them. He shall also schedule a meeting with the major stakeholders of the initiative to identify and evaluate needs of these communities and how the Council may better assist to fulfill their needs.

3.6 Spiritual Development

Matters for Noting

- *Evening of Praise (University Chapel)*

Mindful/Wellness Sessions for Union Members

Resources were provided to union members surrounding the wellness sessions.

This is aimed towards assisting members in performing to the best of their abilities. Some members indicated use of these resources.

- *Church Service for Orientation and Devotion for Union Day*

Occurred on August 20, 2023, and August 22, 2023 respectively in the Alfred Sangster Auditorium. There was a successful completion of the services.

- *Fresh Kut Union Freshman event*

Held on Friday, August 25, 2023. The Director provided Beverage management, catering assistance, post-event sanitation and venue maintenance.

Matters Arising

There are currently no matters arising from the Director of Spiritual Development portfolio.

Matters for Action

- *Publication of chapel schedule for clubs, societies and cell groups*

Schedule establishment for clubs, societies, and cell groups to use chapel for their meetings, as well as, publication for transparency purposes. On making the schedule public, reassignments and suggestions will be taken into consideration.

- *Execution of Evening of Praise*

On September 08, 2023, at 6pm in the University Chapel; fellowship and worship session for members of the university centered around the theme, “Be renewed and Refreshed in the Lord.” is to be held.

- *Execution of Prayer Breakfast for September 20, 2023, at 9:00 am in the Alfred Sangster Auditorium. Members of the university and University community will join in communal prayer and worship for a successful year.*

3.7 Elections and Regulatory Affairs

No report was submitted for the Elections and Regulatory Affairs Portfolio for the month of August.

3.8 Entertainment and Cultural Activities

Matters for Noting

- *Communication with Campari/ Wray and Nephew*

In respect of the Proposal, the Director spoke with the assistant of the head of sponsorship at Campari. They have expressed an interest in Fresherz Fete and Final fete; conversations are ongoing.

- *Execution of Fresherz Social*

The event was a success, the attendance was adequate and the production needs were sufficient to satisfy the needs of execution.

Matters Arising

There are currently no matters arising from the Director of Entertainment and Cultural Activities portfolio.

Matters for Action

- *Planning for Fresherz Fete*

The director has started to develop a concept for Fresherz Fete. The director intends to do further planning towards Fresherz Fete in all categories necessary to execute the event.

- *Planning for Fresherz Social*

The director is actively seeking a catering company, and DJ for Fresherz

Social.

- *Sponsorship Meetings*

The Director intends to continue conversations with Campari/Wray and Nephew and other sponsors. The Director is also in the process of making the necessary arrangements to ensure the production needs are adequate for the event.

Conclusion

This report was submitted in an effort to provide the UTech, Ja. student populace with a summarized yet detailed update on the happenings and doings of the UTech, Ja. Students' Union Council. It is the expectation that addressing the items under Matters Arising and approving the recommendations provided under Matters for Action will greatly enhance students' academic life while improving the image of the University internally and externally. The Students' Union Council is cognizant that policy making can be a slow and tedious process, but we are determined to work with the University to find amicable solutions to the issues faced by students on all levels.

Submitted by:
UTech, Ja. Students' Union Council
October 23, 2023