



UNIVERSITY OF TECHNOLOGY, JAMAICA

STUDENTS' UNION COUNCIL MEETING

COUNCIL'S SUMMARIZED OCTOBER 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

During the Month of October, the Council ensured advocacy was seen on all levels. The purpose of this report is to highlight the matters for noting, matters arising and matters for action of all reporting portfolios 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

- *Formation of Events Approval Committee*

An events approval committee was formed as of September 12, 2023. This committee will mainly be responsible for vetting the various event forms submitted and coming to a decision regarding either approval or denial of said events, as well as providing suggestions for adjustments where necessary to ensure the events are catering to what the students need or desire.

- *Policy Reform Committee*

The Policy Reform Committee Terms of Reference was created and shared with the VP Student Services who will be the chair of said committee and is now in charge of ensuring the formulation of same. This committee will exist to review policies and suggest updates or adjustments to ensure they are to the standard of students best interest.

- *Concessionaires*

We have finalized some concessionaires for the academic year namely Nectar, Barns Cafe, Inzone Bar & Grill, Submerge, Reggae Jamming, and Campus Cuts. We are still in the process of finalizing additions.

- *Data Protection Act Committee*

The President continues to sit on the Data Protection Act Committee and attends weekly meetings for same

- *The Grade Forgiveness Policy*

The Council has successfully advocated for the grade forgiveness policy to be applicable for all modules and this is to be implemented for the upcoming academic year. Further details surrounding the policy will be available throughout the course of the academic year and an educational campaign will be launched surrounding the policy.

- *Students' Union Website*

Work is currently being done on improving the Council's website to facilitate utilizing the space for posts and transparency. Financial reports and summarized Council reports will be made available on the website.

- *Student Activity Center Development*

- Thanks to work started by the 2022-23 Council, the Council has now been able to successfully make Barns Cafe wheelchair accessible as the outlet has now been equipped with a ramp and a concrete platform for standing.

- The Students' Activity Center has now been equipped with three (3) additional seats. Special thanks are extended to the 2022-23 Council for the work that was initiated and to the Facilities Management Department. This is one of the first steps towards the incremental development of the activity center aimed towards making it a hub of student activities and the prime area for learning outside of the classroom. The Council is also in the process of advocating for Wi-Fi accessibility inside the activity center.

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Matters Arising

- *Presidential Tour*

The University President upon his arrival on the 11th of September invited the Students Union President to accompany him on tours of the various faculties and schools.

However, the tours were interrupted/delayed due to the unexpectedly large number of

issues that were being identified in the first faculty tour. As such, the President is currently having to participate in numerous faculty tours which affects the ability to balance other important tasks.

- *Washroom*

The President continues to face difficulties surrounding the matter of getting the roof of the washroom fixed, as well as issues with inoperable washing machines. Currently, there is only one washing machine in operation. The new washing machine needs to be serviced. The President is in the process of acquiring a new washing machine for the washroom, which seems to be a lengthy process. Work continues to be done on the washroom to provide maximum service to all stakeholders and constant improvements are being made. While there are challenges, the President remains committed to addressing these challenges as they arise.

Matters for Action

- *Proposal for an Extension of Clubs and Societies Timeframe*

It is the aim of the President to create a proposal to the University's Administration regarding granting an extra hour to the current existing Clubs and Societies Timeframe on Thursdays. The proposed timeframe will be Thursdays between 2:00pm-5:00pm or Thursdays between 3:00pm-6:00pm.

- *Proposal for the Reinstallation of Evening School*

It is the aim of the President to create a proposal to the University's Administration regarding the reinstatement of Part-time/Evening School. This is in aim of increasing advocacy for especially working students, to ensure that they are not being constantly placed at a disadvantage with just being provided with choosing from day classes.

- *Formation of Committees*

The following committees are to be established: Finance, Sponsorship, and Electoral Committee. The President continues to work assiduously to have these committees formed as soon as possible to enhance accountability and productivity in these areas.

- *Campus Readiness*

The University President will be conducting an assessment of the Student Activity Center to determine its level of readiness for increased student traffic. This assessment includes checks for termite infestation within space.

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

Matters For Noting

- *Policy Review*

The academic supervisor alongside the Quality Assurance Officer and the Academic Advisor are currently in the process of reviewing the policies in Regulation 3.

- *Clubs and Societies*

The Clubs and Societies official registration period for the academic year 2023/2024, officially opened on June 27th and closed on August 4th. The current number of clubs fully registered and those whose documents are being reviewed are thirty-four (34) for the Papine campus and three (3) for the Western campus, adding up to the sum of thirty-seven (37) registered clubs. Information of these clubs will be available on the UTech Students Union Website and Academic Support Unit IG page.

Matters Arising

- *Exams while overseas*

A number of students contacted the 1st VP and raised issues surrounding having face to face exams despite their modules being fully online. This concern stemmed from the fact that they are currently overseas.

Matters For Action

- *Club Integration*

Communication between local tertiary institutions is ongoing for the semester for club activities. This event is scheduled to be held on November 9th, 2023. Club Integration Day is a large networking social event for both Knights and other Universities Clubs and Societies. The idea is to have the different communities come together to promote inter clubbing and joint projects between different clubs and societies within our campus and our neighbours.

- *Study Lymes*

To support students' academic success by providing valuable resources for exam preparation and promoting a deeper understanding of course material. Additionally, to alleviate stress, improve learning outcomes, and promote a culture of peer-to-peer support within the community. This will be held face to face on campus starting in November and lasting until the ending of the exam period. Planning will commence October 28th.

1.3. VP Finance

Matters For Noting

- *Creation of Rental of Space Protocol and Agreement*

This document is currently being created to outline a clear procedure as it relates to the renting of the SAC for an external stakeholder who may request it.

- *Review of Financial Protocols*

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. However, a meeting is to be held with the USU President, myself and Chief Business and Finance Officer to determine the way forward

Matters for Action

- *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

Matters for Noting

- *Grants and Bursaries*

The Grants and Bursaries application for tuition and dorm grant closed on October 2, 2023 with a total of 268 applications. The breakdown is as follows:

1. Main Campus - 187 Applicants
2. Western Campus- 42 Applicants
3. Dorm- 39 Applicants

- *Love Bus Program*

Love Bus Program

The schedules and WhatsApp group links were shared for the respective groups. Most drivers have signed their contracts.

Matters Arising

- *Love Bus Program*

Regardless of the recent increase in fares, there will be no increase in student fares until a review meeting in January to determine if an increase is necessary.

- *Love Lunch*

The Love Lunch Programme did not start because there are still discussions to be had to measure the feasibility of the program and decide what the agreement would be with the different concessionaires. Currently, a budget restructuring is taking plan to reassess the mode of delivery.

- *Grants and Bursaries Applications*

The applications are currently being processed and analyzed by the selection committee. Applicants will know their status by the first week of November.

Matters for Action

- *Student Entrepreneur*

The Student Services is currently planning a campaign for Global Entrepreneur Week (November 13-19, 2023)

- *Announcement of Grants and Bursaries Recipients*

The Grants and Bursaries recipients will be notified via email and ID publication on Students' Union Platforms.

1.5. Executive Secretary

Matters for Noting

- ***Launch of the Taskforce***

The Launch of the Secretary Task Force will be held on November 7th, 2023. It will be a collaboration with the Secretary Workshop which is to be executed by the Executive Secretary. Additionally, a form was made and sent to all council members in order to access the necessary information from the secretaries from the various communities, committees and clubs across campus to become a member of the Secretary Task force.

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

This document was created and sent to the President, Mr. Rick Darby to be reviewed, the Secretary awaits his communication.

- ***Tag Drive Launch***

The Launch ceremony for Tag Drive will be held on Friday, November 10th, 2023 at the Lecture Theater. A Further update will be provided.

- ***Project Drop Off Initiative***

It is still within the intention of the Executive Secretary to restart the Project DropOff .

Poster- A meeting was held with the Executive Secretary, Ms. Annecia Gordon and the Editor- In- Chief Mr. Maurice Thomas on September 15th, 2023 to discuss the specks of

the poster to be created for the Project Drop off Initiative. Since then, the poster was created outlining the processes and steps to go through in regards to the drop off and was sent for approval. However, adjustments are continuously having to be made to it, hence the delay in the start of the initiative.

Matters Arising

- *Students Union Council Professionalism Policy*

It was brought to the attention of the Executive Secretary, that members wearing the powder blue Students' Union Council shirts are not wearing the correct attire to complement it. A formal communication will be made to address this matter as it is not professional to be uncoordinated and untidy.

- *Stationary Initiative*

On September 14th, 2023 the Executive Secretary went to request quotations for items to be sold at the UTech Students' Union Business Office. She went to Kingston Bookshop and Sangsters Bookstore to get quotations requesting similar items in order to outline the cheapest alternative.

Matters for Action

- *Professionalism Policy*

A formal letter will be sent to outline the dress code of the Students' Union Council in order for us to be properly dressed as decent and professional individuals

- *Secretary Task Force Foundation*

Partnership Letter- The Secretary Task Force Foundation will be a partnership between Heart Trust NTA and The University of Technology Students' Union Council. This letter should be drafted and presented to the Students' Union President for approval.

1.6. VP Public Relations

Matters for Noting

- *Inter Faculty Debate*

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

- *Finalizing RLGL Sponsors*

Contact was made with sponsors on the PRs Contact list. The VP awaits feedback from each and will follow up with each in short order if a response is not received within a reasonable timeframe.

The VP Public Relations assisted with the execution of marketing strategies in support of the overall execution of the 2023 Teach the Youth program. Such strategies include content creation for posting and drone shooting videos.

Matters Arising

There are currently no matters arising from the VP Public Relations portfolio.

Matters for Action

- *InterFaculty Debate Competition*

With the aim of increasing student engagement, the VP Public Relations will continue plans surrounding the execution of the annual debate competition to be held in Semester 1 of the upcoming academic year.

- *Mass Meeting*

The VP Public Relations will commence plans for the execution of the first mass meeting of the academic year to be held in Semester 1.

- *Pink Day*

The PR Team is looking into creating and executing a breast Cancer Awareness Campaign Plan.

- *Revamp of the Union Instagram Page*

The Unions Social media pages are currently under evaluation by the PR committee.

2. Representatives

2.1 Graduate Students' Representative

Matters for Noting

- *Collection Drive*

Another avenue is being explored by the representative in sourcing items for the collection drive. Persons have also been reaching out to the representative to make arrangements to donate items. The beneficiaries of this drive are mentally and physically disabled children.

Matters Arising

- *Graduation Registration Issues*

Graduands of the M.Ed Educational Leadership and Management were still unable to register for graduation as there was a system issue. These students were able to see the name of their award but were still getting an error message. A meeting was held between the Graduate Studies Office representatives and the Records Office team regarding these sets of students on October 25, 2023 for this issue to be rectified.

Matters for Action

- *Graduation registration issues*

The graduate students' representative continues to provide support and assistance to students who are requesting help with registering for graduation.

2.2 Resident Students' Representative

Matters for Noting

- *Fusion Cares Initiative*

This initiative was scheduled to start in the month of October. However, I have

not gained enough funds nor sponsorships to begin this. I have reached out to Lasco iCool beverages and snacks and they have agreed to work with me on this project. My aim is to begin as soon as possible with whatever I have then we will expand as the time goes by.

Matters Arising

There are currently no matters arising from the Resident Students' Representative portfolio.

Matters for Action

- *Maintenance*

The resident assistants from each hall will be tasked with providing a list of issues being faced on their hall. A document comprising of all these issues will be forwarded to the Facilities Management Department (FMD) and Accommodation Unit for possible solutions and timelines for such.

2.3 International Students' Representative

Matters for Noting

- *Student Exposure*

Plans were being made for the international students to make a trip to Dunns River Falls and Park on October 27, 2023. This activity was successful and the

contribution of transportation and refreshments from the Students' Union Council was greatly appreciated.

Matters Arising

- *Graduation ceremony*

As we anticipate Utech, Ja annual graduation ceremony a number of students have reached out for assistance, this ranges from registration to accommodation for official photo to be taken. On October 27, 2023, an email was sent to the President Mr. Rick Darby in regard to this matter. Once information on these matter are given it will be relayed to the students.

Matters for Action

- *International Day*

It is with pleasure that the planning for the international day has started, it has been discussed that the following will need to be addressed:

- i. A representative for each country that will be present.
- ii. The funds that will be given to each country
- iii. The responsibility of each committee member

- *Second International trip*

The International students have requested another trip in December. The planning for this has been discussed with the committee members and the international students' office and has been relayed to the President Mr. Rick Darby. It has been

taken into consideration, however, considering that most of the international students are planning to return home right after the last day of exams it would not be feasible. Nonetheless for those who will be here we will try to plan an activity especially for those who will not be going home for the Christmas holiday.

2.4 Faculty of Law

Matters for Noting

- *OSCOLA, Essay Writing, and IRAC Session*

This session was held on the 13th of October 2023 via the Zoom Platform. Two students from the final year law program hosted this session to educate law students on how they should go about writing their essays and answering problem questions. Students were also taught the style of referencing that is used in legal writing.

- *Tutoring Program*

The faculty of law representative committee has launched a tutoring program year 1 modules are tutored. There is at least one session for each module and students are assisted with topics that they find challenging and given tips on how to approach their individual assignments. This program is set to run until final exams.

Matters Arising

There are currently no matters arising from the Faculty of Law Representative portfolio.

Matters for Action

- *Can Drive*

Tin items will be collected during the month of November to go towards a donation during December. This donation will be towards a children's home in Montego Bay.

2.5 School of Engineering

Matters for Noting

- *Raise the Praise*

The Spiritual Development Committee successfully hosted the Raise the Praise worship session on October 19th, 2023 at the Caribbean Sculpture Park. The event featured artists such as: Perry in Christ, Bawnagain, JohnMark Wiggan, and Be Encouraged with Dania. The event has helped to set the tone for a greater gospel concert to take place in semester 2 of the academic year, Spiritual NRG.

- *'4.3 Engine'*

The Mentorship Committee hosted their academic forum '4.3 Engine' on October 23rd in room LT-10B. Students were provided with academic tips from student leaders in each engineering discipline as well as insights on the program from Program Directors

and Subject Leaders: Mrs. Carolyn Ferguson - Arnold, Mr. Omar Symister and Mr. Damian Cummings.

- *Engine Movie Night*

The Fundraising Committee held a movie night on October 20th at 4:00 p.m in rooms 1A30 and 1A31. The movies scheduled for viewing were ‘John Wick 4’ and ‘The Blackening’.

- *Breast Cancer Awareness Initiative*

The Health and Safety Committee launched a breast cancer awareness initiative known as #WarlordsGoPink where engineering students were encouraged to dress in pink in support of breast cancer awareness. The month also featured the representative body putting out videos on social media surrounding breast cancer awareness as well as the distribution and selling of breast cancer awareness pins.

- *Health and Safety Tips*

‘Health and Safety Tips’ Initiative to raise awareness on various health issues that will aid the students throughout the semester was provided by The Health and Safety Committee. Tips will be shared Wednesday weekly/ bi weekly.

- *Academic Log*

- Access to Study Rooms*

- A form was shared with the engineering student body to collect the students’

interest in having study room(s) open to them for the rest of the academic semester. A summary of the responses is to be shared with the office of the Head of School of Engineering. Additionally, contact is to be made with the library to learn more about the current study rooms available and encourage students to utilise those rooms until an update is provided through the head of school.

Module Request for Semester 2 AY 23/24

The academic affairs team is to create a form to collect students' interest in sitting modules in semester 2 that are traditionally offered in semester 1 with reasons provided. The form will be shared to students during the week of October 30th and the responses shared with the respective program offices shortly thereafter.

Contact Listing for Senior Project

Upon request, a form was shared to collect the contact information for students sitting the module Senior Project this semester. The responses of the form were shared with Mr. Vaughn Alexander, Mr. Andrew Johnson and Mr. O'Neil Mason.

Matters Arising

- *Tutoring and Mentorship Program*

A host of mentors and tutors have signed up for both programs. It is the intention

of the Mentorship Committee to launch the Mentorship and Tutoring Program within the week of October 30th.

- *Health and Safety Kit*

A budget was submitted with items to fully restore both of the student body health kits. The items are set to be bought within the week of October 30th.

Matters for Action

- *'Engine Tools' Stationery Supplies*

The Student Services Committee has fully assessed the list of stationery items desired by the student body and has begun selling these items. The stationery range from pens, pencils, calculators, graph sheets, notepads, markers, folders, graph papers etc. A flyer to promote the stationery items is to be shared with the student body before the end of the month.

- *Engine Drive Launch*

The Mentorship Committee plans to launch the Engine Drive resource file to the student body before the examination period begins. The drive is currently being reviewed by a team of students to ensure the resource files are up to date with the university's requirements and procedures RE sharing past paper materials.

- *Food Fiesta*

The Fundraising Committee plans to host the 'Food Fiesta' fundraising activity in

November that will have menu items such as: Barbie - Fried Chicken, Stewed Pork, Esco Fish Fillet and Lo Mein from Chungs Catering Services. A final date is to be shared and possible sponsors contacted for the event.

- *Engine x SCIT Devotion*

The Spiritual Development Committees of the School of Engineering and School of Computing and Information Technology have begun planning a joint devotional session on Monday and Friday mornings. A flyer for the devotion is to be published to officially announce the addition of SCIT to the initiative.

- *Engine x SOBA Prayer Meeting*

The Spiritual Development Committees of the School of Engineering and School of Business Administration plan to host a prayer meeting in November geared around preparation of exams. A guest speaker for the event is being booked.

- *Warlord Empowerment Session (W.E.S.) II*

The Spiritual Development Committee plans to host the second instalment of the Warlord Empowerment Session this month. A date for the event is to be finalised. Due to the traction received from the Raise the Praise session, the band 'Freedom Worshippers' has expressed interest in playing at the second instalment of the empowerment session.

2.6 College of Health Sciences

Matters for Noting

- *RLGL Execution*

The traditional party, RLGL was held in collaboration with SOBA. The party was entitled 'Traffic Jam'. This event was not excellently executed but according to patrons it was an enjoyable experience. The event did not make a profit but rather a loss.

- *Office Hours*

The Student Representative intends to implement office hours for which a schedule has already been assigned as this will assist in hearing and dealing with student issues, however, the office must first be cleaned and refurbished before progressing with this service.

- *Microwave Service*

A schedule has been created to man the microwave service at the representative office, however the office is in such bad condition that this service cannot be offered unless it is cleaned and refurbished. The fund for this activity is limited.

- *Academic Log*

Preparedness for Exams and Tests – Challenging Modules

Many students have expressed not being ready for tests and exams and have cited struggling with the transition from online to face to face school as the major cause. The Student Representative is seeking to find avenues along with the College administration to help students prepare adequately for these tests and exams. This will tackle one of the priority objectives that focuses on improving academic performance in the College.

Study Lymes

The representative body is interested in conducting “Crash Course” study lymes for students for the most challenging modules with focus on the most challenging topics. The student representative has acquired this information from the student body and intends to share the plans and data associated with this event with the college as a collaborative initiative would be welcomed. Modules include Pharmacology, Biochemistry, General Chemistry, Biostatistics and more.

Matters Arising

- *Teaching Strategies for High Failure Modules*

The students within the College have consistently cited issues about the teaching style of several modules both within and outside of the college that have high rates of failure. Students complain that reading from lecture slides only is common and limited real-life applications exist. The student representative intends to collate information from students on these specific modules and what difference they would like to see so that greater academic excellence can be seen

within the college through communication with the college administration. This will also tie in with the crash course lymes.

Matters for Action

- *Office Cleaning*

The cleaning of the office is critical to offering student services hence this will begin the week of the 29th of October. This is expected to be completed by the 6th of November.

- *Submission of Outstanding Concept Notes*

The student representative is currently collating all necessary information to submit all outstanding concept notes in the time frame stipulated so that key events may take place to the benefit of the student body of COHS.

2.7 Caribbean School of Architecture

Matters for Noting

- *Mental Health Forum*

CSA hosted a Mental Health Forum on October 10th 2023. Although the turnout was generally low due to classes running overtime, the forum was enjoyed by those in attendance.

- *Brother/Sister Social*

CSA's Brother/Sister Social was held on September 29th 2023. The patrons

included students from all year groups as well as a few alumni and non-CSA students

- *First Year Initiation*

On September 28th 2023, the first years were initiated into CSA based on previous CSA Culture. The initiation involved an introduction of the CSA Committee and ice breakers/games to allow persons to get to know each other.

Academic Log

Complaints about Intro to 3D CAD Lecturer

Complaints have been made by students of the Introduction to 3D CAD (CMP3023) class about the lecturer. Students have said that Tamara Bradshaw has not been following the schedule that was placed on the website nor has she been keeping in tune with the module outline. Due to this, extra classes had to be implemented and even more extra classes have been requested by the lecturer which comes as an inconvenience to the students' timetable. The students made this matter aware to the module coordinator who has since arranged for a meeting with the lecturer and program director. The module coordinator has also advised the students to write a formal complaint to the program director.

Matters Arising

- *Workshops*

Due to various reasons the series of workshops to be hosted as a collaboration

with CASA was postponed. Due to such, the decision has been made to reduce the number of workshops to one based on students' needs. A date is yet to be decided.

- *Kaleidoscope*

The Kaleidoscope Exhibition is scheduled to happen in November of this year.

The Committee is currently in the process of identifying sponsors and finalizing the budget

- *Pink Run*

The CSA Committee has organized a team of students to participate in this year's Pink Run held by ICWI Cares scheduled for October 29th 2023

- *CSA Merch*

A team has been created to focus specifically on CSA Merchandise. A new provider has been contacted and the possible inclusion of novelty items are in the works.

- *Academic Forum*

Due to various reasons, the academic forum was postponed. The new proposed date for the Academic Forum is November 2nd. This is also expected to be joined with a part two version to the Mental Health Forum.

Matters for Action

- *FOBE Office Renovation*

Renovations for the student representatives' office at FOBE has begun but have not yet been completed

2.8 Faculty of Science and Sport

Matters for Noting

- *FOSS resources drive/library link.*

The Students' Representative for the Faculty of Science and Sports, Mr. Daequan Ingram, along with the Director of Academic Affairs, visited the library to inquire about the availability of alternative links for past papers and book resources. This inquiry arose due to the financial burden on students who are required to purchase expensive online books. Mr. Ingram and Ms. Bailey are currently awaiting an update in order to enhance the FOSS Google Drive. This update will enable FOSS students to access a wide range of materials, including books and practice questions, as well as past paper questions relevant to the various modules they study during each semester.

Academic Log

Module Expansion Request (Engineering Mathematics 1)

A request for an extension was submitted and subsequently approved for Engineering Math 1. Students have been given the opportunity to select modules for this course. However, in the latest list, Mr. Ingram received, the selection deadline

had passed, so students were recommended to opt for an elective course for this semester and plan to take Engineering Math 1 in Semester 2 instead.

Matters Arising

- *Academic Advisement Seminar*

The academic advisement seminar aims to empower students by offering them a platform to express their concerns and ideas regarding academic policies, campus life, and their overall educational journey. It also serves to enhance students' comprehension of the institution's policies and regulations that impact their academic path, promoting responsible and well informed decision-making.

- *Maintain CPR and First Aid training*

The health and safety coordinator will organize and conduct a training session in which students will be accompanied by specialized personnel who will help them study and finish these training sessions to be of support in dire circumstances. This seminar will be hosted on campus and an experienced and certified representative will lead the exercises.

Matters for Action

There are currently no matters for action from the Faculty of Science and Sports Representative Portfolio.

2.9 School of Building and Land Management

Matters for Noting

There are currently no matters for noting from the School of Building and Land Management Representative portfolio.

Academic Log

Sunday Test

A few students reached out to the representative seeking information on tests being conducted on a Sunday. I spoke with the students and the situation was explained and rectified.

Matters Arising

- ***Building Standard Performance***

the representative is disgruntled about the urgency that is being taken by the Facilities Management Department, as some areas of the faculty need renovating. The matter was raised in a faculty board meeting, following that the President did a walkthrough of the entire faculty, however some of these matters need to be rectified urgently.

Matters for Action

There are currently no matters for action from the School of Building and Land Management Portfolio.

2.10 Faculty of Education and Liberal Studies

Matters for Noting

- *Faculty Walk with President*

The student representative was in attendance for the tour conducted by the president of the university and other heads of department. This tour was done to introduce the president to key staff members and current condition of the faculty also assessing what aspects need improvements. Questions regarding the student's experience were answered by the representative.

Academic Log

Class Link Request

The student representative made contact to a lecturer for the module Community Service CSP1001. Quite a few students raised a concern of being unable to access the link for the module. Attendance is a component for progression for this module hence access was of utmost importance.

Matters Arising

- *Challenges with Lecturer*

The student representative received a letter of grievance from a third year class from the Ba. Communication Arts & Technology for the module . The letter address issues with the teachers performance and attitude towards the class. The concerns were not having a clarity regarding module direction, losing grasp of the material, being behind in the module it was mentioned that they only were taught

content from week 1 at this stage, the lecturer's tardiness and cancellation on short notice were some of the student's concerns.

Matters for Action

- *Upcoming FELS WEEK event*

The student representative has been meeting with the committee body to plan the proceedings of the event are a part of the schedule week. The logistics were researched by the necessary executive members of the committees. A final decision will be discussed in the upcoming committee meeting.

2.11 School of Hospitality and Tourism Management

Matters for Noting

- *Uniform Suppliers*

SHTM is actively taking proposals for new uniform suppliers. The current company of interest is P3.

- *Graduation*

As graduation approaches, a few issues have arisen. Some potential graduates have expressed not being financially cleared and they have no debt or still not seeing any sign of their academic status. The representative relayed the issues to the necessary persons and she was advised to inform them to continuously check for updates.

Matters Arising

- *Weekend Tests*

Students have expressed the unfair nature of tests being issued on weekends and additionally, outside of the scheduled class time. The representative is lobbying for tests not to be conducted on weekends and by extension outside of the scheduled class period.

Matters for Action

- *SHTM Sports Jerseys*

The representative body is actively working on acquiring football and netball jerseys for our teams and in addition sporting equipment.

- *Partners/ Alumni*

The representative body has been actively vetting partners to work with SHTM and forming an alumni with past students who are actively working in the field for networking purposes. However, the search has been a bit challenging.

- *SHTM Brother-Sister Social*

SHTM Brother- Sister Social is coming up on the tentative date of November 11. The different SHTM Coordinators have been planning to strive for a smooth execution on the proposed date. Students have been notified and are currently signing up for the event.

- *Student Survey*

The representative body has sent out surveys to collect data on student needs both at school and personal welfare. After the data is received, the body will assess the best way forward. Additionally another form is being created for SHTM students to find current issues within the faculty so that the matters can be addressed as soon as the compilation is done.

2.12 School of Computing and Information Technology

Matters for Noting

- *Academic Forum*

The School of Computing and Information Technology Representative Mr. Percival Roberts held an Academic Forum to sensitize students to the University policies while giving them a platform to voice their concerns.

- *Donation Drive*

The School of Computing and Information Technology Representative Mr. Percival Roberts launched a donation drive. The aim of the initiative is to collect monetary and technological donations to benefit a SCIT student in need. For the initiative there is currently one past student onboard who pledged her assistance.

- *Animation Students ID*

Animation students have expressed their dissatisfaction with the status of their Identification Cards not being programmed which hinders their access to the lab. The representative is in dialogue with the Animation Program director to have the issue rectified.

- *Student Safety*

The School of Computing and Information Technology representative Mr. Percival Roberts requested that the stairs leading to the SCIT office be fitted with anti-slip tape to ensure that the likeliness of students injuring themselves when the stairs are wet is decreased. Additionally, an assessment of the entire SCIT building was requested to identify potential hazards and to identify solutions to improve student safety. The representative made the following recommendations.

- Window Safety Films: Reinforce windows with safety films to prevent shattering in case of impacts, reducing the risk of injury.
- Adequate Signage: Clearly mark exits, safety equipment, and hazardous areas with appropriate signage.

Academic Log

System Issue

A student was unable to select a major project due to a system issue. At the time of report submission, the issue persists but it has been reported and is being investigated.

PELICS Grade Entry

A Student was experiencing some difficulties with her grade entry for the Professional Ethical and Legal Implication of Computing Systems grade where a mix-up occurred. The issue is still being worked on by the lecturer.

Matters Arising

There are currently no matters arising for the School of Computing and Information Technology.

Matters for Action

- *SCIT Merchandise Sale*

The School of Computing and Information Technology representative Mr. Percival Roberts plans to launch a SCIT Merchandise sale to boost income for the school of computing representative body. The Merchandise will include keyrings, stickers and armbands. The Income will go towards powering future initiatives.

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

Matters for Noting

There are currently no matters for noting from the Joint Colleges of Medicine, Oral Health and Veterinary Science Representative Portfolio.

Academic Log

Student Registration

The JCOL Students' Representative received multiple reports from primarily DMD students that a certain percentage of cohorts within the program were unable to complete registration within the allotted timeframe. This matter was brought to the attention of the Dean and Program Director and was addressed accordingly. The Students' Representative also received reports from the office of the Dean that the matters surrounding students facing retroactive registration have also been addressed.

Deadline For ECD

In light of the recent matters surrounding the registration of the DMD students, the JCOL Students' Representative received a request that the ECD payment schedule be changed for the DMD students as they feel that it is somewhat unfair for them to register so late while having to meet the payment deadlines imposed by the university.

Bus System

The JCOL Students' Representative received multiple reports from students regarding the buses that transport the students to and from satellite campuses

Matters Arising

- *Mental Health Awareness*

In light of the recent report from the dean regarding the DH student and other surrounding circumstances, I am proposing that we, as a council, push

to create or promote more initiatives to support the mental stability of our student body.

Matters for Action

There are currently no matters arising from the Joint Colleges of Medicine, Oral Health and Veterinary Science Representative portfolio.

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

Matters for Noting

- *First-year Student Social*

On September 30th The SOBA/JDSEEL Representative along with the aid of the first-year experience coordinator executed a social located at the SOBA gazebo which was aimed at creating a welcoming and enjoyable experience for students and fostering a sense of community.

- *Mentorship*

The Student Representative along with the assistance of the SOBA/JDSEEL Mentorship Coordinator has been working earnestly to recruit tutors with a mastery level of understanding in major modules such as College Maths, Microeconomics, and Introduction financial accounting to name a few. Study Groups have also been created so that students can join and share past papers.

- *Weekly Devotions*

The SOBA/JDSEEL Executive body continues to host devotions on Mondays and cascading motivational quotes on Wednesdays in an effort to motivate the students and feed their spiritual appetite. The Monday devotion sessions are held via Google Meet and are led by the Spiritual development coordinator who has seen steady growth in the number of attendants.

- *Red Light Green Light*

Through a joint effort with the COHS Representative and the SOBA/JDSEEL the event, Red Light Green Light was executed after a long 3 year hiatus mainly due to the Covid-19 Virus

Matters Arising

There are currently no matters arising from the SOBA/JDSEEL Representative Portfolio.

Matters for Action

- *First- Aid Kit*

The Representative has taken the initiative to purchase supplies for the First-Aid Kit located in the Representative's Office.

2.15 Western Campus

Matters for Noting

- *Pinktober Bake Sale and Mini Health Fair*

The Western Campus has planned a health fair and bake sale for October 30. The event should provide students, staff and members of the general public with the opportunity to

benefit from health services to be provided on site and generate income for a community service project to follow.

Matters Arising

- Internet Issues

The Western Campus is still experiencing internet issues and it is hampering students' ability to get tasks done. I was once again reassured that the issue is in the process of being addressed.

- Microwave Issues

Western Campus students currently do not have access to a microwave, which has been a longstanding inconvenience for those who rely on reheating meals or preparing hot food items on campus. This issue can affect students in various ways, from limited meal options to increased expenses and time constraints. The Subcouncil aims to purchase a microwave for students and staff to use by the end of the semester

Matters for Action

- *Western Campus Academic Forum*

The Western Campus is the process of planning an academic forum to take place during the second week of November. The intention is to have a list of issues provided by the students form the basis of the forum. Based on issues raised previously students are interested in gaining a better understanding of the finance and accounting that goes into tuition calculations.

- *Community Service Project*

The sub council should finalize plans for another community service project to take place in November. The intention is to visit a children's home that is on the community and donate items of food , clothing and other essential items.

- *Trivia and Games Session*

A trivia and games session is planned to take place at the Dome Campus in November. It is expected to be a collaborative project, amongst the editorial committee as well as with two other Sub-council members. The expected turn-out is around forty (40) students and it entails some games and quizzes/trivia aimed at getting the students from the varying faculties to interact with each other, with prizes at stake.

- *Study Sessions*

Western Campus Faculty Representatives should begin planning and organizing study sessions in anticipation of upcoming end of semester examinations.

3. Directors

3.1 Sports

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

3.2 Editorial

Matters for Noting

- ***Editorial Workshops***

A workshop will be held for committee editors to share with and learn from each other; the proposed time for this is October 21,2023. Additionally, a similar workshop will be held for the general student population/committees. This is where students can learn about what we do as editors and a possibility to learn about a few beginner tips on how to get started.

Matters Arising

- ***Union Magazine***

The Editor-in-Chief and his team have been referencing magazines and other biographies. Information that will be present in this magazine is about the events and initiatives that the council members have achieved throughout their tenure. This is so that students can see that their student body leaders are acting, not just sitting with a role.

Matters for Action

- ***Organize council photoshoot***

Photoshoot will be scheduled for Tuesday September 12 at 5:30 pm and Thursday September 14 at 11:00 am but due to not all councilors being present and the lengthy discussion of the contract with the photographer, it has been rescheduled for October 29, 2023.

3.3 Special Projects

Matters for Noting

- *Laundromat Repairs*

The repairs to the laundromat are yet to be done, however the laundromat is opened for business and is operational with 2 washing machines and 3 dryers. The initiative and the plans are in place to repair current machinery for maximum usage and profit.

- *Red Light Green Light Support*

The Special Projects committee contributed to logistic and organization of the SOBA and COHS staging of Red Light Green Light Party held in the Student Activity Centre on October 12 , 2023.

Matters Arising

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

Matters for Action

- *Haunted – Halloween Rave*

The Special Projects committee is contributing to the logistic management and organization of the Halloween Rave to be held on October 26, 2023.

3.4 Health and Safety

Matters for Noting

- *Mental Health Awareness Day*

The Health and Safety Committee collaborated with the VP Public Relations to create a flyer and video promoting Mental Health Awareness which included asking students “What stresses you out the most and how do you relieve that stress?” We also encourage students to visit the counselling unit if need be.

Matters Arising

- *Inter-Faculty Football and Netball*

The Health and Safety team is and will continue to be present for each match of these competitions. There have been some minor injuries sustained by students such as sprains, cuts and bruises which have been treated by a member of the Health and Safety team.

Matters for Action

- *“Don’t Mek the Rum Dweet” Campaign*

As requested by Mr. Darby, the purpose of this campaign is to promote responsible drinking. This campaign will be done in collaboration with the Editor in Chief and the VP Public Relations.

- *Earthquake Awareness*

Upon discussions with Mr. Darby, it was decided that it would be best to make an informational video displaying what to do and what not to do during an earthquake instead of just a flyer. This idea will be pursued

instead.

- *Health Kits*

The request for the purchase of five (5) health kits has been approved and will be purchased on Monday, October 30, 2023.

3.5 Community Service

Matters for Noting

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

This initiative was not executed as the running time of the event coincided with the Interfaculty Sports fixtures. Additionally, a partnership with the Director of Sports was necessary for its success though one could not be forged provided that he was executing a flagship event. There were also difficulties in assembling the different teams required since they were already participating in the Interfaculty Sports Competition.

Matters Arising

- *Tag Drive 2023/24*

The annual Tag Drive has been postponed until further notice with a marketing plan and promotion of the event still to be implemented.

Matters for Action

- *Initiatives*

Other initiatives and outreach are to be coordinated by the Director in place of the Tag Drive for this semester.

3.6 Spiritual Development

Matters for Noting

There are currently no matters for noting from the Spiritual Development portfolio.

Matters Arising

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

Matters for Action

- *Praise session*

To be held in November 2023 prior to the examination period. Budget and concept note underway for submission for approval.

3.7 Elections and Regulatory Affairs

Matters for Noting

- ***Formation of a Policy Reform Committee***

The establishment of a Policy Reform Committee was created to enable the Students' Union to serve the student population more effectively by ensuring that the existing policies are advantageous to students.

- ***Revision of the Constitution for Clubs and Societies***

A revision of the constitution for Clubs and Societies was conducted to ensure that the policies and regulations are of the highest standard and to accommodate any necessary adjustments.

Matters Arising

There are currently no matters arising from the Director of Elections and Regulatory Affairs portfolio.

Matters for Action

- ***Advocacy Awareness Week***

A walk will be done around the school to showcase the council's advocacy work and its impact on the student body. This event will involve discussions, presentations, and opportunities for students to get involved in advocacy projects.

- ***Shadow Cabinet***

A program that helps students prepare for councilor roles by providing training, mentorship, hands-on experience, and guidance on campaigning and policy development.

It aims to equip students with the knowledge and skills needed for effective student government leadership.

- ***Journey to Council***

A program that allows students interested in becoming councilors or leaders to take on specific council roles. Through this journey, participants learn how to operate in these roles and gain practical experience in the Students' Union Council. This program serves as a stepping stone for students aspiring to become effective leaders within the university's council.

3.8 Entertainment and Cultural Activities

There was no report submission from the Director of Entertainment and Cultural Activities for the month of October.

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*