



UNIVERSITY OF TECHNOLOGY, JAMAICA

STUDENTS' UNION COUNCIL MEETING

COUNCIL'S SUMMARIZED SEPTEMBER 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 September 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

- *Washroom*

Following the difficulties surrounding a few inoperable washing machines. To ensure that there were functioning machines for student use in September, the installation of three (3) new machines occurred; one washing machine and two dryers.

- *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*

A recent Data Protection Act Committee was formed by the University's Administration, where I sit as a member. In essence, the committee is responsible for vetting the current procedures in place to ensure that the university and its affiliates, including the Students' Union Council, are following the Act.

Matters Arising

- There were no matters arising at this time.

Matters for Action

- ***Formation of Committees***

The following committees are to be established: Finance, Events Approval, Sponsorship, Policy Reform, and Electoral Committee. This is in aim of increasing accountability, opportunities, advocacy and productivity from these areas. There were some delays, however it is the intention of the President to have these committees formed by the next reporting period.

- ***Campus Readiness***

The University President should be conducting an assessment of the Student Activity Center to determine its current level of readiness especially serving the student traffic since the beginning of the academic year. This assessment includes checks for termite infestation within the space. I am required to participate in this assessment.

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

No report was submitted for the 1st Vice President, Academic Affairs, Clubs and Societies Portfolio for the month of September.

1.3. VP Finance

No report was submitted for the VP Finance Portfolio for the month of September.

1.4. VP Student Services

No report was submitted for the VP Student Services Portfolio for the month of September.

1.5. Executive Secretary

Matters for Noting

- *Administrative Duties*

The roles of the Executive Secretary are being fulfilled to its fullest capacity. Various papers, reports and meeting minutes are being recorded for the better functioning and order of the Students' Union Council.

- *Secretary Task Force Foundation*

The Executive Secretary aims to begin a secretary task force foundation aimed at benefiting the secretaries from the various student leadership bodies across the university's campus through receiving a HEART/NSTA certification in the secretarial field. The Executive Secretary will be initiating conversations with HEART regarding the possibility of this partnership.

- *Projector*

The Executive Secretary, Ms. Annecia Gordon saw the need of the Students Union Council owning a projector. On September 14th, 2023 she went to Innovative Systems Limited, and Royale Tech at the Sovereign center to request quotations for two projectors which were a Viewsonic Projector. Further updates will be provided once available.

- *Stationary Initiative*

On September 14th, 2023 the Executive Secretary Ms. Annecia Gordon went to request quotations for necessary 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. Further updates will be provided once available.

Matters Arising

There are currently no matters arising from the Executive Secretary portfolio.

Matters for Action

- *Professionalism Policy*

A document will be created to outline the dress code of the Students' Union Council in order for us to be properly dressed as decent and professional individuals in a unified and easily identifiable way.

- *Secretariat Workshop*

The Executive Secretary will be hosting a secretariat workshop following the creation of the Secretary Task Force Foundation.

- *Project Drop Off Initiative*

It is within the intention of the Executive Secretary to restart the Project DropOff Initiative. The following should be actioned to facilitate this:

Educational Campaign- This campaign will serve as an educational advertisement as to what the project drop off initiative is and what it entails as well as the processes and steps

to get served properly. This campaign will be held at the sculpture park at the University of Technology.

Project Drop off Process- Students will receive a quotation for printing and drop off fees, after a payment is made a receipt will be sent to the student. The quotation will include a printing cost and a set drop off fee of \$450. Firstly, students will email their assignment to be dropped off to print@utechstudentsunion.com. Secondly, students will get quotations and submit a proof of payment, and finally after the proof of payment is received, the drop off is scheduled.

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. The poster will be created outlining the processes and steps to go through in regards to the drop off.

1.6. VP Public Relations

Matters for Noting

- ***Freshers Fete Sponsors***

Contact was made with the remaining sponsors on the list. Redstripe would have stated that they were unavailable for that event. Sleek Jamaica would have also been unable to attend the event. As such, we had to resort to another alternative, which was to hire another photography company to provide event coverage for the event. A marketing plan was also created for the event.

- *The 65th Logo*

An external designer was contacted to create our 65th memorabilia. We received multiple designs from the designer over the last few weeks, however we are still in the process of determining the final design. This is so that we can facilitate the best representation of our already existing logo, being slightly modified to accommodate the 65th idea without changing our logo completely.

- *Mass Meeting*

My committee and I met to discuss preparations surrounding the Semester 1 Mass meeting. The event is scheduled for Thursday, October 26, 2023 between the hours of 3:00-5:00 pm in the Students' Activity Center. A responsibility matrix was also created for content coverage of the event.

Matters Arising

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

Matters for Action

- *Inter Faculty Debate*

The planning of the Debating competition commenced. All information regarding the theme and number of matches were decided. The theme decided on was “ “. A Concept Note for the event was created and submitted to the President for review and approval. Initially, the event was scheduled for October 4th, 2023. However, given certain unavoidable circumstances it had to be postponed. As such, I will be working towards having the event held in February of the second semester.

- *Accountability Matrix Creation*

The VP Public Relations saw it fit to have my committee restructured to facilitate increased efficiency and effectiveness from the various roles. With this in mind, it is my intention to create a responsibility matrix to ensure accountability for my committee members in carrying out their duties. This is in aim of facilitating effectiveness from the committee and my portfolio at large. In addition to that, plans of actions were also submitted for review and compiled for execution. This is to ensure that all members are on the same page.

2. Representatives

2.1 Graduate Students' Representative

No report was submitted for the Graduate Students' Representative Portfolio for the month of September.

2.2 Resident Students' Representative

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

2.3 International Students' Representative

Matters for Noting

- *Student Assistance*

The International Students' Representative continues to provide support to his constituents by assisting them in areas needed for them to be settled in this new

country for school. He assists in areas such as registration and enrollment, as well as, providing insight on documents needed to obtain necessary documentations such as their TRN.

- *International Students Meeting*

A meeting was held on September 7, 2023 with the international students. This meeting was held for a number of reasons, such as introduction to the UTISA Student Representative and to the UTISA committee members, to inform the students about the importance of extension of stay stamps along with the cost associated, to inform the students of the upcoming census date, and inform the students of the different student aids and resources that are available to all students at the University of Technology, Jamaica.

- *Extension of stay stamp assistance*

To clarify, the extension of the stay stamp is needed by all international students. This stamp shows that the student is given permission to reside within Jamaica during the period of their studies without having to leave periodically (every 3 months) and having to pay a fee of around JMD \$50,000 upon exiting the island of Jamaica. At the meeting held with the new international students on 07th September 2023 the immigration forms were handed out by the International Students Office. Students were informed to complete section A & B of the form and submit these forms along with a bank draft or manager's cheque valuing JMD \$10,000 (the cost set by the immigration office for students extension of stay stamp). Students were given up until the 22 September 2023 to submit these documents to the International Students Office.

Matters Arising

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

Matters for Action

- *Heroes Day Weekend Trip*

It has been decided that the international students will once again start the tradition that was held by the committees that preceded them to do a trip to Dunn's River.

2.4 Faculty of Law

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

2.5 School of Engineering

Matters for Noting

- *Back to School Drive*

The Community Service Committee had their Back to School Drive on September 22nd at the Hamilton Gardens Basic School. Items such as notebooks, colouring books, crayons, pencils, sharpeners, erasers, glue, play dough and pencil cases were donated to the school of 80+ students.

- *InterFaculty Sports Recruitment*

The Sports committee has been reaching out to students from the School of Engineering enquiring about their interest in participating in the Interfaculty Sports Competition. Emphasis has been placed on recruitment for female footballers.

- *Engine Devotion*

The Spiritual Development Committee began their 'Engine Devotion' initiative, where the committee will lead out in devotion every Monday and Friday morning under the Engine Tree.

- *Warlord Empowerment Sessions*

The Spiritual Development Committee hosted their Warlord Empowerment Session on Thursday September 28th at LT-49. The event was well received by the students and are eager for the next installment of the session.

- *Health and Safety Tips*

The Health and Safety Committee began their 'Health and Safety Tips' Initiative to raise awareness on various health issues that will aid the students throughout the semester. Tips will be shared Wednesday weekly/ bi weekly.

- *Academic Log*

Academic Affairs Committee Formation

The Representative Body has formed an Academic Affairs Committee which comprises student program representatives for the various engineering disciplines. The aim of this committee is to have a greater level of advocacy for each discipline and increase the representation of students from all courses of study in the School of Engineering. Since its inception, the program representatives have been tasked

with collecting the class links for various online classes. This list is to be shared and updated on the Warlords Hub by October 6th.

Module Expansion Request and Expansion for Semester 1

Based on the request made by the students, the following modules were granted an expansion:

- Management for Engineers
- Alternate and Renewable Energy and Power Systems
- B. Eng. Mathematics 1

The module 'Electrical Networks 1' was successfully requested to be done in semester 1 for students who were unsuccessful with the module in the previous sitting.

Study Rooms for Students

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.

Matters Arising

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

Matters for Action

- *Tutoring and Mentorship Programme*

The Mentorship Committee is now in the process of recruiting Mentors for the Big Brother/Big Sister Initiative as well as tutors for the Tutoring Program. A form is to be sent to the students for them to sign up for the program.

- *Notice Board Beautification*

Points within the school of engineering building were recently viewed and plans are being made to have the notice boards revitalized.

- *Engine Experience Video Series*

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 throughout September.

- *Stationary Supplies for Student Services*

A list of items to acquire was made that would meet the demand of the students. The items should be restocked by October 13th.

- *Health Card*

A publication was made to notify students on where and how to pick up their health cards. The flyer is to be shared with students within the week of October 2nd.

- *Health and Safety Kit*

A proper and full inventory must be taken of the first aid kits to have all the required items known to arrange restocking efforts. The SOE Health & Safety Committee plans to host a Mental Health Campaign from the 16th to 20th of October focusing on various physical, mental, social and spiritual health topics with specially invited guests to speak throughout the week.

- *Engine Movie Night*

The Fundraising Committee plans to host a movie night on October 20th at 5:30 p.m. The tentative movie selected is John Wick 4. The movie is a fundraising event for initiatives to be hosted by the representative body later in the semester.

- *Mental Health Campaign*

The SOE Health & Safety Committee plans to host a Mental Health Campaign from the 16th to 20th of October focusing on various physical, mental, social and spiritual health topics with specially invited guests to speak throughout the week.

- *Raise the Praise*

The Spiritual Development Committee plans to host a praise and worship session, Raise the Praise, on October 19th, 2023. The session will feature various Jamaican and university gospel performances aimed at elevating students' spirit for the rest of the semester. The Coordinator is currently in the process of booking a venue for the event.

- *Health and Safety Fair*

The Fundraising Committee plans to host a movie night on October 20th at 5:30 p.m. The tentative movie selected is John Wick 4. The movie is a fundraising event for initiatives to be hosted by the representative body later in the semester.

- *'4.3 Engine'*

The Mentorship Committee is engaging students in an academic forum titled '4.3 Engine' which will focus on sharing academic tips and guidelines to students to aid in their preparation for end of year examinations.

2.6 College of Health Sciences

Matters for Noting

- *Program Representatives Acquired*

The issue of elected program representatives has now been almost resolved with almost all programs within the COHS having a program representative. At present the program representatives have been tasked with collating and documenting student issues from their programs to submit to the COHS Student Representative so that it may be used in discussions with the leadership of the College where necessary.

- *Redoing of Modules Outside of Designated Time*

On the 31st of August 3rd year Midwifery students from the western campus expressed their interests in doing the module Pharmacology 2 which they failed next semester in a bid to end their time at the university in 4 years. This was expressed to the Vice Dean and a meeting was requested with the students along with the Program

Director to iron out any concerns and to reach a solution. This meeting was held on September 6, 2023 and the students are in line to complete this module next semester.

- *Microwave Service*

Considering requests from many students to have access to a method of heating food to ease financial burdens associated with buying food on campus, the Representative Body has decided to offer a microwaving service. A schedule is currently being created to ascertain persons who will be available to man this service at the representative office.

- *Academic Log*

- Western Campus Issues*

Third year midwifery students from the western campus have cited several issues spanning lack of lecturers to Wi-Fi issues. An email was forwarded to the Program Director, Dean and Vice Dean for their attention. This matter will be brought to attention of the administration of the College in Board Meeting as well as Quality Assurance meetings.

- Module Selection Issues*

Several students have complained about the fact that they have only recently been accepted and hence could not select modules as such they are unable to join most classes as they are now full. The module selection period has now ended, and these students will need academic advisement so that they can appropriately move forward. As the month of September progressed

these students have found clarity and received required assistance to move forward with this process.

Academic Advisement

The College currently has no known students assigned to academic advisors and as such students generally scramble to speak to their Program Directors who must advise many other students as well. It is the hope of the Student Representative that students will be assigned shortly. This matter will be brought to the quality assurance meeting for further discussions.

Matters Arising

- *Lack of Resources*

The students within the College are dedicated and committed to excelling academically. However, the representative body must assist them in becoming holistically developed. The resources necessary for this to take place are highly limited and though the representative body seeks to raise funds for these resources, assistance is necessary. Sporting gear and equipment, health and safety-first aid kits, igloos etc. are a few things the representative body seeks to acquire this year. Formal conversations will be had with the college administration to seek their assistance.

Matters for Action

- *Implementation of Office Hours*

The COHS Students' Representative seeks to create an office hours schedule to

accommodate students who have issues, concerns or need any other assistance. This will be implemented in conjunction with the offering of microwave services from the office.

- *Red Light Green Light*

The first promotional video was sent out on September 16, 2023. The video amassed over 128K views and successfully drew the interest of students, however, due to little or no work or effort from the RLGL planning committee not much more was done regarding promotions within the month of semester. More promotional activities are to follow in October with a variety of ideas such as pop vibes in works.

2.7 Caribbean School of Architecture

No report was submitted for the Caribbean School of Architecture Representative Portfolio for the month of September.

2.8 Faculty of Science and Sport

Matters for Noting

- *Academic Log*

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. The students who encountered difficulty were given the chance to select their modules to continue their studies.

Missing Class Link

Students have raised concerns about their inability to access the necessary class links. While many lecturers have successfully sent the links to my email address to distribute in the various WhatsApp groups for easy access, there are still a few missing links.

Matters Arising

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

Matters for Action

- *FOSS resources drive/library link.*

A Google Drive or website for FOSS students to access materials such as books and practice questions/past paper questions for the different modules that they do per semester will be created.

- *Revamping Mentorship Program*

Among the Foss Students' Representative initiatives for this semester is, revamping our mentorship program as a result, in the upcoming week I will be scheduling a meeting with my academic advisor to ask for guidance as to how I can effectively and efficiently execute this initiative. I have begun to verbally ask persons to assist as mentors.

- *Fitness Clique*

I have initiated a collaboration with the sports Coordinator to start a Fitness Clique geared towards promoting fitness.

- *Awareness of emergency procedures*

As we stir towards being fully face-to-face at FOSS, the committee's health and safety coordinator intends to give students information and tips on how to safeguard themselves during hurricanes, and other common natural catastrophes and disasters. It is also intended to advise on how to prepare for disasters, handle dangerous situations should the need arise, the proper protective gear needed to enter labs, and how to maintain lab safety. The prompts would also be posted once per week.

- *Peer Assisted Learning (P.A.L) Programme*

This program will consist of a group of volunteers who are strong and advanced in various areas of a module and are willing to aid in assisting other students who are weaker in those areas. The program will also incorporate a study session with the PALs closer to tests and exam periods.

2.9 School of Building and Land Management

Matters for Noting

- *Beach Clean Up*

The SBLM Representative partnered with the National Environment and Planning Agency (NEPA) in carrying out a Beach Clean-up on September 16, 2023, at the Palisadoes, Shipwreck Beach. A number of 35 students and 2 Lecturers were present from the faculty. This event was executed well, and the consensus shows that 100% of the students enjoyed the experience.

- *Meeting with Head of School*

Mr. Jahiem Anderson and his committee met with the Head of School, Dr. Jackson to discuss our Academic Year plans so that we can work together on several events, revamp programs and increase student engagement in the faculty.

- *Academic Log*

Estimating-QUS3003

Several students from the Western Campus were quite upset, because no provision was made to facilitate this class to them. Mr. Jahiem Anderson was made aware of this issue and he then conversed with Mr. Seymour Fisher to change the modality of the class to a Hybrid approach, so that the western students can have access.

Dropped Modules- Western Students

On September 12, 2023 Ms. Meisha Paul, who is the Western campus coordinator sent out a message stating that western campus students would have to drop a number of courses: Structures 1 (COE2007), Engineering Mathematics 1 (MAT1032) and Mathematics for Construction Technology 2(MAT2008). These modules are offered only on the Papine Campus with a Face-to-Face modality. As such, Mr. Jahiem Anderson met with Ms.Paul to discuss how this dilemma could be rectified. However a workable solution could not be made to facilitate the modules. Therefore, provisions will be made to offer the modules both in Semester 2 and 3.

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 September.

2.11 School of Hospitality and Tourism Management

Matters for Noting

- *Food Handlers Permit and Name Tags*

The students of SHTM are now able to apply for their food handlers and name tags.

- *Uniform*

There is still an issue as it relates to acquiring the uniform. The representative has been collaborating with the Head of School and her associates in an effort to provide more reliable uniform options for students.

- *Sports Week*

A few of our students participated in the sporting activities. The sports coordinator was heavily involved in the recruiting aspect and managed to form a volleyball and netball team. Unfortunately, the males withdrew from the football team and we were not able to produce a basketball team.

- *Academic Log*

Moodle Password Reset

Some students are still unable to access Moodle and have requested to have a password reset.

Matters Arising

- *Student Welfare*

There is a need for financial assistance as it relates to lab requirements. The matter is being explored and assessed, and the hope is to use fundraising activities to assist with this need.

- *Progression*

Final year students are still waiting to be progressed. The representative requested an update and is waiting for the matter to be addressed.

Matters for Action

- *SHTM Merchandise*

The representative body is actively working on merchandise for the school which includes jerseys, armbands, and hoodies for the SHTM students and the wider community.

- *Partners*

The representative body is looking into partnering with more companies so students will have more opportunities when it comes to sponsorships and networking.

- *Student Life*

The representative body is in the middle of researching ways to make student life more comfortable and efficient. New suggestions have been brought to my attention to make the student lounge more accommodating with items such as a microwave and more seating. A detailed discussion will be held with the head of school once we have completed our survey and research.

- *SHTM Alumni*

The representative body has seen a necessity for an alumni and are working on building one. Its existence will open doors for current students and foster a healthy relationship, especially when we need support in various aspects.

- *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

Matters for Noting

- ***Recycling Project***

The School of Computing and Information Technology Representative Mr. Percival Roberts has started a recycling project. This project aims to reduce the number of single use plastic waste within the school and to raise funds by selling recycled materials.

- ***Programming 1 Collapse***

Students who did this module were affected by a collapse. The students wish for the funds to be credited to their account for the current academic year. As such the representative has confirmed that the issue for the papine campus students was resolved and is following up on the resolution status for the western campus students.

- ***Major Project Meeting***

A meeting was held with final year students pursuing their major project regarding grades for this year and progression. Students were sensitized to the procedures and deadlines for their major project while being introduced to the major project website by the SCIT's Major Project coordinator.

- ***Senior Manager meeting***

The School of Computing and Information Technology Representative Mr. Percival Roberts met with SCIT's senior Management team to discuss issue

surrounding, the leaking Gazebo, poor air conditioning units in the 2b floor, end of semester grade turnover time and accountability measures put in place for those. The Facilities Management Department was contacted and did a review of the classrooms with improper Air Conditioning Units. The program directors are to carry out the mandate of holding lecturers accountable for timely grade turnover. The representative will be actively following up with the progress of the items tabled.

- *Academic Log*

- Missing IT grades*

- Students who had IT grades outstanding from previous semesters were told that their grades were missing so they reached out to the representative to have the issue resolved. The leader of the ICT division, Mr. McGowan was contacted, and the students were able to get their grades. Additionally, the representative spoke to Mr. McGowan about mitigating strategies for these incidents to ensure they don't occur in the future. More conversations are to be held about the possible solutions.

- Collapsed IT classes*

- Students who selected the Module Information Technology for semester 1 faced issues where they were told their class had collapsed. The representative found out that the class collapsed prior to module selection and due to a system error students were able to select it. After which students were able to join any class that would fit their timetable.

- Moodle Issues*

Students raised the concern of not having the relevant class links on Moodle. The missing links were from both face to face and online classes. The timetable coordinator for SCIT, Head of School and program directors were contacted about the issues. Subsequently some links were populated, however a few are still missing.

Class expansion

Students raised the issue of having enough class spaces and as such the representative advocated on their behalf for an expansion of modules or the addition of occurrences where possible. Expansions were granted for 5 classes in and a new occurrence was created for 2 classes.

Proctoring issue

A student who resides overseas requested proctoring for his final exam and had difficulties getting the exam in a timely manner. The student elevated the issues to the representative to have it resolved. After having the exam delivered the student is now experiencing issues with having the exam shipped to Jamaica for grading. The status of the issue has still not been fixed due to a courier issue.

Animation Software

Animation students raised the issue of the lack of software available for semester 2 as such the representative reached out to the program director to inquire about the matter. It was stated by the program director that the issue persists due to school being online and a change would be sought for the new academic year. The software in the lab rooms at shared facilities has been updated.

Internship Grades Issue

A student who did the internship module has yet to see her grades and as such she tried on multiple occasions to contact the coordinator. Despite the students' efforts no grade change was made. The representative raised the matter to the admin support staff that works with the coordinator where he was reminded on several occasions to upload the student's grade. The coordinator has failed to do so and as such the representative wrote to the program director to have the coordinator be held accountable and a recommendation was made to have the coordinator changed. shared facilities have been updated.

Matters Arising

- *Academic Forum*

The SCIT Academic forum is to be held September 28,2023. The aim of the forum is to sensitize students on various academic policies and introduce them to the respective scit authorities.

- *SCIT's Spiritual Monday*

The aim of Spiritual Mondays is to promote the spiritual wellbeing of students in the School of Computing. Spiritual Mondays would consist of weekly bible verses flyers.

- *SCIT's Health Tip Wednesday*

The aim of Health Tip Wednesdays is to promote the health and safety knowledge of students in the School of Computing. Health Tip Wednesday will consist of

weekly Health and safety tips.

Matters for Action

- *Donation Drive*

The School of Computing and Information Technology representative Mr. Percival Roberts plans to start a donation drive to raise not only funds but also to gather electronic devices that can be donated to students in the School of Computing.

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

No report was submitted for the Joint Colleges of Medicine, Oral Health and Veterinary Science Representative Portfolio for the month of September.

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

Matters for Noting

- *Assisting with module selection*

Although module selection would have started on August 14, 2023, there were a number of students who would have not been able to select modules due to a variety of reasons. The most common reason was that students couldn't get onto the portal to select their modules because their passwords needed reset. Students were advised to email tier1 support for a password reset but in an effort to go above and beyond for the students of SOBA/JDSEEL the student Representative resorted to making lists of names along with ID numbers in

intervals of 10 and visited the tier1 support unit location on the SCIT building to have the issue expedited.

- *Transfer of credits*

A number of transfer students from community colleges were having heavy delays as it relates to the full amount of their credits being transferred so they could be processed and move on to level 3 in their University career. Following constant visits to the admissions and enrollment department and working with the SOBA and JDSEEL admission Representatives, Ms. Pinto and Mr. Richard; each transfer student would have been able to select their level 3 modules and should be attending their classes.

- *Week of sports*

The female sports coordinator was actively involved in promoting Sports Week by creating a Google Docs form and working with a graphic designer to create a sports flyer, which was shared in various SOBA/JDSEEL WhatsApp groups. This effort generated interest from participants across all sporting disciplines. The training and tryouts for the different sports went well, with strong student interest and participation. Overall, we performed impressively and to sum up, we won one out of the four sporting events that took place. We were awarded hats and shirts for our basketball team, and we are truly proud to say that we are anticipating Interfaculty as that is where the real competition begins. In addition, the Male Sports Coordinator, took the initiative to provide dry goods such as corned beef, Bologna,

cheese, ketchup, mayonnaise, black pepper, Kool-Aid, and water for our athletes.

- *Seeking Sponsorships*

The Student Representative has been proactively reaching out to corporate entities in our quest for sponsorships. These connections are crucial for securing the necessary financial support to make our fundraising initiatives successful.

- *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 from 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

- *Interfaculty Sports*

A significant portion of the challenges we encounter in our roles as Sports Coordinators can be attributed to a deficiency in financial backing. We require financial resources to procure essential equipment and provide sustenance for our athletes. It is essential that we address this issue promptly, as it is not ideal

to have individuals representing us without receiving adequate support for their training and well-being.

Another concern is the irregular attendance of some individuals at training sessions. This situation places us at a distinct disadvantage because when team members do not have a clear understanding of each other's strengths and weaknesses, it invariably leads to our team's poor performance and defeats in matches.

Matters for Action

- *Red Light Green Light*

With the aim of increasing student engagement, the SOBA/JDSEEL Representative in collaboration with the COHS Representative, will be working on the planning of the annual execution of the Red Light Green Light Party.

- *First Aid Kits*

The Representative will be requesting first-aid kits from the Student Union Council as the current supplies are depleted and this resource is needed to engage possible injuries so that a quick response can be made.

2.15 Western Campus

No report was submitted for the Western Campus Chairperson Portfolio for the month of September.

3. Directors

3.1 Sports

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

3.2 Editorial

Matters for Noting

- *Editorial Workshop*

A workshop will be held for faculty editors to share knowledge with and learn from each other. The proposed time frame for this is October 21,2023.

Matters Arising

There are currently no matters arising from the Editor-In-Chief portfolio.

Matters for Action

- *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 councillors have achieved throughout their tenure. This is so that students can see that their student body leaders are actually performing in their roles.

- *Organize council photoshoot*

Photoshoot was scheduled for Tuesday September 12th at 5:30 pm and Thursday September 14th 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 to October 29, 2023.

3.3 Special Projects

There was no report submission from the Director of Special Projects for the month of September.

3.4 Health and Safety

Matters for Noting

There are currently no matters for noting from the Health and Safety portfolio.

Matters Arising

- *Freshers Fete*

Only two minor incidents occurred at this event which includes a cut on a patron's foot and another patron being over-intoxicated. Both incidents were swiftly dealt with by the health and safety team. After the event, water was given out to patrons who may have consumed too much alcohol.

Matters for Action

- *Earthquake Awareness*

Considering the recent 4.3 and 3.0 magnitude earthquakes, an informational flyer is being created to inform students of what to do to keep themselves safe

during and after earthquakes

3.5 Community Service

No report was submitted for the Director of Community Service Portfolio for the month of September.

3.6 Spiritual Development

Matters for Noting

- *Evening of Praise (University Chapel)*

On September 08, 2025, 6:00pm-8:30pm the event set up was completed for 6:00 pm start time. The event commenced at 6: 29pm to facilitate students and performers making their way to the event. A total of eighty (80) persons were facilitated for this praise session. It was under the theme “Be renewed and refreshed in the Lord.” Prayer points included identity in Christ, strength against weariness, embracing change, safety, and protection etc. Groups from UWI (UCAM and UCCF) had a praise and worship sets during the event. Refreshments were provided to students, performers, and musicians.

- *Prayer Breakfast, September 20, 2023 (Alfred Sangster Auditorium)*

Seventy (70) individuals confirmed as at RSVP date, September 8, 2023. Fifty-five (55) persons present for prayer breakfast, exclusive of work staff (spiritual development committee). Technical issue (absence of audio management aspect (First Class) due to lateness of service provider and subsequent cancellation of service provider by event

coordinator. Audio management sought elsewhere. Successful pivot despite audio issues throughout service from sourced equipment. Service went as outlined under the theme: "Renewal: Embracing Hope, Restoring Faith, and Inspiring Transformation". Students and staff participated in a communal worship and fellowship session with the intention of spiritually as well as physically providing nourishment to them through catered breakfast. Service commenced at approximately 9:30 am and ended at 11:47 am.

Matters Arising

- *Maximizing on faculty spiritual development activities*

University wide support needed for faculty branded spiritual development events. As such, it seems advantageous to try to maximize on events already present.

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.

3.7 Elections and Regulatory Affairs

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

3.8 Entertainment and Cultural Activities

No report was submitted for the Director of Entertainment and Cultural Activities Portfolio for the month of September.

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*

