

Board of Management Students, Staff & Equalities Committee

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| Date of Meeting | Wednesday 27 October 2021 |
| Paper No. | SSEC1-F |
| Agenda Item | 5.1 |
| Subject of Paper | City SA Update - Representation |
| FOISA Status | Disclosable |
| Primary Contact | Bernie Savage – Student President |
| Date of production | 18 October 2021 |
| Action | For Discussion |

1. Recommendations

To discuss the Class and Faculty Rep Systems and how best to encourage the election process for each with the college.

2. Purpose of Paper

This paper provides an overview of the Class Rep and Faculty Rep Systems with updates on current progress including Class Rep Election Stats and communication actions taken so far to promote elections. This background information offers context for further discussion on how to improve student and staff engagement with the election process of Representation Systems.

3. Key Insights

3.1 College Representation Systems exist to build a positive culture of engagement between staff and students and to ensure that students have an active role in decision making processes. Our systems have been developed using best practice models and strategic direction from the [Student Engagement Framework for Scotland](#).

3.2 The primary role of the Class Rep is to gather feedback on behalf of their class and feed this back to curriculum teams at a local level to support the student experience. This year Lecturing Teams have been asked to support their class groups in electing Class Reps by the 8th of October. Following this, CitySA goes on to conduct Class Rep Training, facilitate Networking Meetings and elect Faculty Reps from the Class Rep pool. A full breakdown of the Class Rep System can be viewed in Appendix 5.1

3.3 The primary role of the Faculty Rep is to gather feedback on behalf of students within their Faculty and feed this back to curriculum teams in relevant spaces such as Faculty Boards, to support the Student Experience. Two Faculty Reps are elected from each Faculty's Class Reps. In line with the current SA Constitution this must be complete by the 31st of October. CitySA then goes on to complete Induction and Training to prepare them for their role. A full breakdown of the Faculty Rep System can be viewed in Appendix 5.2

3.3 At time of writing, 412 full-time classes that started in August have elected their Reps from a total of 518 course groups and recorded this on Enquirer. The current KPI for class reps elected is 95% for each Faculty.

| FACULTY | CLASSES | WITH CLASS REPS | WITHOUT CLASS REPS | % Elected |
|--------------------------|---------|-----------------|--------------------|-----------|
| Creative Industries | 164 | 136 | 28 | 83 |
| Education and Humanities | 86 | 71 | 15 | 83 |
| Hospitality and Leisure | 196 | 148 | 48 | 76 |
| Nautical and STEM | 72 | 57 | 15 | 79 |

Since start of the academic year, All Staff and All Students comms have been sent out advising of Class Rep Elections with additional direct communications sent to Academic Advisors signposting to our Class Rep Staff Guide (Appendix 5.3) and the Student Engagement Teams Representation Workshop resource.

4. Impact and Implications

4.1 The impact of August Start Cohorts being elected late will be pertinent to the individual rep, their class and course staff.

- For reps elected late, they will be asked to navigate their role without training until it can be provided again later in the year (typically in line with January Start Courses).
- For classes without reps, they will miss out on the benefits of student feedback structures including additional comms support around completing College Questionnaires.
- For course staff without elected reps, they will miss out on having a student point of contact to gather feedback including Class Rep input into 360 Reflections.

4.2 There are further implications to the election of Faculty Reps, being an elected Class Rep is currently an eligibility requirement of running as a Faculty Rep. Curriculum areas with few or no Class Reps reduce the opportunity to have a strong student voice represent their areas at Faculty Boards and Student Parliament.

5. Appendices

5.1 [Overview of Class Rep System for Staff](#)

5.2 [Overview of Faculty Rep System for Staff](#)

5.3 [Staff Guide to Electing Class Reps](#)