

# Academic Society Hub

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Thu 01-11-2018 4.50-4.35pm  
NDH 0020

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<b>Attendees</b>		Cassandra Coakley <b>CC</b> (Vice President Activities) Tommy George <b>TG</b> (Vice President Education) William Smith <b>WS</b> (Societies Officer) May Loonam <b>ML</b> (Employability Opportunities Coordinator) Amber Newton <b>AN</b> (Sports Development Assistant) Katie Maloney <b>KM</b> (Sports Officer) Sophia Liu <b>SL</b> (Vice President International)
<b>5 Apologies</b>		Law, Creative Advertising, MAPS, BIT, Geographical
<b>12 Attended</b>		
<b>13 did not attend or give apologies.</b>		<b>History</b> (Christian Cowdell), <b>Architecture and Design</b> (Sofia Coviello, Shannon Buckley, Dominik Niewiadomski), <b>Photography</b> (Fraeya Snaith), English (Holly Leech), <b>Social and Political Sciences</b> (Oliver Shepard, Gabrielle Weyer), <b>Creative Advertising</b> (James Ginn), <b>Computer Science</b> (Ryan Grange), <b>Business</b> (Rhiannon Baker, Cameron Barker, Elliot Halls, Grace Parry), <b>Psychology</b> (Emma Blackburn), Biomed (Natasha Thawait, Ellie Williams), <b>Classics</b> (Elliot Luke), <b>Studio 1</b> (Bethany Faulkner, Alpa Mistry), <b>Biochemistry</b> (Eliska Spalkova), <b>Chemistry</b> (Daisy Weston).
<b>1. Welcome and Apologies</b>		
<b>Welcome</b>	1a	<b>CC</b> Welcome and thanked the audience for attending and welcomed new Societies; Philosophy, Social and Political Science, Fine Art, Chemistry and Economics.
<b>2. Matters Arising</b>		
<b>Online Training</b>	2a	<b>CC</b> If anyone needs to book in to redo online training please e-mail <a href="mailto:societies@lincolnsu.com">societies@lincolnsu.com</a> to book in a time to redo modules if you are needing assistance.
<b>Activity Wars</b>	2c	<b>CC</b> Well done to everyone who took part in Activity Wars we hope you enjoyed yourselves.
<b>Social Sport</b>	2d	<b>CC</b> Ensure sober socials are being planned at these and that all members know these are free to attend. More information can be found at <a href="http://www.lincolnsu.com/socialsport">www.lincolnsu.com/socialsport</a> Women's Football leagues are now starting up, so ensure that if you are interested e-mail <a href="mailto:societies@lincolnsu.com">societies@lincolnsu.com</a> to join a team or enter a team.
<b>Strength &amp; Conditioning Sessions</b>	2e	<b>CC</b> If you want to book onto these they are Thursday 5-6pm and e-mail <a href="mailto:sandc@lincolnsu.com">sandc@lincolnsu.com</a>
<b>Funding</b>	2f	<b>CC</b> Thank you to everyone who submitted their funding applications, if you want more information about the next deadlines please visit <a href="http://www.lincolnsu.com/funding">www.lincolnsu.com/funding</a>
<b>Footage</b>	2g	<b>CC</b> If you take any footage this can be sent to the link that was sent out before the last hubs.

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<b>Quack Entry</b>	2h	<b>CC</b> These have been allocated to President, Vice President and Social Secretary if you would like to change these please e-mail <a href="mailto:societies@lincolnsu.com">societies@lincolnsu.com</a> with the positions you would like to have these allocated to.
<b>Anthem</b>	2i	<b>CC</b> Anthem are offering £3 entry to members, so if you are wanting to make use of this offer, e-mail <a href="mailto:anthem@lincolnsu.com">anthem@lincolnsu.com</a> but ensure this is done with plenty of notice.
<b>Tower Bar Sponsorship</b>	2j	<b>CC</b> If you would like to be involved with Tower Bar Sponsorship please e-mail <a href="mailto:gTelezynska@lincoln.ac.uk">gTelezynska@lincoln.ac.uk</a> for more information.
<b>Varsity &amp; Clash of the Castles</b>	2l	<b>CC</b> If you would like to take part or see how you can be involved in Varsity or Clash of the Castles please e-mail <a href="mailto:societies@lincolnsu.com">societies@lincolnsu.com</a>
<b>Fundraising</b>	2m	<b>CC</b> If you want more information for this or any help with fundraising then please e-mail <a href="mailto:rag@lincolnsu.com">rag@lincolnsu.com</a>

### 3. Cluster Rep Elections

<b>College of Arts and Social Sciences</b>	3a	Elliot Luke (President of Classics Society) won the election, if any society within this cluster have any issues they can contact Elliot.
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### 4. Society Officer Update

<b>Take That Photo</b>	4a	<b>WS</b> Take that photo will be here again in November. The first day is November 15 <sup>th</sup> 9am-4pm, and the second date is November 16 <sup>th</sup> 9am-11am. These are in 10 minute slots and will be held in the Engine Shed. An email has been sent around which has the log in details in order to book slots for your club and how to sign up is also on the board now alongside those that have not yet booked a slot are shown on the presentation. Here is how you can book onto this; 1. <a href="https://www.takethatphoto.co.uk/index.php/services-wrapper">https://www.takethatphoto.co.uk/index.php/services-wrapper</a> 2. Enter user name and password when requested – Username: ncoln Password: An3BFKzJ 3. You will then need to set up your account by entering your own username and password. 4. You will then need to choose your preferred time slot for your club. (The number of photographs this year is limited to 2 per club i.e. Club Formal (Sitting on Chairs) and Fun Shot, or Club Formal shot and Team Shot etc)
<b>8 out of 10 Swans</b>	4b	<b>WS</b> 8 out of 10 Swans is on Tuesday 6 <sup>th</sup> November with; History Vs Sing It, Rock Vs K-Wave and Makers and Sellers Vs Lib Dems please make sure you all attend and be supportive of all other societies.
<b>Finances</b>	4c	<b>WS</b> If you have any queries regarding your finances for example Membership account and Self Raised Funds account then please email <a href="mailto:finance@lincolnsu.com">finance@lincolnsu.com</a>
<b>Event/Trip Applications</b>	4d	<b>WS</b> You must submit event applications for all of your events or trips. Please make sure these are submitted as soon as possible with at least 7 days' notice. We have a lot of applications come in every day and time is needed to get through these. Event applications will not be approved without a Risk Assessment and if the Risk Assessment does not cover the event then you will be asked to edit it. This is the same as trip applications as well. Ensure you put these in in plenty of time so it can be approved.
<b>Mini Site</b>	4e	<b>WS</b> Please make sure you are updating your mini sites with your logo and description. Once completed it will be sent to activities for approval and you will not be able to edit it again during that time. Your mini sites are the first thing interested members will see so please make sure you are keeping these up to date.

<b>Refreshers</b>	4f	<b>WS</b> If you want to be included in Refreshers Fayre please email <a href="mailto:societies@lincolnsu.com">societies@lincolnsu.com</a> this will take place on January 21 <sup>st</sup> .
<b>5. Vice President Education Update</b>		
<b>Jargon Buster</b>	5a	All Academic Societies are unique as they are part of the SU and their specific School and finding the balance between these is difficult. The SU can support your Society if your School is not as accommodating or your Society is finding staff members or the School difficult to work with. Communication and using the key words are the best way around this and will help begin those conversations. The jargon buster has a list of key words that will help you communicate better with Academics. Student and staff need to work together and VC and DVC's are all about working in partnership. The more you try and use these words and reach out and show how it will be favourable to academics the more they will help you. Talk to your School about how you can work together, contact course leaders, school leaders and student engagement staff. If you cannot get a hold of them contact Tommy or post on the hubs.
<b>Members Presentation</b>	5b	Lecture shootouts are the easiest way to get students interested in your Society. We have created a template presentation to show in to students in your lectures. Please edit the presentation with your pictures, events and guest speakers. This is a quick and easy way to show students what your Society has to offer. Linking guest speakers to your society from the curriculum and modules is one of the best ways to get funding from the school. Make sure you are adding the different styles of events, socials and academic events etc. The society should portray that it is fun and engaging but also enhances your academic education. The employability skills that students will gain will definitely grow whilst being a part of an academic society so make sure during the shoutouts that students know this.
<b>Staff Committee</b>	5c	A lot of institutions have a staff member on their committee. The Heads of colleges are supportive and can help you gain more space etc. You can have an academic on your committee role but the Constitution would need to be edited which will then go to exec. The academic will have no voting power however they will be a very beneficial link between the academic society and the School. Going forward the SU will create some guidance but consider which academic individual you could use on your committee. You could choose someone that is influential and has power within the school. And approach it as 'we would like to invite you...'
<b>Events Graph</b>	5d	The graph shows a breakdown of what events that have been held by academic societies. Academic and socials stand out the most and this is what it should be. But have more academic events to make the society thrive. If you want a breakdown of your societies events that they have run in the previous academic society then email <a href="mailto:societies@lincolnsu.com">societies@lincolnsu.com</a> or come to drop in.
<b>School Action Days</b>	5e	<ul style="list-style-type: none"> <li>• Maths and Physics: Monday 5<sup>th</sup> November 2-4pm (MAPS) CANCELLED</li> <li>• Computer Science 5<sup>th</sup> December (Computer Science)</li> <li>• Architecture and the Built Environment: Wednesday 23<sup>rd</sup> January 11-1pm (Architecture and Design Society)</li> <li>• Life Sciences: 29<sup>th</sup> January 11-1pm (Bio-chemistry, Biomed, Bio-Vet and Zoology)</li> </ul>

- Pharmacy: Wednesday 30<sup>th</sup> January 11-1pm (Pharmacy)
- English and Journalism: 5<sup>th</sup> February 2-4pm (Public Relations & English)
- People and Organisations: 13<sup>th</sup> March 11-1pm (Business)

School action days give students the opportunity to voice their views. If your action day is missing this is due to the fact we are still waiting for confirmation. Make sure as a society you have questions for staff at your school action day along with any issues you're facing.

## 5. Vice President Activities Update

<b>I Love Tour</b>	4a	<b>CC</b> Just a reminder that this year we are going to Prague, the dates are yet to be confirmed but please make sure you are advertising this to your members.
<b>Fundraisers</b>	4b	<b>CC</b> You cannot hold fundraisers for your Society or a charity at Quack. If you need any help with your fundraisers then please contact your RAG officer Emma at <a href="mailto:rag@lincolnsu.com">rag@lincolnsu.com</a>
<b>Venue Sponsorship</b>	4d	<b>CC</b> Venue sponsorship - Email: <a href="mailto:hire@lincolnsu.com">hire@lincolnsu.com</a> to book a space or discuss your requirements. To arrange your day/time. Team Teas - Email: <a href="mailto:hire@lincolnsu.com">hire@lincolnsu.com</a> the deadline to book these will be the Monday before with a minimum of 10 people at £2 per person. Points System - Clubs/societies should arrange a meeting with the Venue Manager Gemma by emailing <a href="mailto:gTelezynska@lincoln.ac.uk">gTelezynska@lincoln.ac.uk</a> . Gemma T will be coming to the December hubs to explain the offers and the point system in more detail and to answer any questions.
<b>Accident Forms</b>	4e	<b>CC</b> Please make sure you are completing an accident form for all accidents and near misses at <a href="http://www.lincolnsu.com/accident">www.lincolnsu.com/accident</a> and select the Students Union. This is the first selection you make where it says 'Org Unit' regardless of where your accident or near miss took place. Please also make sure you're filling this out in as much detail as possible. Once we have received this you will be able to replenish your first aid kit. If you do need to replenish the first aid kit then you will need to come to drop in.
<b>8 Outstanding Risk Assessments</b>	4f	<b>WS</b> Risk assessments should cover every hazard from a slip and a trip, to a major accident and cover the risks involved such as cuts and bruises to broken bones and worse. There is a step by step guide of how to complete this on the Health & Safety Online Training which if you have completed it all will be available to see all year round. We are still missing Risk Assessments from the following; <ul style="list-style-type: none"> <li>• Architecture and Design</li> <li>• Chemistry</li> <li>• Classics</li> <li>• Engineering</li> <li>• Geographical</li> <li>• LUFFS</li> <li>• Pharmacy</li> <li>• Studio 1</li> </ul>
<b>Movember</b>	4g	<b>CC</b> There will be a league to see who can raise the most money to grow a beard. All societies will have a RAG page like Just Giving and the most money raised will get a prize. It is similar to a Fantasy league but for Movember. The SU will track all of the pages. Please e-mail <a href="mailto:societies@lincolnsu.com">societies@lincolnsu.com</a> if you would like to be involved and there will be a prize available at the end to the society that raises the most money for charity. This will not just be societies that will be involved, all sports will be able to get involved too so there is a lot of

competition. This isn't just for beards and moustaches, if you struggle growing facial hair then you can improvise. Think of stick on moustaches, drawing them on, the options are limitless.

## 5. Employability

### CC Introduction to Employability and May

#### Employability Dashboard

5a

**ML** There is a self-reflection and personal development section and this no longer needs to be approved. Please ensure you are putting the correct hours down for all of your roles. Being a part of a Society can definitely increase your employability skills, and even more so when being a committee member. There are different schemes that are offered such as Duke of Edinburgh Award and The Swans Den. You need to have extra opportunities in addition to your degree. When you are looking for jobs or options after University you will need to have positions that makes you stand out from the person next to you. There is an area to add a description of each role you take part in so you can easily recall each role you do. There is a star rating system on the Dashboard which is a way to see where you are at any given time including a total of your volunteering hours per year. It takes minimal effort to fill this out if you just need to keep on top of it. At the end of your University career you will then have a large document that will outline everything that you've done and it will help your CV. Keep checking in on your Dashboard and you will definitely get the benefits if you take the time. Any roles or training you are involved in at the SU will automatically be on your personal dashboard. There are 8 skills but you can add your own if you find that you are developing additional skills. If you notice any gaps or you are struggling to access and navigate the Dashboard please e-mail [employability@lincolnsu.com](mailto:employability@lincolnsu.com).

## 6. Discussion Topic

#### What would you like to see from WALL

6a

There needs to be better promotion and better communication of who has won sport and society of the week.  
Have posters around the university and not necessarily just advertise it on Facebook.  
Go around to sports and societies to get involved in sessions etc.  
The majority are interested in what other sports and societies are doing.  
There should be some things put on Twitter or Instagram and other social media as not many use Facebook still.

#### What would make you go to Tower Bar more?

6b

Show more things on the TV's such as events and TV shows and also even reality shows including I'm a Celeb etc.  
The Swan is a better environment for committee meetings.  
Show a larger range of sports and not just Football.  
Better deals than Spoons including food.

## 7.AOB

<b>Matters Arising</b>	
<b>Club Finances</b>	If you have any queries regarding your finances please email <a href="mailto:finance@lincolnsu.com">finance@lincolnsu.com</a>

<b>Refreshers Interest</b>	If you want to be included in Refreshers Fayre please email <a href="mailto:societies@lincolnsu.com">societies@lincolnsu.com</a>
<b>Academic Society Events</b>	If you want a breakdown of your societies events that they have run in the previous academic society then email <a href="mailto:societies@lincolnsu.com">societies@lincolnsu.com</a> or come to drop in.
<b>Staff Committee Member</b>	SU to create guidance regarding staff committee members.
<b>I Love Tour Deadline</b>	Please make sure everyone puts their deposit down by November 30 <sup>th</sup> .
<b>Fundraiser Ideas</b>	If you need any help with your fundraisers then please contact your RAG officer Emma at <a href="mailto:rag@lincolnsu.com">rag@lincolnsu.com</a>
<b>Pre-Christmas Akuma Order</b>	November 22nd is the last day you can order from Akuma if you want it before Christmas.
<b>Team Teas in Tower Bar</b>	E-mail <a href="mailto:hire@lincolnsu.com">hire@lincolnsu.com</a> to book a space for Team Teas. Latest booking the Monday before and will be £2 per person with a minimum of 10 people.
<b>Venue Sponsorship</b>	To get involved with the Tower Bar Point System book a meeting with Gemma by emailing <a href="mailto:gTelezynska@lincoln.ac.uk">gTelezynska@lincoln.ac.uk</a> . E-mail <a href="mailto:hire@lincolnsu.com">hire@lincolnsu.com</a> to book a space or discuss your requirements to book a space. For more details see attachment.
<b>Accidents Forms &amp; Near Misses</b>	Please make sure you are completing an accident form for all accidents and near misses at <a href="http://www.lincolnsu.com/accident">www.lincolnsu.com/accident</a> and select the Students Union.
<b>Movember</b>	Please e-mail <a href="mailto:societies@lincolnsu.com">societies@lincolnsu.com</a> if you would like to be involved and for more information.
<b>Volunteering Hours</b>	Ensure all volunteer hours are being logged on the Employability Dashboard.
<b>Employability Dashboard</b>	If you are struggling to access and navigate the Dashboard please e-mail <a href="mailto:employability@lincolnsu.com">employability@lincolnsu.com</a>

The Next Meeting Will Be Held:  
 Thurs 6th December 2018  
 NDH 1010  
 4:00pm-4:45pm