

Officer Report
of the Vice President Education & Deputy
President
of Maynooth Students' Union (MSU)
to Student Senate

Tuarascáil Oifigigh den Leas-Uachtarán
um Oideachas agus Uachtarán Ionad
Aontas na Mac Léinn, Má Nuad do
Sheanad na Mac Léinn



Alex Balfe
Vice President Education & Deputy President
Leas Uachtarán Oideachais & Uachtarán Ionaid

PERIOD OF WORK: 1^ú IÚIL 2022 – 1^ú SAMHAIN 2022
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EXECUTIVE SUMMARY

A sheanadóirí,

I hope you are all settling back into campus life, despite all of the chaos. To our returning senators, fáilte ar ais, and to the newbies amongst us, fáilte ar bord!

For those of you who are new to the Maynooth Students' Union Student Senate, my name is Alex Balfe and I am the VP Education and Deputy President.

We started our jobs in July 1st and since then, many challenges have been thrown in our direction. For the first time in years Maynooth has an extremely strong student body which is supportive of Maynooth Students' Union through our #LevyWalkout and #WheresMyLevy campaign. I would like to take this opportunity to thank every senator, academic rep, student, alumni, staff member, family member, and friend who has supported MSU throughout this, but hold tight because we are not finished yet.

I would like to welcome all of my Academic Reps to my Education Team, I am excited to meet you all at our Academic Rep training which will take place on Friday, October 21st and Saturday, October 22nd.

The Academic Rep By-Election is currently underway, we are recruiting a number of positions. Vacancies can be found via this link:

<https://www.msu.ie/vote/assembly/vacancy/> or if anyone is looking to find out who their elected Academic Rep is, you can see the list of elected candidates via this link:

<https://www.msu.ie/vote/assembly/elected/>

To the MSU Executive 2022/2023, Niall, Lucas, Kealan, Kyla, Carrie, Gavin, Sneha, Giovanni agus Craig, I cannot wait to continue the amazing work which we have been doing and we will continue to prove that we will be the Union to bring about change.

To my Academic Reps, I cannot wait to meet you all and see what you all achieve! Finally, senators, hold us accountable, make our lives hell, and for crying out loud, read these officer reports. But in the meantime, go n-éirí an t-ádh libhse!

Best of luck in this Academic year mo nóiníní, and when times get tough, reach out to us – education@msu.ie (president@msu.ie, welfare@msu.ie, studentlife@msu.ie)

Go dtí sin,

Alex Balfe

VP Education & Deputy President

LU Oideachais & Uachtarán Ionaid

Déanaim mo dhícheall rudaí a dhéanamh trí Ghaeilge mar sin, molaim daoibh

[focloir.ie](https://www.focloir.ie) a úsáid chun rudaí a thuiscint – I try my best to do things as Gaeilge, for this reason, if there is something in my report you do not understand, I encourage you use focloir.ie to find the meaning of these words or just ask the Oifigeach or I 😊.

Also, please excuse any grammar mistakes, I am not a massive grammar whizz.

CONSTITUTIONAL RESPONSIBILITIES

Article 10.7 of the MSU Constitution sets out the constitutional responsibilities of the MSU Vice President Education. I have outlined my constitutional responsibilities below and have commented on my progress in fulfilling them.

List of Constitutional Responsibility:

The Vice President Education shall be responsible for dealing with issues of academic interest and general academic advancement of the student body of the University.

Since I took office on July 1st, I have been dealing with many academic issues and have been exploring ways to generally advance the academia of the student body.

Below, I have outlines some of the issues and advancements I have been working on.

- One of the most frequently raised issue/advancement is something that I worked a lot on last year, blended learning. With the prevalent accommodation crisis and considering Maynooth is now considered to be a commuting University, **blended learning** was something which I brought to faculty's attention immediately in office. In the MU Faculties, the MU Registrar stated that MU is in no position to provide any form of online education this academic year and there will be no online learning. Blended learning is difficult to interpret as it is not the equivalent of "online learning". Blended learning is a system which needs to be implemented to make education accessible to all. In the introductory meeting with the Registrar and MSU President, I raised this issue where the University's message of the year was reiterated, that there will be no online learning on campus this year.

I also had a meeting with the ACSP Associate Dean of Teaching and Learning, where I was asked what are the issues facing students when returning to campus this year. The Dean noted that blended learning is often overlooked by the University and asked would I be interested in co-hosting or facilitating a Town Hall where students could voice their opinions on what would make education more accessible to them and I agreed, however with the #WheresMyLevy campaign, this initiative is currently on hold.

- **Plagiarism.** Following the Summer Examinations and the Supplemental Examinations, a great number of students contacted me regarding plagiarism allegations. Before taking office, in June, I attended one meeting as the MSU Representative on the MU Plagiarism Committee where I defended the best interests of the student in question.

In total, I have dealt with 6 plagiarism cases since taking office.

- I have been engaging with the student success initiative. Through my involvement with this, I was on the editing committee of the **"Teaching, Learning and Curricular Activity Pillar"**.

The points I added to this pillar are:

- To ensure any representation positions which will be implemented through this pillar are democratically elected and are not nominees of a lecturer as in the past, nominees have seen to have been misused.
- I ensured there was an element highlighting the importance of group work but I added that staff must be mindful of groupwork fatigue and group work activities should never be used as an easy way out of implementing independent learning but it should be only implemented if it will strengthen ones individual learning ability.

- Library opening hours for repeat examinations was something I raised with the Library. The opening hours provided by the library for repeating students were significantly shorter than the standard examinations period. This meant that students had a limited access to the library resources, such as books, laptops, on campus Wi-Fi or even just a place to study. When in consultation with the library, they told me there was no demand “in the past two years” for extended opening hours and that they were not in a position to extend these hours. I responded that they could not rely on previous years data for this years opening hours, considering previous years, exams were online because of covid but also, this year saw the highest amount of students completing supplemental examinations and assignments this year. I asked for this to be taken into consideration for next August’s exams, as my term as VPE will be over by then.

- Subject choices
- Course credits
- Registration issues
- Fees issues
- Grant options
- Student space on campus
- Issues with Academic staff
- Timetabling issues
- Grade appeals
- Attending academic committees

Be responsible for dealing with all academic-related casework by:

(a) Acting as a point of peer-provided guidance

(b) Acting as a listening & referral service

I have spent a lot of my time in office assisting students when they contact me. I have given general peer advice, academic advice, I have sign posted the students to the relevant supports and services which they needed and I have represented many students at many different levels whether it is with staff or on various committees. I sit down at the start of each day and take the time to reply to student queries and to take action on case work when it is necessary to do so. This is my routine however, sometimes this routine is disturbed by various events etc. (eg. orientation) and my response time could take longer than one day. When I know I am not in a position to reply to a student's email straight away, I add an automatic response which will sign post the students to all the possible services. If none of these are applicable to the student or their case is an emergency, I encourage them to ring me where I will take immediate action.

They shall be responsible for updating members on changes in the education system or changes within the educational structure of the University which are relevant to students.

There have been no changes in the education system or changes within the educational structure of the University that I am aware of.

I have met with students who have noticed changes to their courses which they are not happy about and provided my support to them.

They shall be responsible for developing and enacting all Union educational policies and campaigns.

Please see the "Mandates" section to see the work I do on developing and executing educational campaigns and policies throughout the year.

They shall be responsible for the maintenance of an effective Student Academic Representative system, Academic Assembly and Faculty Assemblies, to include co-ordination of training and development for Academic Representatives.

Academic Reps are a crucial part of our representation structure here in Maynooth Students' Union. In previous years, there have been gaps in the Academic Representation structure.

These gaps were:

- Some representatives were elected to modules however there was no ratio, leading to some subjects, such as business, representing a few hundred students at once.
- There were modules that had 0 representation, therefore new positions needed to be created, these positions were: 2nd, 3rd and 4th Year Undergraduate Data Science

For this reason, I liaised with the Academic Rep Administrator, and I proposed a memorandum to the MSU Executive. The memorandum was passed and these changes have now been implemented to the Academic Representative recruitment which is ongoing.

(Please see Appendix A – Executive Memorandum to see the Memorandum which I proposed to the MSU Executive on the 16th of September 2022)

An updated analysis will be uploaded to my next officer report- this will contain the results of the elections.

Please find below a table outlining the recruitment statistics as of close of nominations on Monday October 3rd:

Overview Analysis

Category	Seats		Potential Seats Filled		Nominations	
	#	%	#	%	#	%
Overall	302	100	183	60.6	265	100
ACSP	90	29.8	51	56.7	63	23.8
SS	122	40.4	80	65.6	118	44.5
SE	90	29.8	52	57.8	84	31.7

Key Points of the Academic Rep recruitment:

186 Constituency Seats have been contested overall.

267 Nominations have been received in total.

- **Election**
 - a. There are **59 seats** proceeding to election
 - b. There are **141 students** proceeding to election

- **Deemed-Elected**
 - a. There are **124 seats** filled via being deemed-elected.
 - b. There are **124 students** deemed-elected.

- **Bye-Elections**
 - a. There are **119 seats** proceeding to bye-election.
 - b. Bye-Election will be done via co-option on a first come-first-serve basis.

63 Arts, Celtic Studies and Philosophy nominations received whilst 51 of these seats were filled.

118 Social Sciences nominations were received whilst 80 of the seats were filled. 84 Science and Engineering nominations were received and 52 seats of these were filled.

The Academic Rep Recruitment campaign was well planned out and started off very well until the #WheresMyLevy campaign begun. Although the Academic Rep recruitment was disturbed, me and my recruitment team split our time amongst both campaigns.

The Academic Rep recruitment included the following:

- **Orientation talks to first years**

I took this opportunity to encourage first years to get involved within MSU by becoming an academic rep. The engagement from this was quite well. There was a QR code on the screen and the Academic Rep administrator handed out QR codes to students as they left their talks. There was a lot of interest and this was shown through the students coming to ask questions at the end of sessions but also the number of expression of interest emails received.

- **Academic Rep Recruitment stand outside of John Hume**

We facilitated a stand outside JH where we gave away freebies to students who signed up to become reps. On this stand, we had a number of volunteers, I would like to thank everyone who helped out at this stand but a few special shoutouts to: Kyla, Carrie, Gavin, Ben H, Hannah W, Conor C, Jessica L, Luka P, Michael C, Niamh Áine, Daniel O' B, Craig McG, Laura F, Hannah Brennan, Eimear Nig Oireachtaigh and Clodagh McGivern.



Figure 1 VPE and ACSP FC recruiting reps outside JH

- **Academic Rep Recruitment stand at the Clubs and Socs Fair Day**

We also had a stand for the two days of the Clubs and Socs fairs day. This was a static stand for students to come and ask any questions about running for elections. Many thanks to all who helped out with this stand too.



Figure 2 VPE, USI VP AA and MSU Active Citizenship Senator recruiting reps at fairs day

- **Social Media**

I used the MSU social media to spread awareness about the recruitment season and to inform students of what an Academic Rep is.

- **Head of Departments**

I sent an email to all Heads of Departments with slides. I asked the HoD to circulate these slides to all Teaching staff within their Department and asked them to inform students about Academic Rep recruitment.

- **QR codes**

You may have noticed the most hideous Academic Rep recruitment posters scattered across campus. This ensured the ease of access to the nomination link and I was told my photo is there to make the poster more "fun and engaging"

- **By-Election**

The day nominations closed, we launched our by-election to ensure representation in as many subjects as possible. The by-elections are operating on a first come first served basis. The QR codes across campus are still valid and lead to the by- election post.

A massive thank you to the *Academic Representative Administrator* for their hard work throughout this recruitment period.

Here is a list of the Vacant Positions which are being recruited in the by-election:

Faculty of Arts, Celtic Studies and Philosophy	Faculty of Social Sciences	Faculty of Science and Engineering
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<ul style="list-style-type: none"> • 2nd Year Undergraduate Ancient Classics • 3rd Year Undergraduate Ancient Classics • 1st Year Undergraduate European Studies • 2nd Year Undergraduate European Studies • 3rd Year Undergraduate European Studies • 1st Year Undergraduate Chinese • 1st Year Undergraduate Early Irish (Sean - Ghaeilge) • 2nd Year Undergraduate Early Irish (Sean - Ghaeilge) • 1st Year Undergraduate English 	<ul style="list-style-type: none"> • 1st Year Undergraduate Adult and Community Education • 2nd Year Undergraduate Adult and Community Education • 3rd Year Undergraduate Adult and Community Education • 4th Year Undergraduate Adult and Community Education • 2nd Year Undergraduate Community & Youth Work • 3rd Year Undergraduate Community & Youth Work 	<ul style="list-style-type: none"> • 2nd Year Undergraduate Biological and Geographical Science • 3rd Year Undergraduate Biological and Geographical Science • 4th Year Undergraduate Biological and Geographical Science • 3rd Year Undergraduate Biology • 2nd Year Undergraduate Bioscience • 4th Year Undergraduate Bioscience • 2nd Year Undergraduate Biotechnology
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<ul style="list-style-type: none"> • 2nd Year Undergraduate Theology • 1st Year Undergraduate French • 2nd Year Undergraduate French • 3rd Year Undergraduate French • 1st Year Undergraduate German (Beginner) • 1st Year Undergraduate History • 2nd Year Undergraduate History • 1st Year Undergraduate BA Music • 3rd Year Undergraduate BA Music 	<ul style="list-style-type: none"> • 4th Year Undergraduate Community & Youth Work • 2nd Year Undergraduate Social Policy • 3rd Year Undergraduate Social Policy • 2nd Year Undergraduate Accounting • 1st Year Undergraduate Business Management (BA) • 2nd Year Undergraduate Business Management (BA) • 1st Year Undergraduate Business Management (BBS) • 2nd Year Undergraduate Business Management (BBS) 	<ul style="list-style-type: none"> • 3rd Year Undergraduate Chemistry • 3rd Year Undergraduate Pharmaceutical Chemistry • 2nd Year Undergraduate Computational Thinking • 2nd Year Undergraduate Computer Science • 3rd Year Undergraduate Computer Science • 3rd Year Undergraduate Multimedia, Mobile & Web Development • 1st Year Undergraduate BE Electronic Engineering • 3rd Year Undergraduate BE
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<ul style="list-style-type: none"> • 2nd Year Undergraduate BMus • 2nd Year Undergraduate Philosophy • 3rd Year Undergraduate Philosophy • 2nd Year Undergraduate Spanish • 3rd Year Undergraduate Spanish • 1st Year Undergraduate Spanish (Beginners) • 1st Year Undergraduate Spanish (Non-Beginners) 	<ul style="list-style-type: none"> • 2nd Year Undergraduate Entrepreneurship • 3rd Year Undergraduate Entrepreneurship • 3rd Year Undergraduate Equine Business • 2nd Year Undergraduate Finance • 3rd Year Undergraduate Finance • 2nd Year Undergraduate International Business • 1st Year Undergraduate Quantitative Finance • 2nd Year Undergraduate Quantitative Finance • 3rd Year Undergraduate 	<p>Electronic Engineering</p> <ul style="list-style-type: none"> • 2nd Year Undergraduate Astrophysics • 3rd Year Undergraduate Astrophysics • 1st Year Undergraduate Experimental Physics • 3rd Year Undergraduate Experimental Physics • 4th Year Undergraduate Experimental Physics • 1st Year Undergraduate BA Mathematical Studies • 2nd Year Undergraduate BA Mathematical Studies
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	<p>Quantitative Finance</p> <ul style="list-style-type: none"> • 4th Year Undergraduate Quantitative Finance • 3rd Year Undergraduate Product Design • 3rd Year Undergraduate Economics • 2nd Year Undergraduate Education • 1st Year Undergraduate Froebel (Department of Primary & Early Childhood Education) • 2nd Year Undergraduate Froebel (Department of Primary & Early Childhood Education) 	<ul style="list-style-type: none"> • 3rd Year Undergraduate BA Mathematical Studies • 3rd Year Undergraduate Data Science • 4th Year Undergraduate Data Science • 3rd Year Undergraduate Mathematics Applied • 1st Year Undergraduate Mathematics Pure • 2nd Year Undergraduate Mathematics Pure • 3rd Year Undergraduate Mathematics Pure • 3rd Year Undergraduate Statistics • 4th Year Undergraduate Statistics
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	<ul style="list-style-type: none"> • 3rd Year Undergraduate Froebel (Department of Primary & Early Childhood Education) • 4th Year Undergraduate Froebel (Department of Primary & Early Childhood Education) • 1st Year Undergraduate Geography • 2nd Year Undergraduate International Development • 2nd Year Undergraduate Law (BA) • 3rd Year Undergraduate Law (BA) 	<ul style="list-style-type: none"> • 3rd Year Undergraduate BA Psychology (MH101) • 4th Year Undergraduate BSc Psychology (MH209) • 3rd Year Undergraduate Psychological Studies (MH106) • 3rd Year Undergraduate Theoretical Physics
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	<ul style="list-style-type: none"> • 3rd Year Undergraduate Law (LL.B.) • 2nd Year Undergraduate Politics • 1st Year Undergraduate Sociology 	
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Academic Representatives are a crucial part of our MSU Structures, for this reason I worked hard to compile a beneficial and effective academic rep training which took place on October 21st and 22nd.

Please see the Academic Rep training schedule below:

Friday:

9am Registration

10am - What is MSU - MSU President

10:45am - What is an Academic Rep- VP Education & Deputy President

11:40 am - MSU Director General – *"How to be taken seriously"*

12:30pm – Dr. Aisling Flynn – *"An Overview of the Office of the Dean of Teaching and Learning and Student Skills and Success"*

13:00pm - Lunch

14:15pm - How to Organise a Class Night Out- VP Student Life

14:45pm - Academic Landscapes- MSU Academic Representative Administrator

16:05pm - Academic Assembly

16:35pm – Faculty Assemblies

17:15pm - Student Success feedback session - Dr. Aisling Flynn

18:00pm – Mario Kart & Dominoes Pizza

Saturday:

9:45am- Welcome back

10:00am – Máire Buckley – *“Experiential Learning Office & Becoming Future Ready”*

10:15am – Maynooth University - The Writing Centre

10:30am - Maynooth University - Moodle Support Centre

10:45am – Dr Susi. Gottlober – *“Communications & Handling Complaints”*

11:30am - Academic Advisory + Programme Advisory Office – Rose Donovan

12:15pm - *“How to Negotiate”* – Dr. Paul Donovan

13:30pm - Lunch

14:30pm – Collective Action & MSU #WheresMyLevy Q&A session- MSU President & VP Education & Deputy President

15:30pm *“What Makes a Good Academic Rep”* – USI VP Academic Affairs

Friday:

9am Registration

I started registration at 9am for students who were coming in from commuting so they had somewhere warm and dry to sit. I provided pastries and red bull and it give the representatives a chance to chat and get to know each other.

10am - What is MSU - MSU President

The MSU President welcomed Academic Reps. He gave them a greater insight into:

- The Executive and their Roles
- MSU Democratical Structures
- MSU Services and Facilities
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10:45am - What is an Academic Rep- VP Education & Deputy President

I delivered a session to Academic Reps about what their role entails. I broke down their constitutional responsibilities and outlined ways the reps can fulfil their responsibilities. I also highlighted important aspects of their role and things to note before they start their roles.

11:40 am - MSU Director General – "*How to be taken seriously*"

The MSU Director General facilitated a session on how to be taken seriously. This session focused on the importance of professional communications and the importance of feedback and closing the feedback loop.

12:30pm – Dr. Aisling Flynn – "*An Overview of the Office of the Dean of Teaching and Learning and Student Skills and Success*"

Dr Flynn gave Academic Reps an over view of the Office of T&L. Dr. Flynn was present on behalf of Dr. Alison Hood who was unable to attend on the day.

I initially invited the MU President and the Dean of Teaching and Learning to this meeting to address and welcome the students. The MU President expressed how keen she was to attend the training in a meeting with the four Sabbatical officers, however when I reached out to the Office of the MU President, I received no response to the invitation which I sent.

13:00pm – Lunch

Academic Reps got free lunch in the MSU Club

14:15pm - How to Organise a Class Night Out- VP Student Life

The VP Student Life facilitated a session on how to plan a night out for their class groups. He gave them an insight into the:

- Dos & Don'ts
- How to make it safe for all
- The safety of the organiser

He also gave a Q&A session for Academic Reps to ask their questions

This session was initially scheduled to be a Mental Health training and how to set boundaries training sessions, however, the facilitator of this session cancelled at a very late notice. Mental health training will be provided as soon as possible.

14:45pm – Academic Landscapes- MSU Academic Representative Administrator

Our MSU Academic Representative Administrator gave a presentation on Academic Landscaped over time in Ireland.

16:05pm – Academic Assembly

I chaired the First Academic Assembly of the year- I gave the VP Education speech and welcomed all Academic Reps. Relevant elections took place also.

16:35pm – Faculty Assemblies

The Faculty Convenors chaired their first Faculty Assembly of the year. All relevant elections took place here.

17:15pm - Student Success feedback session - Dr. Aisling Flynn

The Student Success initiative presented their work so far and got digital feedback from the representatives.

18:00pm – Mario Kart & Domino's Pizza

Considering this training took place on a Friday evening, I facilitated a social evening event for Academic Reps were around for the evening as they generously spent their weekend attending the training.

Saturday

9:45am- Welcome back

Pastries were offered to attendees.

10:00am – Máire Buckley – “Experiential Learning Office & Becoming Future Ready”

Máire informed reps on the services available for the to become future ready but also went into detail on the “*Maynooth University Student Engagement awards*”. Following meetings during the July-September period, The MSU President, Experiential Learning office and I met and we discussed ways to make the MUSE award more accessible to students who are involved but may not reach 50 hours of work. It was great to see the feedback which MSU suggested be implemented into these awards and there is now a new base level which academic reps can apply to.

10:15am – Maynooth University - The Writing Centre

The Writing Centre gave an overview of their services and advised reps when to refer their classmates to the Writing Centre.

10:30am - Maynooth University - Moodle Support Centre

The Moodle Support Centre gave an overview of their services and advised reps when to refer their classmates to the Moodle Support Centre. Following my introductory meeting with the Centre of Teaching and Learning, I was asked how could we make the Moodle Support Centre more accessible to students. I suggested that they move their pop up Centre to the MSU Info Centre, as it is often the first place where students will go with issues. It is easier for the MSU Info Centre staff to refer students to the relevant services.

The Moodle Support Centre will be in the MSU Info Centre once a month.

10:45am – Dr Susi. Gottlober – “*Communications & Handling Complaints*”

This was a very interactive session where Dr. Gottlober presented to students. They learned about handling complaints, who to go to within the departments and when to go to them. Students had the chance to ask questions where many of their queries were answered.

11:30am - Academic Advisory + Programme Advisory Office – Rose Donovan

Rose gave an overview of the services provided by the Academic and Programme Advisory Office. Rose also gave an outline of various campus departments, such as the records office etc.

12:15pm - "*How to Negotiate*" – Dr. Paul Donovan

Students engaged in a session about how to negotiate and formal ways of communicating whilst negotiating.

13:30pm – Lunch

Lunch was provided.

14:30pm "*What Makes a Good Academic Rep*" – USI VP Academic Affairs

The USI VP AA gave a presentation and put real life scenarios into perspective by doing debates, workshops and also team working activities with the representatives.

15:30pm – Collective Action & MSU #WheresMyLevy Q&A session- MSU President & VP Education & Deputy President

Academic Reps are a valued structure here in MSU, we facilitated a session on the importance of Collective Action and we gave the reps a chance to ask any questions they may have about the #WheresMyLevy campaign.

I would like to take this opportunity to thank everyone who facilitated and presented sessions at the Academic Rep training. Your knowledge will not only benefit the representatives and their class mates but future Maynooth generations to come with the positive impact these reps will make.

Furthermore, I would like to take this opportunity to everyone who kindly brought some resources and goodies for reps to use whilst in their roles.



Figure 3 Academic Reps listening to one another make speeches as they run for various committees of the MSU Academic Assembly.



Figure 4 The VP Education, ACSP, SS, & S&E Faculty Convenors

They shall endeavour to attend all meetings of committees of which they are member and to coordinate and maximise student representation on other appropriate academic structures.

In my capacity as Vice President Education and Deputy President, I have attended the meetings which I was able to attend and sent apologies to the ones I couldn't attend. Please see the "Committees" section of this report for more information.

They shall endeavour to represent the needs of students by campaigning at both local and national level.

I have done this when possible through representing students at various USI meetings.

For the time that the Union is a member organisation of the Union of Students in Ireland, the Vice President Education shall be a delegate to the National Council and Annual Congress of the Union of Students in Ireland.

- I attended the Union of Students in Irelands crossover Comhairle Náisiúnta in Galway, in June
 - o Here I attended the:
 - Postgraduate Working Group
 - BMW Working Group
 - Academic Affairs Working Group
- I attended the August Comhairle Náisiúnta online.
 - o I also attended:
 - The BMW Working Group
 - The Gaeilge Working Group
- I attended the September Comhairle Náisiúnta online.
 - I also attended the BMW Working Group.

PLAN OF WORK

At the beginning of this Executives term of office, we created a plan of work. The Plan of Work is the guiding document for the executive. Below is how I have contributed to the completion of the Plan of Work.

- The MSU Executive's Plan of Work has been postponed until the Second Sitting of the Seventh Session of the Maynooth Students' Union Student Senate due to unforeseen circumstances.

MANIFESTO INITIATIVES

While running for Vice President Education, I outlined several manifesto pledges. Throughout my term I will make progress on each of these promises to the best of my ability.

List of Manifesto Initiatives:

1. Online Grinds Advertisement
2. Provide sufficient Mental Health Training to elected Academic Reps
3. Work to ensure that MSU is a bilingual Union and to ensure that Gaeilge is not forgotten
4. Continue the work which I did last year as ACSP FC with the VPE to work towards implementing blended learning campus
5. Provide workshops and information sessions for students who are getting ready to enter the workforce

Online Grinds Advertisements

- I have had some minor discussions on this initiative but no actions have been completed.

Provide sufficient Mental Health Training to elected Academic Reps

- This will take place during Academic Rep training on Friday October 21st.

Work to ensure that MSU is a bilingual Union and to ensure that Gaeilge is not forgotten

- I have had multiple meetings with the MSU President to discuss Gaeilge in MSU. We have discussed:
 - o Where to use Gaeilge in the Union
 - o Events we can host as Gaeilge
 - o Gníomhaí Gaeilge

- Bilingual signage around MSU
- MSU recently went through a rebranding, I did the Gaeilge translations for all of the signage across the building.
- With the MSU President, we signed up for the Gníomhaí Gaeilge for the Union to hold ourselves accountable when it comes to Gaeilge.
- I have also personally signed up for Gníomhaí Gaeilge.
- I provided a written Gaeilge update to the MU Coiste Gaeilge as I was unable to attend in person.
- I helped with Oifigeach na Gaeilge recruitment by advertising the position at the Academic Rep recruitment desks and spoke to students about this position.
- I have met with Conradh na Gaeilge twice and have met with various Gaeilge reps from CnaG.
- I also met with the recently resigned Leas Uachtarán don Ghaeilge in USI to talk about oifigeach recruitment and Gaeilge in the union

Continue the work which I did last year as ACSP FC with the VPE to work towards implementing blended learning campus

- With the prevalent accommodation crisis and considering Maynooth is now considered to be a commuting University, blended learning was something that is needed more than ever.
- I brought blended learning to faculty's attention immediately when I took office.

- In the MU Faculties, the MU Registrar stated that MU is in no position to provide any form of online education this academic year and there will be no online learning.
 - o Blended learning is difficult to interpret as it is not the equivalent of "online learning".
 - o Blended learning is a system which needs to be implemented to make education accessible to all.
 - o In the introductory meeting with the Registrar and MSU President, I raised this issue where the University's message of the year was reiterated, that there will be no online learning on campus this year.
- I also had a meeting with the ACSP Associate Dean of Teaching and Learning, where I was asked what are the issues facing students when returning to campus this year.
 - o The Dean noted that blended learning is often overlooked by the University and asked would I be interested in co-hosting or facilitating a Town Hall where students could voice their opinions on what would make education more accessible to them and I agreed, however with the #WheresMyLevy campaign, this initiative is currently on hold.

Provide workshops and information sessions for students who are getting ready to enter the workforce

- The idea of this session was to have a campaign like upskill.
- In my crossover with my predecessor I was informed that there is no demand for an upskill campaign on campus following it failing in the previous two years.
- Instead of completing this manifesto initiative, I will promote events that will help prepare final year and postgraduate students instead of hosting them.
- If there is a demand for any workshop/ information session, I will then provide it for this campaign.

MOTION & MANDATES

There are many motion & mandates that require participation from my role.

Throughout my term I will make progress on each of these motion & mandates to the best of my ability. Below is a list of all active motion & mandates that require my participation, with updates on my progress with each one.

List of Motion & Mandate:

1. Mental Health Training
2. Disclosure of Lecturers' and Department Representatives' Personal Pronouns in Emails
3. 'How to Use your Union' Infographics
4. Student Virtual Safe Space
5. Sourcing Student Support
6. Agency and Consultation over Student Deadlines
7. Promotion of Supports for Students with Disabilities
8. MU & MSU Sexual Harassment Policy Review
9. Accessibility of Lectures VP Education to Lobby Maynooth University and St. Patrick's Pontifical University Staff to Provide Content Warnings in Advance of Triggering Lectures
10. Irish Language Campaign
11. MSU Position on Publicly Funded Education
12. Motion to Lobby Relevant Parties AGAINST the Proposed Leaving Certificate Irish Curriculum
13. Accessibility of Lectures
14. Comprehensive Mental Healthcare Provision
15. Continuation of Online Arrangements

Mental Health training

Mental Health training was scheduled to take place during Academic Rep training on Friday October 21st at 14:30, however the organisation who were scheduled to train the Academic Reps cancelled on the Thursday evening. This was very disappointing as the training session was supposed to cover "Looking after yourself and setting boundaries in the student movement" and this would have been a very beneficial session where elected representatives could have asked professionals questions. I hope to reschedule this training and have it at the same time as the NStEP training.

Disclosure of Lecturers' and Department Representatives' Personal Pronouns in Emails

No work has been done on this yet.

To ensure staff are informed of pronouns, I have "*why pronouns are important*" hyperlinked to my own pronouns.

'How to use your Union' infographics

This will be a campaign once the Plan of Work is finalised.

Student Virtual Safe Space

No work has been completed on this mandate.

Sourcing Student Support

There is yet to be a link created however, I advertise relevant supports at relevant times on social media, in my automatic email response and using posters.

A lot of this was done at academic rep training. Reps were told who to go to and when they go to them themselves, or when they are to refer students to these places.

Agency and Consultation over Student Deadlines

No work has been completed on this mandate.

Promotion of Supports for Students with Disabilities

No work has been completed on this mandate.

MU & MSU Sexual Harassment Policy Review

No work has been completed on this mandate.

Accessibility of Lectures, VP Education to Lobby Maynooth University and St. Patrick's Pontifical University Staff to provide content warnings in advance of triggering lectures.

This is a mandate which I have been working on. In a meeting with the SPPU Registrar, he committed to addressing this with lecturers and staff.

Irish Language Campaign

MSU were unable to achieve this mandate as there has just been an Oifigeach elected. The aim of the mandate is to promote Gaeilge Visibility. For this reason, I stood in on the Oifigeach's behalf when I was able to, I helped the officers with Gaeilge translations.

Accessibility of Lectures

No work has been done specifically to this mandate.

Here is an example of Gaeilge Translations which I did:

MSU
Maynooth Students' Union
Aontas na Mac Léinn Mhá Nuad

GENDER ACTIONZ

TALKING GENDER IN IRISH.
AG CAINT FAOI INSCNE AS GAELIGE

What are your pronouns?	My pronouns are she/her they/them he/him.
Cén forainmneacha atá agat?	Is iad na forainmneacha atá agam ná (sé/é) (sí/i) (siad/iad)
My pronouns are they/them and she/her.	My pronouns are they/them and he/him.
Is iad na forainmneacha atá agam ná sí/i agus siad/iad	Is iad na forainmneacha atá agam ná sé/é agus siad/iad
What's your gender?	Would everyone be happy to share their pronouns? I can start.
Cad is inscne duit?	An bhfuil gach duine ceart go leor chun bhur forainmneacha a roinnt le gach duine? Tosóidh mé
I identify as / I am...	I am in the LGBTQIA+ community / I am LGBTQIA+
Aithníim mar _____ / Is _____ mé	Táim i mo bhall den phobal LADTA+

MSU Position on Publicly Funded Education

No work has been done on this mandate yet.

Motion to Lobby Relevant Parties AGAINST the Proposed Leaving Certificate Irish

Curriculum

No work has been done on this mandate yet.

Comprehensive Mental Healthcare Provision

No work has been done on this mandate.

Continuation of Online Arrangements

I have ensured to continue online arrangements when possible.

COMMITTEES

I have listed the committees that I am a member of and have tried to give a description of their remit and some of the activities they undertake. I have also listed my contribution to these committees below.

Committee that the Vice President Education & Deputy President is a member of:

- Maynooth University Governing Authority
- Maynooth University Academic Council
- Maynooth University Faculty of Arts, Celtic Studies and Philosophy
- Maynooth University Faculty of Social Sciences
- Maynooth University Faculty of Science and Engineering
- Maynooth University Academic Programmes Committee
- Maynooth University Strategic Plan steering group
- Maynooth University Student Success initiative
- Maynooth University Teaching and Learning Committee
- Maynooth Students' Union Executive Committee
- Maynooth Students' Union Student Senate
- Maynooth Students' Union Academic Assembly
- Maynooth Students' Union Student Charter Committee
- Maynooth Students' Union Student Engagement and Feedback Committee
- Maynooth Students' Union Academic Representation Review Committee
- Maynooth Students' Union Arts, Celtic Studies and Philosophy Faculty Assembly
- Maynooth Students' Union Social Sciences Faculty Assembly
- Maynooth Students' Union Science and Engineering Faculty Assembly
- Maynooth Students' Union, Constitution and Representational Review Committee
- Union of Students in Ireland Comhairle Náisiúnta

- Union of Students in Ireland Academic Affairs Working Group
- Union of Students in Ireland Borders, Midlands and Western region working group

1. Maynooth University Governing Authority

The Governing Authority has responsibility for the strategic direction of the University, the management and administration of its revenue and property and the general conduct of its affairs.

I attended the first and only MU Governing Authority meeting, so far, this academic year.

2. Maynooth University Academic Council

The Academic Council Office facilitates the co-ordination of business and liaison between the Academic Council and its standing boards/committees, and when required, the three Faculties and Governing Authority. It is responsible for the preparation and circulation of documents for meetings of the Academic Council and its boards and committees.

I have sent my apologies to the first meeting of the MU Academic Council. I was unable to attend as it clashed with first year orientation talks. Instead, the MSU President went.

3. Maynooth University Faculty of Arts, Celtic Studies and Philosophy

The Faculty is a forum for consideration of academic matters relevant to the Faculty. It may make recommendations to Academic Council on matters on which Academic Council is empowered to make decisions.

The Faculty also has delegated authority from Academic Council to approve, where appropriate:

- 1. The award of research degrees;*
- 2. The appointment of external examiners for research theses;*
- 3. The appointment of external examiners for programmes and subjects.*

The Faculty is also an important channel for information sharing, discussion and debate, on matters relevant to the academic business of the constituent academic units and their disciplines. The Faculty shall elect members of the Academic Council, the Standing Committees of the Academic Council, and other University bodies in accordance with the University statutes and standing orders.

I attended both ACSP Faculties which have happened so far this year.

Notably, in the first faculty meeting, the Registrar said there will be no forms of online learning on campus this year. This was noted across all three Faculties.

In the second of all three faculties, there was an update on the MU Student Centre, the Bursar gave an update of the student centre. I questioned the University's communication on the messaging of the student centre. I expressed that it was ill delivered and the Bursar said had the Registrar another chance he would have communicated it better. I made sure the student union was well represented in these meetings as often times the University had twisted the messaging from MSU.

I asked the Bursar about the parking situation, following up from GA, after I was sent the wrong email, I asked the Bursar for the amount of spaces available on campus compared to the amount of permits which have been sold. I am still waiting on these figures.

4. Maynooth University Faculty of Social Sciences

The Description above (see ACSP Faculty) is relevant to all three MU Faculty meetings.

I attended both SS Faculties which have happened so far this year. Description is the same as ACSP.

5. Maynooth University Faculty of Science and Engineering

The Description above (see ACSP Faculty) is relevant to all three MU Faculty meetings.

I attended both S&E Faculties which have happened so far this year. Description is the same as ACSP.

6. Maynooth University Academic Programmes Committee

The function of the Academic Programmes Committee is to oversee on behalf of Academic Council the portfolio of programmes of the University, undergraduate and postgraduate, to ensure that they remain appropriate, relevant and of the highest possible standards. The Academic Programmes Committee will bring recommendations to Academic Council regarding the overall structure of the portfolio, the approval of new programmes, changes to programmes, the withdrawal of programmes and the academic regulations governing programmes. The Academic Programmes Committee will seek the prior approval of the University Executive before making any recommendation to Academic Council that has significant resource implications.

I have had to send my apologies to the Academic Programmes meeting which occurred.

7. Maynooth University Strategic Plan steering group

This committee looks at and reviews the feedback given at town halls relevant to the Strategic Plan.

I have attended two out of three of the MU Strategic Plan steering group meetings. I also attended the two town halls based on student experience.

8. Maynooth University Student Success initiative

I have attended all of the Student Success meetings and I have contributed to this project too. As well as this, I gave this initiative a session at Academic Rep training.

9. Maynooth University Teaching and Learning Committee

The role of the Academic Council Teaching and Learning Committee is to make recommendations to Academic Council on matters of strategy and policy in relation to Teaching and Learning in order to enhance teaching, learning and assessment at undergraduate and postgraduate levels, and to oversee, on behalf of Academic Council, the development, implementation and review of the education strategy for the university, within the overall framework of the University Strategic Plan

I have had to send my apologies to the Teaching and Learning meeting which occurred.

10. Maynooth Students' Union Executive Committee

The Executive shall meet and act as a collective authority, and shall be collectively responsible for the day to day operation of the Union, in addition to each officer's own portfolio, and shall have powers to take necessary decisions in between meetings of the Student Senate. Any such decisions must be ratified at the next meeting of Student Senate and shall lapse and have no further effect if not so

ratified.

As the Vice President Education, I am the secretary of the Maynooth Students' Union Executive.

I have brought various Memoranda to this committee.

I have attended each of the MSU Executive meetings.

This year, we have started to publish an *Achoimre* of the Executive meetings on the MSU website. I have some minutes and *achaimre* to finish, but when they are finished and approved by the Executive, they will be uploaded.

11. Maynooth Students' Union Student Senate

The governing body of the Union shall be the Student Senate. Subject to the provisions of the law, this Constitution, and to policies set by Policy Referendum, Union policy on matters shall be determined by the Student Senate at a validly called and quorate Student Senate meeting. Union policy shall include mandates for Union Officers and Union delegations.

The functions of the Student Senate shall include inter alia;

- 1. The formulation of Union policy*
- 2. The right to mandate the members of the Union Executive individually or as a body to undertake certain tasks in addition to any adopted policy;*
- 3. Ensuring that the members of the Union Executive are held accountable in the conduct of their respective roles*

The MSU Student Senate is yet to meet. It will meet on November 9th, 2022 in the John Hume Board room.

12. Maynooth Students' Union Academic Assembly

There shall be Academic Assembly to provide a forum to discuss issues related to academic affairs, teaching and learning, and quality assurance, as well as areas that influence student learning, as they affect all students across the University so as to be in a position to advise the Vice President Education and the Union where necessary.

As the Vice President Education, I chaired the first Academic Assembly on Friday November 21st. For more information, see the Academic Rep training schedule previously outlined in the report.

13. Maynooth Students' Union Student Charter Committee

The Student Charter Committee is established by the Student Academic Assembly to review and develop the Student Charter

The first meeting of the MSU Student Charter Committee will convene after the Second meeting of the Faculty Assemblies.

This is because only two Academic Representatives were elected to the committee during the first Faculty Assemblies and to ensure effective representations, we will open nominations again in the next assembly.

14. Maynooth Students' Union Student Engagement and Feedback Committee

The Student Engagement & Feedback Committee is established by this Constitution and the Student Academic Assembly to review the mechanisms for students to provide feedback on the quality of their teaching and learning as well as the teaching and learning environment within the University

The first meeting of the MSU Student Engagement and Feedback Committee will convene the week starting 14th November.

15. Maynooth Students' Union Academic Representation Review Committee

The Academic Representation Review Committee is established by this Constitution and the Student Academic Assembly to review and advise the Vice President Education on the effectiveness and development needs of student academic representation in the Union and University

The first meeting of the Academic Representative Review Committee will convene the week starting 14th November.

16. Maynooth Students' Union Arts, Celtic Studies and Philosophy Faculty Assembly

There shall be Faculty Assemblies to provide a forum for discussion on all issues of particular relevance to a particular faculty, including, but not limited to: academic programmes; all areas of teaching and learning; facilities; and all matters relating to the education, welfare and student experience of students in the relevant faculty

I attended the Arts, Celtic Studies and Philosophy Faculty Assembly on October 21st.

For more details of what happened during the Faculty Assemblies, please see schedule of events above in this document.

17. Maynooth Students' Union Social Sciences Faculty Assembly

There shall be Faculty Assemblies to provide a forum for discussion on all issues of particular relevance to a particular faculty, including, but not limited to: academic programmes; all areas of teaching and learning; facilities; and all matters relating to the education, welfare and student experience of students in the relevant faculty

I was unable to attend the Social Sciences Faculty Assembly as it occurred at the same time as the ACSP Faculty Assembly.

The Academic Representative Administrator attended on my behalf to provide any relevant information or insights to the Convenor or Academic Representatives.

18. Maynooth Students' Union Science and Engineering Faculty Assembly

There shall be Faculty Assemblies to provide a forum for discussion on all issues of particular relevance to a particular faculty, including, but not limited to: academic programmes; all areas of teaching and learning; facilities; and all matters relating to the education, welfare and student experience of students in the relevant faculty

I was unable to attend the Science and Engineering Faculty Assembly as it occurred at the same time as the ACSP Faculty Assembly.

The MSU President attended on my behalf to provide any relevant information or insights to the Convenor or Academic Representatives.

19. Maynooth Students' Union, Constitution and Representational Review Committee

I sit on CRRC as the Deputy President. The CRRC is yet to meet

20. Union of Students in Ireland Comhairle Náisiúnta

National Council is the National Executive of the Union of Students in Ireland. It oversees the management of the National Union and hears reports on the activities of the officer board in between Congresses of the Union

I attended the crossover Comhairle in NUIG during June, before I started my term as VP Education.

I attended the August Comhairle online.

I attended the September Comhairle online.

21. Union of Students in Ireland Academic Affairs Working Group

I attended the Crossover Comhairle AA WG in June.

I have been unable to attend since but I have regularly met with the USI VP AA.

22. Union of Students in Ireland Borders, Midlands and Western region working group

I attended the August BMW WG online.

I attended the September BMW WG online.

GENERAL ACTIVITIES

The work of [insert position] is not just confined to constitutional roles and manifesto initiatives. There is a wide variety of activities undertaken by me in the execution of my role. I have given a comprehensive list of these activities below.

List of some of the main other general activities undertaken:

- Period Products for VP Welfare and Equality
- Attended the Dáil- HEA bill 12th July
- Before office- USI Congress
- Crossover bonding
- Freshers events
- Packed freshers packs
- Pride BBQ
- Gaeilge translations
- Photoshoots
- TSI Launch
- Maynooth Community Council
- Info centre job interviews
- Handbook write up
- Postgraduate and PhD coffee morning
- Clubs and socs coffee morning
- Drivetime interview
- Clamping meeting with students
- TikTok for promotion of freshers fest
- Ukrainian fair day
- Ukrainian Thank you event
- Postgraduate induction day
- Belfast bonding
- Launchpad Orientation

- Meeting with Cllr. Angela Feeney
- **Period Products for VP Welfare and Equality**

I have assisted the VP W&E with their ending period poverty campaign.

I have distributed the period products into various toilets in Maynooth Students' Union.

I have helped the VP source period products.

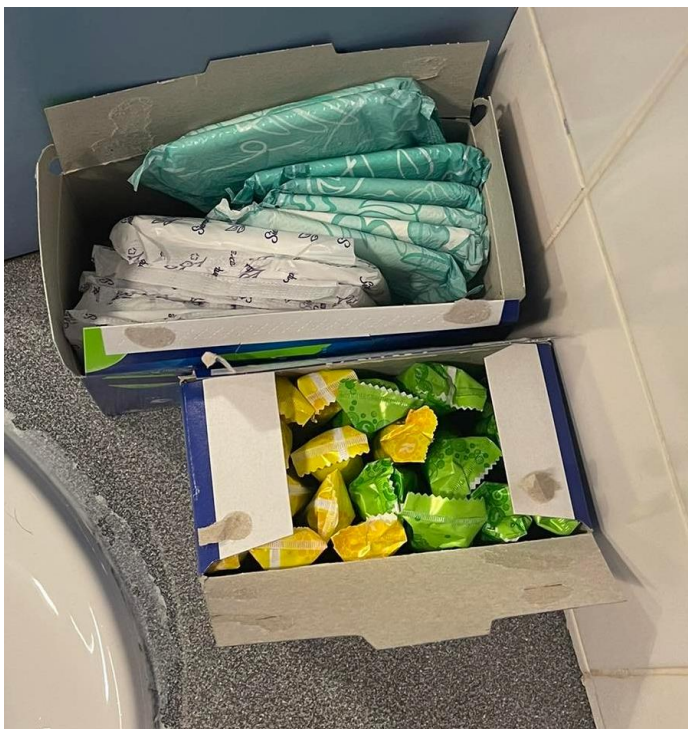


Figure 5 A top up of period products in the MSU toilets

- **Attended the Dáil- HEA bill 12th July**

The HEA bill was debated in the Dáil.

The four sabbatical officers were in attendance.

- **Freshers events**

I attended Freshers' events when I was able to. As a long distant commuter, this was sometimes difficult but I tried to be there.

- **Packed freshers packs**

I spent some time in early September packing Freshers' packs.

As well as this, I supported the officers when they were sourcing products for these packs.

- **Pride BBQ**

I attended the Maynooth University Pride BBQ event.

Here, MU staff and community members took a LGBTQ+ friendly pledge. If you see staff members with a LGBTQ+ lanyard, they have taken the pledge. It was brilliant to see this pledge introduced as oftentimes staff can be bystanders to these issues.

- **Gaeilge translations**

The MSU Building recently underwent a rebranding. All signs were updated. For this, I did the Gaeilge translations of all of the branding which has recently been put up throughout Maynooth Students' Union.

- **TSI Launch**

The MSU Sabbatical officers attended the launch of the TSI building. Here we met a number of Councillors and TDs but also MEP Maria Walsh.

- **Maynooth Community Council**

I have attended the Maynooth Community Council

It is important that MSU are considered to be part of the Maynooth community. For this reason, I attend.

In these meetings, we gain insight into Maynooth as a town, as a commuter, it is very beneficial to find out about what is happening in Maynooth.

MCC wrote a letter of support to MU during the #WheresMyLevy campaign.

- **Info centre job interviews**

I sat on the MSU Info Centre interview panel.

- **Handbook write up**

For the Freshers' Packs, we brought back the handbook.

For this, I wrote up some educational advice, and about Academic Representatives.

In the handbook, I included the dates of Academic Rep training to make sure potential candidates kept the date free so they could attend.

- **Postgraduate and PhD coffee morning**

I attended a PG and PhD coffee morning during the summer. At this meeting the MSU President and I committed to facilitating the second coffee morning in the MSU Info Centre.

We facilitated the coffee morning in late August.

Over 40 Postgraduate and PhD students were in attendance, it was great to see this engagement as usually there is a lack of engagement when it comes to postgraduate and PhD students.

At this coffee morning, we supplied tea and coffee, Student Services provided chocolates and biscuits.

Here, we gave the students a run down of the services in MSU, we promoted the Doctoral and Postgraduate Rep positions as they were vacant and about to be put to election at this time.

We also told the PG and PhD students when they can come to MSU and what the relevant officers can do for them.



Figure 6 PG and PhD Students meeting one another in Your Space

- **Drivetime interview**

I did an interview with RTÉ Drivetime on the #WheresMyLevy campaign.

- **Clamping meeting with students**

The VP SL and I facilitated a meeting with students to discuss the extreme clamping situation which we are seeing on campus.

- **Ukrainian fair day**

MU hosted a fair day for Ukrainian families.

Here, campus was turned into a lovely and vibrant village style event. There were events on and traditional Ukrainian events taking place on campus.

- **Ukrainian Thank you event**

MU Hosted an event to thank those who supported them when they hosted Ukrainian families. It was lovely to receive an invite to this event.

- **Postgraduate induction day**

MSU were invited to give an induction talk to some of the incoming Postgraduate students.

The President, VP Student Life and I attended.

We gave a run down of our roles and when the students can come to us and what we can do for them.

As well as this we promoted the Postgraduate elections which were coming up. A number of students asked us for information about the elections and expressed their interest.

- **Launchpad Orientation**

The MSU President and I attended the Launchpad Orientation. This took place on Saturday, September 24th. Here, we spoke to students about what MSU is, what we do for them and we recruited senators and academic representatives. Overall, it was very successful, as a number of students have gotten involved within MSU after talking to us at the event.

We also gave away freebies, such as, snacks, drinks, hotpress magazines, tote bags and handbooks.



Figure 7 MSU President and I giving away freebies and recruiting reps

- Meeting with Cllr. Angela Feeney

The MSU President contacted all of the local Councillors in our region.

Cllr. Feeney was one of the only Councillors to reply. She requested a meeting and we met with her. It was great to have a Councillor on our side and someone who was willing to hear about what the Students' Union have to say.

MEETING SCHEDULE

Below is an indicative schedule of meetings that I have attended. This is shown to portray how often I have meetings and the level of consistency with which these committees meet at. There are also many meetings needed outside of those committees.

Meeting Schedule:

- **Week 01**

[XXth Month] – [Time] – [Name of Meeting]

[XXth Month] – [Time] – [Name of Meeting]

- **Week 02**

04th July – 10am – Sabbatical Officer Catch up

04th July – 11am – Social Media Brainstorm

04th July – 12pm – Meeting with student

04th July – 9:30am – Sabbatical Officer Catch up

04th July – 2pm – Plan of Work Preparation

05th July – 10am – Plan of Work Preparation

05th July – 2pm – Start of Term Activity Brainstorm Meeting

06th July – 11:30am – Introductory Website Meeting

06th July – 2pm – Meeting with class of Doctorate in Higher and Adult Education Class.

06th July – 4pm – Meeting with Academic Representative Administrator

07th July – 2pm – Meeting with VP SL and Events team regarding orientation events

07th July – 3:30pm – Meeting with Dr. Aoife Ní Ghloinn & MSU President

08th July – 9:45am – PA meeting with MSU Sabbatical Officers

- **Week 03**

12th July - 10:30am – Meeting with MSU President & Director General

12th July – 2pm – Start of Term Activity Meeting

13th July – 9:30am – MU Student Success

13th July – 5pm – HEA Bill in the Dáil

14th July – All Day – Carr Communications

14th July – 8pm – Green forum meeting

15th July – 2pm – MSU Executive

15th July- Annual Leave

- **Week 04**

18th July – Annual Leave

19th July – Annual Leave

20th July – 10am – Plan of Work Meeting

20th July – 12pm – MSU & Student Success Initiative

20th July – 2pm – MSU & Threshold

20th July – 4pm – Plan of Work Meeting

21st July – 10am – Plan of Work Meeting

21st July – 2pm – Gníomhaí Gaeilge preparation meeting- MSU President & ACSP FC

22nd July – 10am – Plan of Work Meeting

- **Week 05**

25th July – 2:30pm – Meeting with USI VP BMW

25th July – 4pm – Meeting with USI VP AA

26th July – 10am – Postgraduate and PhD Coffee morning

26th July – 11am – Meeting with Student Survey, Ireland

26th July – 2pm – Start of Term Activity Meeting

26th July – 7pm – Meeting with Cllr. Angela Feeney

27th July – 10:30am – Plan of Work Meeting

28th July – 11:30am – Plan of Work Meeting

29th July – 2pm – MSU Executive

- **Week 06**

02nd August – All Day – Carr Communications

03rd August – MU Student Success

05th August – All Day – Carr Communications

- **Week 07**

08th August – 2pm – Meeting with ACSP FC

08th August – 3pm – Meeting with ACSP, SS & S&E FC to discuss Academic Rep recruitment and Plan of Work Schedule

09th August - 10am – Plan of Work Meeting

09th August – 2pm – Start of Term Activity Meeting

10th August - 9:30am – MU Student Success

10th August - 11am – Neurodiversity meeting with VP W&E & Deirdre Forde

10th August – 2pm – Plan of Work Meeting

11th August - 10am – Plan of Work Meeting 1:1 MSU President

11th August – 3pm – Plan of Work Meeting 1:1 MSU President

11th August – 4pm – MSU Sabbatical Officers & Communications Planning

12th August – 10am – MSU Sabbatical Officers & Content Creation

12th August – 12pm – Plan of Work Meeting

12th August – 2pm – MSU Executive

- **Week 08**

15th August - 11am – Plan of Work Meeting

15th August – 2pm – Threshold Training

16th August - 10am – Plan of Work Meeting

16th August – 12pm – Meeting with Director General

16th August – 1pm – BMW Working Group

16th August – 2pm – Start of Term Activity Meeting
17th August - 10am – Plan of Work Meeting
17th August - 11am – MSU Info Centre Job Interviews
17th August – 12pm – MSU Info Centre Job Interviews
17th August – 2pm – MSU Info Centre Job Interviews
18th August – 2pm – Plan of Work Meeting
18th August – 5pm – USI Gaeilge Working group
19th August – 10am – MSU & Experiential Learning Office
19th August – 11am – MSU & MU Director of Governance
19th August – 10:30am – Academic Rep Administrator - Constituency Review
19th August – 12:30pm – Comhairle Náisiúnta

- **Week 09**

22nd August – 10am – MSU Executive Photos
22nd August – 12pm – Plan of Work Meeting
22nd August – 2pm – Plan of Work Meeting
23rd August – 10am – Plan of Work Presentation
25th August – 10am – Academic Rep Constituency Review
26th August – 2pm – MSU Executive
26th August – 3pm – Meeting with USI LU don Ghaeilge & Conradh na Gaeilge

- **Week 10**

29th August – 10am – Orientation handbook review
29th August – 4pm – MSU & MU President's Office – Strategic Plan Meeting
30th August – 11am – PhD and Postgraduate Coffee Morning
30th August – 2pm – Start of Term Activity Meeting
30th August- 4:30pm – Campaign Calendar review
31st August – 10am – Presentation of the Plan of Work to the MSU Executive
31st August – 2:30pm – Strategic Plan- steering group

01st September – 10am – TSI opening

- **Week 11**

05th September – 12pm – MU, Arts, Celtic Studies and Philosophy Faculty

05th September – 3pm – MU, Social Sciences Faculty

06th September – 09th September – Annual Leave

- **Week 12**

12th September – 12pm – Meeting with ACSP Associate Dean of Teaching and Learning

12th September – 12pm – Meeting with Dr. Susi Gottlober

12th September – 2pm – MSU Representation Meeting

12th September – 7:30pm – Maynooth Community Council

13th September – 10am – Orientation talk prep

13th September – 11am – Meeting with Threshold (CPY)

13th September – 12pm – Election Social Media work

13th September – 3pm – MU, Science and Engineering Faculty

14th September – 12pm - Maynooth Ukrainian “thank you event”

14th September – 12:30pm – Postgraduate induction

14th September – 4pm – MSU President & MU Registrar

15th September – 10am – Student Survey – MSU VP SL, Communications & Campaign support co-ordinator & MU Director of Quality

16th September – 11am – MSU & MU President

16th September – 12pm – Meeting with MU Library

- **Week 13 – Orientation Week & Academic Rep Recruitment week**

22nd September – 2:30pm – MU Governing Authority



Figure 8 MSU President, VPE, and VP SL tired after delivering all of the orientation talks

- **Week 14 – Freshers' Week & Academic Rep Recruitment week**

26th September – All Day – Academic Representative Recruitment

26th September – 5pm – MSU Executive

27th September – All other hours – Academic Representative Recruitment

27th September – 10am - Meeting with USI VP BMW

27th September – 12pm – Conradh na Gaeilge

27th September- 12:30pm – MU Strategic Plan Town Hall – Student Experience

28th September – 10am – Meeting with USI VP AA

28th September – 12pm – MSU President & USI President, VPC, VPAA, VPBMW

28th September – Clubs & Socs Fair day - Academic Rep Recruitment

28th September – 1pm – Academic Rep Candidates meeting and lunch



Figure 9 Academic Rep candidates getting to know each other

29th September – Clubs & Socs Fair day - Academic Rep Recruitment

29th September – 12pm – MU Strategic plan town hall

- **Week 15**

03rd October – 10am – Student Success

03rd October - #WheresMyLevy Petition launched - time spent on the ground gathering signatures

04th October – 11am – Centre of Teaching and Learning - Introductory meeting

04th October – 2pm – Campaigns meeting

06th October – 11:11am – #LevyWalkout

06th October – 4pm – Meeting with Simon Harris



Figure 10 MSU President and VP Education after meeting with Simon Harris

- **Week 16**

10th October – 10am – MSU Sabbatical Officer Catch up

10th October – 4pm – Student Success editing session- Curriculum

10th October – 5pm – MSU Officer Report training

10th October – 6:30pm – Gníomhaí Gaeilge meeting

10th October – 7:30 – Maynooth Community Council

11th October – 11am – MSU Staff meeting

11th October – 2pm – Maynooth Life Podcast- recording session

13th October – 5pm – attended the Dáil to watch the Student Centre discussion



Figure 11 MSU President, VPE and VP W&E outside the Dáil

14th October- 2pm – MSU Executive

- **Week 17**

17th October – 9:30am- Meeting with ACSP FC

17th October – 12pm – MU, Arts, Celtic Studies and Philosophy Faculty

17th October – 3pm – MU, Social Sciences Faculty

Please note, I have had more meetings, however, they are sometimes difficult to track back.

For the meetings which I attended after these dates, please see my next officer report.

EXPENSES CLAIMED

To ensure that I am transparent and accountable for my expenditure below is a list of all expenses that I have claimed.

- a) I am yet to claim expenses

APPENDICES

Appendix A – Executive Memorandum



Executive Committee
An Coiste Feidhmiucháin

Maynooth Students' Union
Aontas na Mac Léinn Mhá Nuad

MSU Executive Memorandum

Meeting Date	Friday, 16 September 2022
Item No.	11 b)
Topic	Academic Representative Constituency & Seat List
Status	For Note
Sponsor	VP Education
Synopsis	The list of Academic Representative positions and seats that will be opened for nominations on the 20/09/2022.
Background	<p>The VP Education has added three new positions to the Academic Representative position list:</p> <ul style="list-style-type: none">• 2nd Year Undergraduate Data Science• 3rd Year Undergraduate Data Science• 4th Year Undergraduate Data Science <p>The VP Education has also added a net 48 seats to the Academic Assembly (See Appendix A for the seat list).</p>
Request	The MSU Executive note the additional positions and seat list.