

Minutes of the Student Advisory Council held at 1:30pm on Tuesday, 13 August 2019 in building 36, room 301.

<b>PRESENT:</b>	Ranjith Raj	Chair, Mature Age
	Mahasheta Vishwanath Malagi	Secretary, Law, Humanities and the Arts - International
	Aibek Niyetkaliyev	Academic Senate - Postgraduate
	Jacob Morath	Academic Senate - Undergraduate
	Grace Welsby	Academic Senate - Undergraduate
	Oliva Poate	Clubs and Societies
	Mahashika Nanayakkara	Clubs and Societies
	Cheng Deng	Engineering and Information Science – International
	Lucas Peers-Catt	LGBTIQ+
	Anju Rijal	Science, Medicine and Health - International
	Bryce Humphries	Science, Medicine and Health – Undergraduate
	Rochelle Nash	Social Sciences - Undergraduate
	Tom Carroll	Persons with Disability
	Mia Watson	University Council – Undergraduate
	Bailey Bond	UOW Pulse
	Boston Edwards	Woolyungah Indigenous Centre
	Madison Lord	Wollongong Undergraduate Student Association
	Chuhao Liu	Wollongong University Postgraduate Association
<b>IN ATTENDANCE:</b>	Mr Grant Hughes	Senior Manager, Academic Administration, Student Services Division
	Professor Julia Coyle	Pro-Vice Chancellor Students
	Mr Debby Porter	Manager SSAF and Student Projects, Student Services Division
<b>OBSERVER:</b>	None	
<b>APOLOGIES:</b>	Sandeep Satapathy	Academic Senate – Postgraduate
	Samantha Sharpe	Deputy Chair SAC, Academic Senate - Undergraduate
	Samantha Minney	Batemans Bay Campus
	Shah Junaid Islam	Business International
	Emma Bellino	Law, Humanities and The Arts – Postgraduate
	Tom Carroll	Persons with Disability
	Yuxi Ruan	University Council - Postgraduate

## PART A: OFFICIAL BUSINESS

### \*A1 Welcome and Introduction

The Chair acknowledged the traditional custodians of the land and welcomed all the representatives and UOW staff in attendance. The Chair noted that the meeting is in quorum.

The committee were advised the meeting was being recorded and upon request, the recording could be stopped. The recording will be used as a backup for clarification when drafting minutes, once the SAC have ratified the minutes the recording will be deleted.

The Chair noted the work of the SAC SSAF working party and the preparation and time taken provide recommendations to the University Executive, is to be commended. Particular thanks was given to Yuxi Ruan for taking on the responsibility of acting as Chair for the working party.

The Chair advised that the SAC Executive has reviewed the expressions of interest for the Women's Representative position, and was pleased to announce the Val Sun as the successful applicant. Val Sun will commence her role by the end of August and will be present at the September meeting.

It was noted that due to recent graduation and release of results for autumn session, a number of positions were now declared vacant. The SAC Executive and Student Services Division staff will review the vacancies and determine replacement in accordance with the Faculty Academic Governance Policy.

The Chair welcomes Madison Lord, who was representing WUSA in the capacity of Acting President and Chuhao Liu, who was representing WUPA due to the absence of the WUPA President.

**\*A2 Arrangement of Agenda**

**A2.1 Conflicts of Interest**

No conflicts of interest were declared.

**A2.2 Confidential Items**

The SAC were advised that agenda item 2.4, SAC SSAF Recommendation, was confidential. The Chief Administrative Officer uses the recommendations of the working party to inform the final decision and allocation of SSAF. The process of finalising SSAF expenditure was still in progress and therefore was not to be disclosed or discussed outside the meeting.

**A2.3 Starring of Items**

Item 2.4 to be starred.

**A2.4 Meeting protocol**

The Chair noted that due to a number of representatives noting the need to leave the meeting after the first hour item the agenda items would be addressed in the following order; 2.1, 2.4, 2.2, 2.3, 2.5, 2.6.

The SAC were asked that all items be raised through the Chair and reminded the committee to treat each other with respect and dignity.

**\*A3 Confirmation of Minutes**

**RESOLVED 2019/23**

*that the minutes of the previous meeting held on 18 April 2019 be confirmed and signed as a true record.*

## RESOLVED 2019/24

*that the minutes of the previous meeting held on the 16 May 2019 to be confirmed and signed as a true record.*

### \*A4 Action Items and Business Arising

Status: NE: New CO: Carried Over OH: On Hold CL: Closed

RESOLUTION ITEM	STATUS	ACTION	DUE DATE	RESPONSIBLE PERSON
2018/29	CO	A representative from UOW Accommodation Services to speak to the fees payable by students	13/08/2019	Manager SSAF and Student Projects
Informal Meeting 1/2019 discussion item	CO	The Chair of the SAC to prepare a paper on the value of the live recording of Student Advisory Council Meetings.	18/9/2019	Chair SAC
Operational	NE	Development of a SAC Strategy Map including a handover period for current and incoming reps (incl. in action items.) and present to SAC for feedback and comment for the September SAC meeting.	18/9/2019	Chair SAC Manager SSAF and Student Projects
2019/13	NE	Creation of an International Representative Working Group	18/9/2019	Manager SSAF and Student Projects

### \*A5 Chair's Report

The Chair advised that at this time there was nothing additional to report.

## PART B: GENERAL BUSINESS

### \*2.1 Accommodation Services

The Director Accommodation Services (DASD) thanked the invitation by the SAC to present and address questions previously raised regarding pricing. The DASD advised that there has been a major piece of work around pricing for 2020, explaining the previous model was too compressed and did not effectively address the variable services and amenities available at each of UOW's 7 residential campuses.

The DASD presentation provided comparison of pricing from 2019 vs 2020 and the student satisfaction survey results, conducted in autumn 2019 (Attachment 1). Response rates for the survey saw an increase from 30% to 42%, which in part is attributed to the format and accessibility of the survey.

Following the presentation, the Chair invited questions from the floor.

The LGBTIQ+ representative, sought clarification on the breakdown of the ancillary fees charged to residences, citing in 2018 there were two charges of approximately \$200 each for the community activity fund and a services fee. The representative advised that they made a number of enquiries to student leaders and staff within the residences, seeking clarification of why these

fees were charged and how the funds were spent. The representative noted that the only information provided was that these fees were used for the end of year ball held for the residence.

The DASD advised that the fees cover a range of student led activities and go towards the overall costs of orientation activities and events. In the case of the end of year balls, the amount of funding allocated to the ball would be in relation to the number attending, since it would be inequitable to fully-fund an activity that not all students attend.

The DASD also noted that ancillary fees were only used for non-alcoholic activities, which was in-line with the rollout of Safe and Respectful Communities, across campus.

The Academic Senate – Postgraduate representative enquired with the reduction of accommodation fees, was there any impact on accommodation scholarship offering.

The DASD advised that the decision had been made to remove accommodation scholarships entirely and instead to reduce the accommodation charges, which offers the greatest value to all residents. The ability to assess scholarship based on equity had become complex and was proving to be difficult to determine successful and unsuccessful candidates.

The Chair asked why there had been a decline in the satisfaction of IT services.

The DASD clarified there had been an increase and improvement of IT, particularly usage, load and accessibility to technology within the residences. For example, two years ago not all rooms had Wi-Fi access, which has been rectified.

The dissatisfaction been attributed to high dropout, which was a campus wide and not solely an issue for residents. Another issue that residents do find frustrating is latency, particularly when gaming. Unfortunately, the university is unlikely to find a suitable solution due to the data load required to meet the demand.

The Chair enquired as the institution moves to increased recording of lectures, will the ASD IT infrastructure be able to meet the download demand.

The DASD advised that they were unable to comment, however the Pro-Vice Chancellor Students (PVCS), advised that storage and use of lecture recording is within the ongoing body of work being addressed by the ECHO360 working party.

The DASD invited any further questions of the SAC may have regarding university residential campuses, the Chair welcomed this invitation and instructed that further questions maybe directed via the SAC Secretary. The Chair thanked the DASD for his presentation and taking the time to address the questions raised by the SAC.

#### **RESOLVED 2019/25**

*that the Student Advisory Council note the presentation provided by the Director Accommodation Services Division.*

#### **\*2.4 Student Services and Amenities Fee**

The Chair reminded the SAC that the recommendations and discussions for this agenda item are to remain confidential and are not to be discussed or disclosed. The Manager SSAF and Student Projects (MSSP) presented the outcomes of the SSAF Governance Working Party.

MSSP took the Terms of Reference (ToR) as read and thanked the members of the SAC SSAF working party; the formalising of the Terms of Reference is an example of the ongoing strength and maturity of the decision making process of the group.

The SAC SSAF working party reviewed projects and submissions in one meeting, which was held on Monday 29 July 2019. At the commencement of the meeting, the group reviewed the TOR and agreed that in addition to students noting a conflict and vacating the room during deliberations for identified projects, the outcomes of those recommendations would be hidden, this was to ensure that each project was assessed on its merits and remove potential bias for previous decisions.

The three members that registered a conflict were Bailey Bond, Student Director PULSE, Isabelle Liddy – WUSA representative and MSSP. As required the MSSP, left the room for deliberations for the projects which she had submitted. The working party determined that since the projects submitted by the MSSP were for the benefit of the SAC, WUSA and WUPA each of the working party was conflicted as per the ToR and the assessment of the projects submitted by the MSSP would be made via the senior management of SSD.

The MSSP presented the survey data (Attachment 2) followed by a review of each recommendations for both the 2020 SSAF recurrent and new project requests (Attachment 3), which had been circulated at the commencement of the meeting.

The MSSP advised SSAF continues to attract significant number of funding requests, for 2020 project funding requests were approximately \$8.3m while anticipated revenue had been estimated at \$5.8m.

The MSSP advised that the next stage for approval was to draft a recommendations paper to the Chief Administrative Officer (CAO), as the delegated authority to determine the SSAF rate and allocation of funds. Following the CAO review and subsequent approval, the 2020 SSAF allocations would be presented to the Vice-Chancellor Advisory Group and notifications to project managers and updates the UOW SSAF pages would be made. The anticipated timeframe for presentation to VCAC is mid-October 2019.

The MSSP advised that historically the recommendations from the SAC SSAF working party have been supported when allocating SSAF. In addition to the recommendations of the SAC SSAF working party, recommendation to the university executive take into consideration the following:-

- anticipated revenue;
- strength of the SSAF project proposal;
- value to students;
- previous performance of the project (including spend history);
- whether the project will require on-going recurrent funding; and
- resources required for successful delivery of a project.

The Chair invited questions from the floor.

The SMAH UG representative sought clarification about comments on the recommendations table about ensuring activities run by Clubs and Societies and Faculty Clubs are open and inclusive to all. The representative questioned whether this would limit the ability for these groups to access SSAF funding.

MSSP clarified that for these groups the expectation is that the process to tender for SSAF funds is a fair and equitable and that no one club or society is to have a monopoly of accessing and utilising SSAF funds.

**RESOLVED 2019/26**

*that the Student Advisory Council:-*

- i. endorse the recommendations and project priorities for 2020 SSAF funding as agreed at the meeting; and,*
- ii. note that the SAC recommendations and any impact statements will be forwarded to the University Executive for consideration and final approval by the delegated authority.*

**\*2.2 Faculty of Social Sciences Representative**

The Faculty of Social Sciences – Undergraduate representative provided a verbal update. After consulting with a number of students across various degree programs, the representative advised there were not any comments or concerns that needed to be raised within the SAC.

The Chair then asked for some clarification regarding degree structure, and why the Bachelor of Psychology was located within the Faculty of Social Sciences and not with the Faculty of Science, Medicine and Health.

The PVCS responded that when determining a faculty structure research outcomes, student outcomes, income, resourcing capabilities are part of this decision making process.

WHS minor, three subjects and a summer session subject and due to timetabling changes even though the students had completed two of three of the subjects to take out the minor, they would be required to delay graduation/completion of their course by a further six months to be able to complete the final subject requirement.

The Senior Manager Academic Administration (SMAA), noted to take this on at notice and address the group at a further meeting after further investigation.

**RESOLVED 2019/27**

*that the Student Advisory Council note the verbal update provided by the Social Sciences undergraduate representative.*

**\*2.3 Clubs and Societies Representatives**

The Chair noted that this item would be taken as read and invited questions. No questions were raised.

**RESOLVED 2019/28**

*that the Student Advisory Council note the report provided by the Clubs and Societies representatives, as set out in the agenda paper.*

**\*2.5 ECHO 360**

The University Council – Undergraduate (UCU) representative provided an update on ECHO 360 update. The ECHO360 working party has met to discuss the items to be included in university

policy, to date there have been 3 meetings held. The outcome of these meetings have drafted a report for the University Education Committee (UEC) then onto Academic Senate, with an outcome that the working group will continue to address the in principle expectations for the development of an ECHO360 policy.

The Deputy Vice-Chancellor, Academic has advised that while there are no guarantees, there is hope that the policy will be in place by autumn session 2020 for those lectures with the capacity and technology to record.

The PVCS added that the policy will not be mandated and that there will be the capability for academic staff to opt out. Some reasons to opt out may include those lectures that have a 'tutorial' type element, where there are guest lecturers who have not at the time provided agreement to be recorded or where the facilities are not conducive to effective recording.

In addition to 'opt in and opt out', additional work is ongoing concerning storage of recordings and access of files and it is expected that this will continue throughout implementation.

The UCU advised that the working party are working through issues of intellectual property, copyright, or should a situation occur within a lecture where the recording will be required to be stopped. All these circumstances will continue to be addressed as the working party progresses.

The LGBTIQ+ representative asked the UCU whether the students involved in the working party felt that their voice and recommendations were heard as part of the anticipated policy development.

The UCU representative responded that they did feel the consultation with students and the recommendations/commentary provided was heard and expects that the ongoing consultation will continue to demonstrate this.

The Chair SAC asked whether a student would ever be able to challenge where a lecturer has identified to opt out.

The PVCS reminded the SAC that the policy has not be written at this time and the working party are working through the principles to be included in the policy. Issues such as challenging a decision to record or not record a lecture will be considered.

The PVCS suggested that the paper sent to Academic Senate, once published is circulated amongst the SAC. The Chair noted that this is to be added as a future action item.

#### **RESOLVED 2019/29**

*that the Student Advisory Council note the update provided by the University Council – Undergraduate representative.*

#### **\*2.6 2020 2025 Strategic Plan Update**

The Chair noted that this item would be taken as read and invited questions. No questions were raised.

#### **RESOLVED 2019/30**

*that the Student Advisory Council note the update provided by the Universities Strategic Planning Division, as set out in the agenda paper.*

## **PART C: OTHER BUSINESS**

### **\*C1 Other Business**

The Chair opened up any items or questions from the floor.

UCU asked whether there is an ability for the SAC to hold charity type events on campus. Identifying an opportunity for the possible donation of old prescription glasses that are donated to disadvantaged communities.

The MSSP advised that these type of activities would be part of the Activation Working Group, which due to the number of students who have graduated or completed studies of the past session has declined. With the recent appointment of a new Student Representative Coordinator, it is anticipated that the Activation Group will be reconstituted with future activities to be included as an upcoming action item.

Chair raised a complaint received by a Postgraduate Research student who was gifted with UOW Keeper Cup. The graduand felt that this was inappropriate form of recognition, after years of study. The SMAA asked for the email to be forwarded, in order to address the issue and to provide a response. The outcome to be included as an upcoming action item.

### **\*C2 Schedule of meetings**

*The next meeting will be on Wednesday 18 September 2019 Room 36-301 Council Room at 9.30pm.*

### **\*C3 Rolling Agenda Schedule**

<b>Item</b>	<b>Meeting Date</b>
Presentations from the LGBTIQ+, Disabilities, Clubs and Societies representatives.	18/09/2019
The Chair, SAC will present on the preparatory work required by the SAC for the SAC update for the Vice Chancellors Advisory Group.	TBD
A reminder to all representatives that the self evaluation survey and annual representative survey has been moved to be open from August – September.	August/September
Students as Partners update has been moved and will be reported in the September meeting following the Students as Partners Roundtable conference at UNSW	18/09/2019
Student Voice Summit report has been moved to September.	18/09/2019
ECHO 360 update	18/09/2019

Signed as a true record:



-----  
Chair, Student Advisory Council  
/ /

---

**Draft Resolution**

- a. *that the minutes of the previous meeting held on 13 August 2019, be confirmed and signed as a true record.*
- 

<i>Drafted by:</i>	<i>Reviewed by:</i>	<i>Approved by:</i>
<i>Manager SSAF and Student Projects, Student Services Division</i>	<i>Director Student Services Division</i>	<i>Secretary, Student Advisory Council</i>
<i>Student Advisory Council Tuesday 17 September 2019</i>		