



**STUDENT ADVISORY COUNCIL (SAC) – Monday, 15 August 2018
MINUTES**

Minutes of the Student Advisory Council meeting to be held at 9:30am on Wednesday, 15 August 2018 in building 36, room 301.

PRESENT:	Ranjith Raj	Science, Medicine and Health PG an Mature Age Rep (Chair)
	Aibek Niyetkaliyev	UOW Residences
	Andrew Che	South Western Sydney
	Anju Rijal	Science, Medicine and Health INT
	Boston Edwards	WIC
	Cagdas Caliskan	SBS Campus
	Daniel Crameri	UOW Pulse
	Emma Bellino	Law, Humanities and the Arts PG
	Fei Xia	Engineering and Information Sciences INT
	Joshua Black	Academic Senate UG
	Laszlo La Marque	Southern Highlands
	Lucas Peers-Catt	LGBTIQA+ Rep
	Mahasheta Malagi	Law, Humanities and the Arts UG (Secretary)
	Mia Watson	WUSA
	Nathaniel Smith	Engineering and Information Sciences UG
	Olivia Poate	Clubs and Societies
	Rochelle Nash	Social Sciences UG
	Samantha Sharpe	Law, Humanities and the Arts UG (Deputy Chair)
	Susanne O'Brien	Women's Representative
	Tasman Fitzer	Bega Campus
	Thu Uyen (Jamie) Le	Business INT
	Thuc Anh Nguyen	Business UG
	Tom Carroll	Disabilities Representative
	Yuxi Ruan	Academic Senate PG, WUPA
IN ATTENDANCE:	Deborah Porter	Manager, SSAF and Student Projects MSSAF
	Kristy Newton	UOW Digital Literacies Coordinator, Library
	Steffan Bale	Senior Manager Infrastructure, Information Management and Technology Service DLC
	Theresa Hoynes	Director, Student Services Division D(SSD)
OBSERVER:	Victoria Robinson	Senior Manager, Admissions Fees and Scholarships (SM AFS)
APOLOGIES:	Bryce Humphries	Science, Medicine and Health UG
	Katherine O'Sullivan	Southern Sydney
	Michael Siega	Social Sciences INT
	Rebecca Taylor	Shoalhaven
	Samantha Minney	Bateman's Bay
	Shah Junaid Islam	Business PG



PART A: OFFICIAL BUSINESS

***A1 Welcome and Introduction**

The Chair welcomed everyone to the meeting and acknowledged the traditional custodians of the land. The Chair introduced three new SAC representatives to the group;

Aibek Niyetkaliyev	UOW Residences
Anju Rijal	Science, Medicine and Health INT
Olivia Poate	Clubs and Societies

The Chair acknowledged Mohamad Ahmed, Engineering and Information Sciences PG Representative who has completed his Masters and started working for UGL as a Control Systems Engineer. The Chair expressed best wishes on behalf of the SAC for Mohamad's future endeavours. Work is underway to fill his vacancy.

***A2 Arrangement of agenda**

A2.1 Conflicts of Interest

No conflicts of interest were raised.

A2.2 Confidential Items

No confidential items were raised.

***A2A Chair's Report**

On the Chair's invitation the MSSAF provided an overview of the response to the SAC Leadership Retreat and thanked all of the representatives that participated.

***A3 Confirmation of Minutes**

There was no further business arising from the previous minutes, and no suggested amendments.

RESOLVED 2018/6

That the minutes of the previous meeting held on 28 May 2018 be confirmed and signed as a true record

***A4 Business Arising from the Minutes**

SAC Student Services Amenities Fees (SSAF) Working Group Funding Recommendations

The MSSAF commented on the outcomes of the working group. The purpose of the working group was to examine the value of the SSAF projects to students. The need to increase the profile of SSAF usage was acknowledged. The SSAF survey was completed by 1500 students which is significant although greater engagement will be sought. Most projects were supported by the working group, and two items are pending endorsement; Accommodation Services and Support and Uniactive Student Discount.



The Southern Highlands' Representative requested detail relating to item 2015_5.15 and 2015_13. The MSSAF outlined that item 2015_5.15 is funding for events held at South Western Sydney (SWS), Sydney Business School CBD and Innovation Campuses including breakfasts, petting zoos, and massages, and item 2015_13 is funding for social clubs and beverages for Southern Highlands, Southern Sydney and Shoalhaven campuses, due to their isolation from local shops.

The MSSAF outlined how SSAF was allocated at regional and metropolitan campuses. SSAF is distributed directly to the campuses and to the support services that are provided on those campuses by UOW Pulse and other UOW divisions.

The MSSAF raised the SAC honorarium use and the unspent pool of funding. The DSSD encouraged the use of the funds and outlined how the honorarium can assist SAC representatives.

The MSSAF will provide information on the SAC Moodle site relating to the progress of SSAF project approvals. The SM AFS, DSSD and Chief Administrative Officer will be consulted with, and communication will go to the Vice Chancellor's Advisory Group (VCAG). Once endorsed, the MSSAF will inform the SAC.

RESOLVED 2018/7

That the Student Advisory Council:

- i. note the recommendations and project priorities for 2019 SSAF funding; 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.*

PART B: GENERAL BUSINESS

***B1 UOW Wireless Improvement Strategy**

The Senior Manager Infrastructure, Information Management and Technology Service (SMI) outlined the purpose of seeking feedback from the SAC, as part of stakeholder engagement and continuous improvement of the UOW Wireless Network. He asked, "What would you like to see the University spending it's money on to improve UOW Wireless?" The SWS Representative questioned the bandwidth available to students. The SMI confirmed that he will obtain that information and provide it to the SAC. The SMI stated UOW gets a certain amount of bandwidth (100 MB) for approximately \$100,000 per annum, and Accommodation Services receive approximately 1GB which can increase to 2GB if the University pays an additional \$7,000 a month.

The SWS Representative asked for further information about the current system in place at SWS. The SMI explained that all metropolitan and regional campuses must connect to Wollongong for security reasons. He also stated that the current SWS Campus 125MB data channel would increase to 1GB by the end of the year with plans to increase it to 10GB in the future, providing speeds at SWS equivalent to those on Wollongong campus.

The SMI reported that UOW Accommodation will also receive an upgrade, however, the timeframe is currently unknown. The SMI explained that Accommodation receives 1GB during the day which increases significantly in the evening by sharing the Wollongong Campus network.

The Chair suggested that SAC representatives provide feedback and suggestion to the SMI via the SAC Moodle site by the next meeting on 18 September 2018.



RESOLVED 2018/8

That the Student Advisory Council

- i. note the presentation by the UOW Senior Manager Infrastructure; and*
- ii. provide feedback by the UOW Senior Manager Infrastructure.*

***B2 UOW Digital Learning**

The Academic Senate UG Representative introduced the agenda item by speaking to the need for the University to meet the technological challenges and graduate employability requirements of students by keeping current with digital change. To do this, he stated the University needs to produce technologically adaptable students to maximise their digital literacy skills.

Kristy Newton, UOW Digital Literacies Coordinator (DLC), discussed the UOW “Manage, Use, Create” program. The program is a series of modules within Moodle, designed to facilitate student learning and the development of digital literacy skills. The program is not just focused on technology but also tools to live, learn and work in the digital world. The DLC stated that she requires feedback from the student cohort to ensure the content is relevant to the key audience and that faculty and academic engagement is an ongoing practice. The methods used to obtain feedback is through surveys, although additional feedback is helpful. The delivery method for the program will move towards smaller “bite-sized” pieces to deliver a greater targeted impact.

The DSSD questioned the relationship between the “Manage, Use, Create” program and the Learning and Teaching Curriculum (LTC). The DLC stated LTC assisted with the creation of the program and that open correspondence between the two units is common. The DSSD questioned academic engagement in the program and embedding it in the curriculum. The DLC acknowledged that there were some challenges with this although it was understandable due to the varying workloads between each faculty and academics. The DSSD suggested faculty representatives speak to their faculty contacts to encourage and suggest integration with digital literacy into the curriculum through the Faculty Education Committee (FEC). To encourage this, the DLC can assist in ways to approach the topic with the faculty to facilitate conversation.

The Southern Highlands Representative questioned the relationship of the program with industry and their changing requirements. The DLC stated that the program is currently an internal student-focused program and while the integration with industry would be good, it currently is not within the scope of the program. Future work with the UOW careers division may see this change in 2019.

The Academic Senate UG Representative suggested inviting the DLC back to update the SAC with the progress of the “Manage, Use, Create” program. The Academic Senate UG Representative will lead the discussion and provide feedback to the SAC relating to the program on a quarterly basis.

RESOLVED 2018/9

That the Student Advisory Council:

- i. notes the presentation given by UOW Digital Literacies Coordinator, Library relating to institutional approaches to digital literacy and technological adaptability,*
- ii. notes the paper produced by the Academic Senate, Undergraduate Representative, and;*
- iii. requests that the Academic Senate, Undergraduate Representative, lead and facilitate feedback and discussion with the UOW Digital Literacies Coordinator, Library.*



***B3 SAC Student as Partners Working Group**

The MSSAF re-affirmed the University's position and commitment to the student voice and outlined the Students as Partners (SaP) component of the Student Representation Review 2016. The MSSAF distributed a draft SaP Working Party Terms of Reference (SAP TOR), and nominations for the positions were opened to the SAC. The Working Party is to be represented by the following positions ;

- The Senior Manager, Admissions Fees and Scholarships, Chair
- The Student Projects Manager, Student Services Division, Executive Officer
- One Shadow Executive Officer
- One Ungraduated Student Representative
- One Postgraduate Student Representative
- One International Student Representative
- One WUSA or WUPA Student Representative
- One Academic Senate Representative
- One non-faculty Representative
- Up to three UOW Staff Members (to be confirmed)
- Other members will be co-opted as required

Feedback was requested of the SAC as to the SAP TOR. The working group will be a "Task and Finish" group which will focus on a clearly defined purpose and objectives. It is likely that there will be one or two meetings. Further information will be posted on Moodle.

RESOLVED 2018/10

That the Student Advisory Council

- i. notes the draft Terms of Reference for the SAC SaP Working Group; and*
- ii. accept nominations from the following representatives to form a SaP working group; Southern Highlands Representative, Business Undergraduate Representative, SMAH International Representative; UOW Residences, WUSA Representative, Academic Senate Undergraduate Representative and South Western Sydney Representative.*

***B4 SAC Training in Safe and Respectful Communities (SARC) First Responder Training**

The Woman's Representative spoke to the need for student representatives to have SARC First Responder training. The DSSD suggested discussing the content of the program with the Manager SARC and the delivery of the content to the SAC.

RESOLVED 2018/11

That the Student Advisory Council:

- i. receive SARC First Responder Training as a compulsory requirement for SAC members; and*
- ii. request that the Woman's Representative liaise with the Manager SARC to prepare the content for the training.*



***B5 Regional Campus Security Matters**

The SWS Campus Representative raised the request for campus security escorts to be available to students to the local train station at the SWS Campus. He requested a similar level of service to the security escorts that are available at Wollongong. DSSD raised that Manager SARC will discuss this with the UOW Facilities Management Division (FMD) as to the details of the security arrangement at SWS and other Metropolitan and Regional Campuses.

RESOLVED 2018/12

That the Student Advisory Council:

- i. receive a presentation on the campus security arrangements on the 29th October SAC meeting; and*
- ii. note that consultation between the Manager SARC and FMD will commence discussing the SWS security arrangements.*

***B6 SAC Activation Group**

The Woman's Representative spoke to the need to raise the profile of the SAC by finding ways to proactively engage with students around the campus. The DSSD raised the opportunity to use SSAF for promotional material such as T-shirts, branded tents and branded pull up banners. This would require a budget, and request to release SSAF funds through the CAO. MSSAF also outlined how the Student Associations Assistants could assist in providing support to the SAC as a point of physical contact for the SAC.

RESOLUTION 2018/13

That the Student Advisory Council:

- i. agree to create a SAC Activation Working Group for the purposes of increasing the SAC profile across each of UOW's on-shore campuses;*
- ii. accept nominations from the following representatives to form a SAC Activation working group from the Woman's Representative, LGBTIQ Representative, Business Undergraduate Representative and SMAH International Representative to increase SAC visibility on all campuses; and*
- iii. apply for the release of 2018 SSAF funds, to the CAO, for the purposes of funding the SAC Activation group.*

PART C – OTHER BUSINESS

***C1 Other Business**

C1.1 The Academic Senate Undergraduate Representative reminded the SAC that the University is hosting a Master Class and Lecture by Bob Carr on the 4th September. He felt it was a good opportunity to see a policymaker in person and encouraged others to attend. Information can be found on the School of Humanities and Social Enquiries web page.



- C1.2** The Academic Senate Undergraduate Representative discussed how some lectures are installing student support information into their presentations. This provides a reminder to students of what services are available, as they often forget after orientation. The Academic Senate Undergraduate Representative suggested promoting these services when appropriate.
- C1.3** The Southern Highlands Representative conducted a policy review of the SARC Action Plan and requested that future plan developments be presented to the SAC. The DSSD welcomed this and will seek comment as the action plan develops.
- C1.4** The DSSD raised IT developments in the areas of Curriculum Management and Customer Relationship Management systems. The Content Management System for the UOW Website is also being updated, and the DSSD requested feedback and a focus group to be formed. As there were no nominations for this, the DSSD will liaise with the project manager to open up feedback channels.
- *C2** **Schedule of meetings**

The next meeting will be on Tuesday 18 September 2018 Room 36-301 Council Room, 1.30pm to 3.30pm

Signed as a true record:

Chair