

STUDENT ADVISORY COUNCIL (SAC) MINUTES – Wednesday, 24 October 2018

Minutes of the Student Advisory Council meeting held at 12:00pm on Wednesday, 24 October 2018 in building 36, room 301.

PRESENT:	Ranjith Raj	Mature Age Representative (Chair)
	Emma Bellino	Law, Humanities and the Arts PG Representative
	Joshua Black	Academic Senate UG Representative
	Bailey Bond	UOW Pulse Representative
	Tom Carroll	Disabilities Representative
	Andrew Che	South Western Sydney Campus Representative
	Ningyan Cheng	Innovation Campus Representative
	Boston Edwards	WIC Representative
	Shah Junaid Islam	Business PG Representative
	Thu Uyen (Jamie) Le	Business INT Representative
	Mahasheta Malagi	Law, Humanities and the Arts UG Representative
	Maheshika Nanayakkara	Clubs and Societies Representative
	Rochelle Nash	Social Sciences UG Representative
	Suzie Nguyen	Academic Senate UG Representative
	Aibek Niyetkaliyev	UOW Residences Representative
	Katherine O'Sullivan	Southern Sydney Campus Representative
	Lucas Peers-Catt	LGBTIQA+ Representative
	Olivia Poate	Clubs and Societies Representative
	Anju Rijal	Science, Medicine and Health INT Representative
	Samantha Sharpe	Law, Humanities and the Arts UG Representative
	Jacob Sich	Academic Senate UG Representative
	Nathaniel Smith	Engineering and Information Sciences UG Representative
	Rebecca Taylor	Shoalhaven Campus Representative
	Fei Xia	Engineering and Information Sciences INT Representative
IN ATTENDANCE:	Mrs Theresa Hoynes	Director, Student Services Division
	Mr Jason Aquilina	Student Projects Manager, Student Services Division
OBSERVERS:	Mrs Victoria Robinson	Senior Manager, Admissions Fees and Scholarships (SM AFS)
APOLOGIES:	Cagdas Caliskan	SBS Campus Representative
	Tasman Fitzer	Bega Campus Representative
	Bryce Humphries	Science, Medicine and Health UG Representative
	Laszlo La Marque	Southern Highlands Representative
	Samantha Minney	Bateman's Bay Representative
	Thuc Anh Nguyen	Business UG Representative
	Susanne O'Brien	Women's Representative
	Yuxi Ruan	Academic Senate PG, WUPA Representative
	Michael Siega	Social Sciences INT Representative
	Mia Watson	WUSA Representative

PART A: OFFICIAL BUSINESS

***A1 Welcome and Introduction**

The Chair welcomed everyone present at the meeting and acknowledged the traditional custodians of the land. The Chair welcomed the new Innovation Campus Representative, Clubs and Societies Representative and UOW Pulse Representative, who have joined the Student Advisory Council (SAC).

***A2 Arrangement of agenda**

A2.1 Conflicts of Interest

No conflicts of interest were raised.

A2.2 Confidential Items

No confidential items were raised.

A2.3 Starring of Items

Already starred: A3, A5, B1 to B3

A4 is not starred although members can choose to star the item.

RESOLVED 2018/24

That the SAC adopts the unstarred items.

***A3 Confirmation of Minutes**

There were no suggested amendments to the previous minutes.

RESOLVED 2018/25

That the minutes of the previous meeting held on 18 September 2018 be confirmed and signed as a true record.

***A4 Business Arising from the Minutes**

A4.1 Remembrance Day Commemoration Update

The Science Medicine and Health (SMAH) International Representative and the Business Postgraduate Representative will be attending the Canberra War memorial to take part in the 100 year Armistice Day ceremony. A report will be provided by the representatives after the ceremony to inform the SAC on their experiences. Work is continuing with Law Humanities and Arts (LHA) academics and Strategic Marketing and Communication Unit (SMCU) to develop content to promote the anniversary on the UOW website.

The SAC noted the progress made on the Remembrance Day Activities.

***A5 Chair's Report**

The Chair provided an update on the work the SAC Executive had been doing in preparation for the presentation to the Vice Chancellors Advisory Group (VCAG). The Chair and Director Student Services Division (DSSD) reminded the SAC Representatives of the importance of the VCAG presentation and encouraged SAC Representative to attend.

The Chair reminded the SAC that University Council and Academic Senate student elections were about to close.

The Chair also reminded the SAC Representatives that following the SAC meeting, Safe and Respectful Communities (SARC) First Responder Training would be held at 1:30pm in room 24 G03.

PART B: GENERAL BUSINESS

***B1 SAC Activation Group Funding Request**

The LHA International Representative, on behalf of the SAC Activation Working Group, sought SAC approval for an additional Student Services Amenities Fees (SSAF) funding request to be submitted to the Chief Administrative Officer (CAO). A request for \$18,650 would be used to purchase items outlined in the agenda item. The DSSD mentioned the CAO's support of the SAC, and that the request for additional funding would need to be issued before the end of the year.

RESOLVED 2018/26

That the Student Advisory Council:

- i. notes the presentation given by the LHA International Representative relating to the SSAF funding request; and,*
- ii. endorses the request for additional SSAF funds to the CAO.*

***B2 Faculty of Law, Humanities and the Arts Update**

The LHA Representatives provided an update to the SAC on the communication and activities that have been occurring within the faculty. The LHA Undergraduate Representative mentioned that there are Facebook sites for undergraduate, postgraduate and international LHA students which is the main communications channel used. The representatives have also undertaken mass mail-outs to students and attended FEC meetings. The information obtained from the FEC meetings is then communicated to students via Facebook and informal sessions with students. LHA students are concerned about the casualisation of the academic workforce within the faculty and the state of the facilities in building 19. Also issues with the use of ECHO 360 has been raised and are progressing to Academic Senate.

RESOLVED 2018/27

That the Student Advisory Council notes the presentation by the LHA Undergraduate, LHA Postgraduate and LHA International representatives.

***B3 SAC Handbook Update**

The Student Project Manager (SPM) provided the SAC with information relating to 2019 meetings. Important details relating to SAC membership eligibility were discussed, focusing on the meeting attendance and academic eligibility. The rolling agenda was briefly mentioned, with presentations to be carried out by different representative groups. Assistance to the SAC would be provided, and templates will be used to facilitate governance and functional meeting requirements. A short walkthrough on the use of the UOW Supplier Payment Form was discussed as it is required to be used for honorarium claims. The DSSD raised the importance of academic performance above all other matters and encouraged students that were unable to attend meetings to let the SPM know. If representative were experiencing other issues that require the services of a specialist unit like counselling or support officers they should also seek assistance.

RESOLVED 2018/28

That the Student Advisory Council notes the presentation by the SPM on 2019 SAC Handbook.

PART C – OTHER BUSINESS

***C1 Other Business**

- C1.1** The LGBTIQ representative raised the need to have greater transparency into how UOW accommodation payments are used. Apart from regular rent payments made by students, an additional \$405 annual payment for services and infrastructure, and community and activity is also paid. Greater transparency from the UOW Accommodation Services regarding the fees charged is sought. The DSSD will request UOW Accommodation Services attend a SAC meeting in 2019 to discuss these matters.

RESOLVED 2018/29

That the Student Advisory Council

- i. writes to the Director Accommodation Services to raise the need for greater transparency into the use of student payments;*
 - ii. Residence Representative raises utilisation of student payments with Accommodation Services; and*
 - iii. receives a presentation from UOW Accommodation Services into the use of student payments.*
- C1.2** The Academic Senate UG Representative, provided updates regarding digital literacy programs conducted by the UOW Library. A redesign of the “Manage Use Create” program would be launched by the end of 2018. Students have been surveyed and focus groups conducted by the library to ensure the main stakeholders provide input into the project. As the outgoing Academic Senate UG Representative will be leaving UOW, it is hoped the SWS Campus Representative may continue to engage the library in these areas.

The use of Echo 360 will be raised at the 5 December 2018 Academic Senate meeting. SAC Representatives were encouraged to support the motion by attending the Academic Senate meeting. The DSSD raised the opportunity to for SAC member to discuss the matter with VCAG during the SAC presentation to the Senior Executive.

RESOLVED 2018/30

That the Student Advisory Council notes the update provide by the Academic Senate Undergraduate Representative.

- C1.3** The DSSD would like to capitalise on the positive momentum of the SAC and raised the opportunity to hold an informal meeting and lunch in November or December.

RESOLVED 2018/31

That the Student Advisory Council hold an informal meeting and lunch in November or December 2018.

- C1.4** The Academic Senate UG Representative, sought the opinion of the SAC in how to raise the English speaking proficiency of international students during their time at UOW. The DSSD suggested liaising with the UOW Wellbeing and the International Student Wellbeing Project.

The UOW Pulse Representative spoke to the Pulse Student Life Survey. He mentioned the challenges of getting international students outside of their comfort zones and interacting with social clubs that are not linked to the student's home country.

RESOLVED 2018/32

That the Student Advisory Council notes the update provide by the Academic Senate Undergraduate Representative.

C1.5 The Chair thanked the Academic Senate UG Representative, for his contribution to SAC over the year and wished him the best in his future PhD studies. The Chair also acknowledged all representatives that would be leaving UOW and the SAC.

***C2 Schedule of meetings**

The next meeting will be held on Tuesday 12 March 2019 in the Council Room (36-301) at 1:30pm.

Signed as a true record:

-----Chair