

STUDENT ADVISORY COUNCIL (SAC) – Monday, 28 May 2018
MINUTES

Minutes of the Student Advisory Council held at 12:00 pm on Monday, 28 May 2018 in room 36-301.

PRESENT:	Mohamad Ahmad	Engineering and Information Sciences PG
	Emma Bellino	Law, Humanities and the Arts PG
	Tom Carroll	Persons Living with a Disability Rep
	Dinh (Andrew) Che	South Western Sydney
	Daniel Crameri	University of Wollongong (UOW) Pulse
	Bryce Humphries	Science, Medicine and Health UG
	Shah Junaid Islam	Business PG
	Laszlo La Marque	Southern Highlands
	Mahasheta Malagi	Law, Humanities and the Arts UG
	Rochelle Nash	Social Sciences UG
	Quynh (Suzie) Nguyen	Academic Senate UG
	Thuc Anh Nguyen	Business UG
	Susanne O'Brien	Women's Representative
	Lucas Peers-Catt	LGBTIQA+ Rep
	Ranjith Raj	Science, Medicine and Health PG and Mature Age
Rep		
	Samantha Sharpe	Law, Humanities and the Arts UG
	Michael Siega (VC)	Social Sciences INT
	Rebecca Taylor (VC)	Shoalhaven Campus
	Erin Twyford	Academic Senate PG
IN ATTENDANCE:	Jason Aquilina	Student Services Project Manager PM(SSD)
	Melva Crouch	Chief Administrative Officer (CAO)
	Ron Fogarty	Manager, Safe and Respectful Communities MSRC(SSD)
	Tori Funnell	Senior Manager, Governance Unit SM(GLD)
	Theresa Hoynes	Director, Student Services Division D(SSD)
	Deborah Porter	Manager, SSAF and Student Projects MSAF(SSD)
OBSERVERS:	Victoria Robinson	Senior Manager, Admissions Fees and Scholarships
(SSD)	Sharon Wingate	Office Manager (SSD)
APOLOGIES:	Joshua Black	Academic Senate UG
	Cagdas Caliskan	Sydney Business School
	Tasman Fitzer	Bega Campus
	Thu Uyen (Jamie) Le	Business INT
	Samantha Minney	Batemans Bay Campus
	Yuxi Ruan	University Council and Academic Senate PG
	Jacob Sich	Academic Senate UG
	Mia Watson	WUSA and Academic Senate Undergraduate
	Fei Xia	Engineering and Information Sciences INT

PART A: OFFICIAL BUSINESS

***A1 Welcome and Introduction**

The Chief Administrative Officer (CAO) welcomed everyone to the meeting. The CAO provided a background to the Student Representation Review and changes to the way representation was viewed within the University. The CAO outlined her expectations of the SAC, in that, representatives would be a voice for students. The CAO would like the SAC to use the Council Room for SAC meetings, where available. The CAO congratulated the representatives for achieving their positions on the SAC and mentioned the various opportunities for the representatives in the form of working groups and training. She also spoke to the changes to the SAC executive structure where an official executive team would be elected.

The Director, Student Services Division (DSSD) welcomed everyone to the meeting. She outlined the way the meeting would be run. She explained how and why the agenda was presented and spoke to its format. All items in the agenda were starred.

The DSSD noted that the meeting was in quorum.

The DSSD presented a presentation on Students as Partners (SaP). **ATTACHMENT p.9**

SaP is global program about changing the student/university relationship from a consumer/provider relationship to a co-creation relationship. Representatives were asked to:

- work with another representative;
- introduce each other;
- name one interesting thing;
- think about what SaP means to them; and
- present their findings to the group.

***A2 Arrangement of agenda**

The DSSD explained the SAC process for raising conflicts of interest by talking to the chair prior to the meeting or letting the SAC know during the meeting.

A2.1 Conflicts of Interest

No conflicts of interest were raised.

The DSSD explained the process of managing confidential items. Non council members are to leave the room when confidential items are raised and the details of conversations are to be kept within the room.

A2.2 Confidential Items

No confidential items were raised.

The SAC Handbook contains information which should be reviewed if in doubt of processes.

***A3 Election of SAC Executive Team**

The SM(GLD) held an election for the SAC Chair, Deputy Chair and Secretary. Each candidate presented a short nomination statement to the SAC.

- Three nominations were received for the SAC Chair being, Laszlo La Marque, Shah Junaid Islam and Ranjith Raj. A secret ballot was held and Ranjith Raj was elected as SAC Chair.
- Three nominations were received for the SAC Deputy Chair being, Samantha Sharpe, Andrew Che and Mohamad Ahmad. A silent vote was held and Samantha Sharpe was elected as SAC Deputy Chair.
- One nomination was received for the SAC Secretary being, Mahasheta Malagi and was elected unopposed.

RESOLUTION 2018/1

that the Student Advisory Council (SAC) elect Ranjith Raj to the position of Chair, Samantha Sharpe to the position of Deputy Chair and Mahasheta Malagi to the position of Secretary for the nominated term of the SAC.

DSSD was asked by the new SAC Chair to continue to chair the remainder of the meeting.

***A4 Business Arising from the Minutes**

UOW(Pulse) Representative responded to a previous matter of the UniActive student fee increase. URAC and UniCentre joined to form Pulse. During this change a new funding model was decided which changed from an upfront payment, to direct debit system with no minimum term to create flexibility. This resulted in increased fees and an increase in memberships by 15%.

***A5 Confirmation of Minutes**

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

RESOLUTION 2018/2

that the minutes of the previous meeting held on 29 March 2018, 11 October 2017, 16 August 2017 and 31 May 2017 be confirmed and signed as a true record.

PART B: GENERAL BUSINESS

***B1 STUDENT SERVICES AND AMENITIES FEE 2018 CONSULTATION**

The Manager SSAF and Student Projects (MSSAF) was in attendance to discuss the use of Student Services and Amenities Fee (SSAF) and the formation of a SSAF working group. MSSAF stated the SSAF was established 2011 through the *Higher Education Support Act 2003* with SSAF being charged to students at UOW from 2012.

MSSAF advised that UOW is committed to consulting with students regarding the use of funds collected from SAF to ensure services and facilities are delivered that help improve the student experience.

MSSAF stated, between 26 March and 18 May, the University conducted its annual call for submissions on SSAF funding priorities and projects through the SSAF Funding Priority Survey. A total of 2,068 students completed the survey, which is a 6.4 % increase compared to 2017. Submissions for recurrent new project funding closed on 18 May 2018. Student Services Division (SSD) are currently reviewing the student survey responses and each of the project submissions.

Each year, the SAC are presented with the results of the SSAF survey as well as submissions requesting funding. A working group of SAC members will be formed to discuss the funding requests and form recommendations for review and endorsement by the SAC. Feedback from the SAC is then incorporated into final recommendations which are provided to the CAO for approval.

MSSAF advised that the process alleviates the need for entire SAC meetings being committed to reviewing SAC submissions and existing projects.

RESOLUTION 2018/3

that the Student Advisory Council note the Introduction to SAF presentation.

***B2 Services & Amenities Fee 2018 SRF Working Group**

The MSAF proposed that the SAC form a SAF working group to meet in late July for three hours to discuss SAF projects. It was desirable for the group to be nominated consisting of eleven members of the SAC with a Chair to be appointed from within its membership. The group should be made of an equal distribution of members:-

- 1 x Undergraduate student
- 1 x Post graduate student
- 1 x International student
- 1 x WUSA representative
- 1 x WUPA representative
- 1 x Metropolitan/regional campus representative
- 1 x Indigenous representative
- 1 x UOW Council representative
- 1 x Academic senate
- 1 x UOW PULSE representative
- 1 x newly created position (Mature Age/LGBTIQ)

The MSAF asked interested members to self-nominate to be involved in the working group. The newly created position representative was voted on as two representative chose to be involved. All positions were filled except for the following:

- 1 x WUSA representative
- 1 x WUPA representative
- 1 x Metropolitan/regional campus representative
- 1 x Indigenous representative
- 1 x UOW Council representative

Terms of Reference for the Working Group will be tabled at the first workshop meeting.

RESOLUTION 2018/4

that the Student Advisory Council note that Rochelle Nash, Emma Bellino, Mohamad Ahmad, Suzie Nguyen, Daniel Crameri and Lucas Peers-Catt will be members of the SAC SAF Working Group for 2018.

***B3 SAFE AND RESPECTFUL COMMUNITIES**

The MSRC presented information relating to the Safe and Respectful Communities (SARC). He explained that SARC was a result of a 2017 Australian Human Rights Commission (AHRC) Report title “Change the Course.” This report investigated and released findings of the prevalence of sexual assault and sexual harassment in Australian Universities. The MSRC provided background to the report, its finding and UOW’s response to address the AHRC report findings.

The report found that the prevalence of sexual assault and sexual harassment is too prevalent, stating significant under-reporting and that one from five students experienced sexual harassment. The MSRC stated that a large portion of complaints were not reported. The 2017 Australian Human Rights Commission Report made nine recommendations which UOW endorsed being;

1. Leadership and Governance by forming an advisory body to the Vice Chancellor
2. Changing Attitudes and Behaviours by creating an action plan.
3. Providing support services
4. Reviewing UOW Policies
5. Training staff, student leaders and security in how to respond to disclosures
6. Storing, Monitoring and continually improving processes
7. Review and audit counselling services
8. Conduct a survey every 3 years
9. Review residential colleges

The MSRC outlined his role in the formation of the UOW Safe and Respectful Communities Advisory Group (SARCA) and the SARC Working Group. Information relating to how SARC material is communicated was provided. The consent matters “tea cup” video was raised as was the “Safezone” application. Information on both items will be put on the SAC Moodle site.

A bespoke model of Sexual Harassment First Responder Training will be considered and offered to the SAC to assist in their role as elected representatives.

DSSD outlined the need to have a discussion on whether online training, in consent for students, should be compulsory or not. The SAC has a key role in the debate and is the voice of students in providing feedback on the matter and the SAC was asked to review the SARC Action plan and provide comment to the MSRC.

RESOLUTION 2018/5

that the Student Advisory Council note the presentation from the Student Services Division on the Safe and Respectful Communities program.

C1 General Business

C1.1 Reporting

DSSD stated that on an annual basis the SAC executive will present to the Vice Chancellor Advisory Group (VCAG). This will occur in October 2018. A SAC annual report will also be submitted to the University Council. The annual report will go the SAC first then the University Council. Students as Partners (SaP) will be an agenda item for the next meeting. Points to consider are;

- what does SaP look like at UOW;
- how do we embed SaP in the culture of UOW;
- what projects do we want as the SAC; and
- do we want experts to provide suggestions to the SAC.

C1.2 Student Support

UOW Pulse Representative raised the possibility of some students using the Wollongong Library as a possible place to stay now that it is open 24/7. He observed some students with doonas and suitcases in the library. He asked if there were support services available for students that may need emergency accommodation. The MSAF confirmed that UOW Security and support services are available to identify and provide support in those situations. Security provide support for students and can escalate student issues to the appropriate support services

C1.3 Representation

The Business PG representative raised the concern that he has not received the details of the faculty or divisional contacts. The Project Manager, Student Services Division, PM(SSD) stated that he would look into the matter and provide all representatives with a point of contact. Communication and visibility was raised as a future agenda item as it is believed to be an issue. The SWS representative has already made headway with this and has a website, room and meetings planned for his campus.

DSSD stated that if representatives have any questions they should contact PM(SSD) on the first occasion to assist in managing the enquiry.

DSSD reminded the representatives that they will be providing agenda items for the next meeting.

C2 Next Meeting

A schedule will be sent out confirming future dates.

The meeting closed at 2:00pm.

Signed as a true record:

Chair