



Minutes of the Student Advisory Council held at 12:30pm on Thursday, 17 October 2019 in building 36, room 301.

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| PRESENT: | Ranjith Raj Mahasheta V Malagi Jacob Morath Olivia Poate Maheshika Nanayakkara Emma Bellino Bryce Humphries Anju Rijal Rochelle Nash Boston Edwards Lucas Peers-Catt Yuxi Ruan Bailey Bond Val Sun Meghna Chandha | Chair, Mature Age Representative Secretary, Law, Humanities and the Arts - International Academic Senate - Undergraduate Clubs & Society Clubs & Society Law, Humanities & the Arts - Postgraduate Science, Medicine and Health – Undergraduate Science, Medicine and Health - International Social Sciences - Undergraduate Woolyungah Indigenous Centre LGBTIQ+ Representative University Council - Postgraduate UOW PULSE Women's Representative Faculty of Business Representative (Acting) |
| IN ATTENDANCE: | Ms Theresa Hoynes Mr Grant Hughes Mrs Sarah Lisle Ms Christine Mason | Director, Student Services Division Associate Director, Academic Administration, Student Services Division Manager, Special Projects (International & Wellbeing) Pro Vice Chancellor (Students) Student Representative Coordinator, Academic Administration, Student Services Division |
| OBSERVER: | None | |
| APOLOGIES: | Deborah Porter Aibek Niyetkaliyev Grace Welsby Samantha Sharpe Rebecca Taylor Mia Watson Madison Lord Cheng Deng Ningyan Cheng | Manager, SSAF & Student Projects, Academic Administration, Student Services Division Academic Senate - Postgraduate Academic Senate - Undergraduate Deputy Chair, Academic Senate - Law Humanities & the Arts Undergraduate Representative Shoalhaven Campus University Council – Undergraduate Acting President WUSA Engineering & Information Sciences - International Innovation Campus Representative |

PART 1: OFFICIAL BUSINESS

***1.1 Welcome and Introduction**

The Chair acknowledged the traditional custodians of the land and welcomed all representatives and UOW staff in attendance.

The Chair advised the meeting will be recorded and upon request, the recording could be stopped. The recording is a backup for clarification when drafting minutes, once the SAC have ratified the minutes the recording will be deleted.

The Chair apologised for the change of meeting time which was due to availability.

The Chair noted that the meeting was inquorate and the General Secretary will monitor the numbers and inform once there is quorum. The Chair also noted that the minutes of the August and September 2019 meetings will be ratified once the meeting was in quorum.

The Chair advised that due to a number of vacancies in the Faculty of Business, Meghna Chandha from the Sydney Business School would be representing the Faculty of Business.

The Chair also welcomed Val Sun who has been appointed the Women's representative (WR) until the end of December 2019.

***1.2 Arrangement of Agenda**

1.2.1 Conflicts of Interest

No conflicts of interest were declared.

1.2.2 Confidential Items

No confidential items on the agenda.

1.2.3 Starring of Items

All items.

1.2.4 Meeting protocol

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

***1.3 Minutes of the previous the previous meeting**

RESOLVED 2019/37

- i. that the minutes of the previous meeting held on Tuesday, 13 August 2019, as attached in the agenda paper, be confirmed and signed as a true record.*
- ii. that the minutes of the previous meeting held on Tuesday, 17th September 2019, as attached in the agenda paper, be confirmed and signed as a true record.*

*1.4 Action Items and Business Arising

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

| RESOLUTION ITEM | STATUS | ACTION | DUE DATE | RESPONSIBLE PERSON |
|--|--------|---|------------|---|
| Informal Meeting1/2019 discussion item | CO | The Chair of the SAC to prepare a paper on the value of the live recording of Student Advisory Council Meetings. | 25/11/2019 | Chair SAC |
| Operational | CO | 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. | 25/11/2019 | Chair SAC Student Representation Coordinator (SRC) |
| 2019/13 | OH | Creation of an International Representative Working Group | Mar/2020 | Student Representation Coordinator (SRC) |

*1.5 Chair's Report

The Chair advised that polling for new student representatives had closed for the Wollongong Undergraduate Student Association (WUSA) and Wollongong University Postgraduate Association (WUPA).

The Chair congratulated Olivia Poate who was elected to the position of Undergraduate Student Senate Representative for 2020.

The Chair congratulated Val Sun, Vice President, Chinese Academic Business Learning & Education (CABLE) and Olivia Poate, Law Students Society on being finalists for Club Person of the Year in the UniClubs & Sports Awards 2019 and wish both members good luck.

The Student Representation Coordinator provided an update on the following Action Items to arise from the last meeting.

1.5.1 WHS Minor update - The Faculty of Social Sciences advised that only three (3) subjects for the WHS Minor are available in Summer Session, this has always been the case. Students who choose a WHS minor would be required to do the fourth (4th) subject in a standard session of Autumn or Spring session which may have the potential to lengthen the time taken to complete their degree.

1.5.2 SAC Activation Group update - Due to the number of vacancies in the SAC group, there have been limited SAC activities during 2019. The SAC stall was present at Orientation as well as a Lunch on the Lawn held in March 2019. It is important for the Activation group to progress in 2020 to increase awareness and visibility and for more networking opportunities with key stakeholders aligned with other University initiatives.

1.5.3 As a result of discussions in the meeting of 17th September 2019, the SAC requested information on how to submit feedback and report UOW website broken links. The SRC reported that students can use the Feedback Portal available to students to provide details of broken links which is forwarded to the Information Management & Technology Services (IMTS) for resolution.

1.5.4 Following the Law, Humanities & the Arts Postgraduate representative (LHA PG) report at the last meeting, the Chair asked for confirmation of the policy name affected by changes to the time limits for a tuition fee waiver. The SRC reported that that the policy was the Higher Degree Research (HDR) Postgraduate Scholarship Policy.

1.5.5 The Senate Undergraduate Representative (USR) on behalf of the Council Undergraduate Representative (CUG) provided an update on the progress of ECHO360. The USR reported that the Lecture Recording Policy was in the development stages and stakeholder consultation is currently in progress. Key steps such as revising the naming definitions of learning activities, confirmation of technical requirements and resolution of copyright or intellectual property must be done before the policy and procedure can be finalised by March 2020.

The Director, Student Services Division (DSSD) congratulated and commended the SAC group on the hard work in progressing ECHO360 and for being respectful and intellectual in the way sound evidence was used to provide feedback and engagement.

The Chair noted that placing the project on the Rolling Agenda for SAC meetings meant the momentum continued and that any future initiatives be placed on the Rolling Agenda such as the e-Assessment initiative to ensure momentum occurs.

PART 2: GENERAL BUSINESS

***2.1 Compass - A self-awareness pathway to facilitate Student Wellbeing and Success and Future Equip graduates, Green Paper**

The Manager, Special Projects, Pro Vice-Chancellor (Students) (MSP) thanked SAC for the invitation to present the Compass - green paper. Compass is a conceptual framework that forms the creation of a self-awareness pathway to facilitate student wellbeing and success and future equip graduates.

The aim is to embed the concept into curriculum and practice by focussing on an individual's health and wellbeing needs.

The paper has been a phased approach and is now at the latter end of the consultation. The paper represents ideas, thoughts, benchmarking and literature review with a Task & Finish group made up of students, professional staff and academics.

Students, who would like to submit feedback, can do so by engaging in conversation with fellow students via The UOW Ideas Lab forum or alternatively provide feedback or suggestions by emailing compass@uow.edu.au.

The MSP asked the SAC for any feedback, comments or suggestions they would like to make following the presentation.

The Undergraduate Science, Medicine and Health student representative (SMAH UG) asked whether the initiative fits in the with the University's 2020-2025 Strategic Plan.

The MSP stated that the Compass wellbeing initiative be read alongside the Strategic Plan to support and enhance the strategic plan.

The DSSD commented that the undertone of the paper was domestically orientated. Further stating that it is not immediately apparent and not clearly defined in the paper on how to manage student diversity and some of the challenges faced by the international student cohort.

The MSP added that her other job title was to manage International Student Programs and agreed that UOW does not always have a broad lens on International students and demonstrates gaps in this area.

The DSSD stated that different cultural cohorts bring differing practices and which are often invisible to others. Domestic students most often know how to navigate our culture and it is taken for granted that International students will also know. This is something that needs to come from SAC if they feel this is important.

The SMAH UG stated that an international student he spoke to recently did not know how to access the Learning Co-Op or other support options available and it never crossed their mind to ask about these services.

The Chair asked if there were any further questions due to time.

The Law, Humanities & the Arts Postgraduate student representative (LHA PG) commented that Postgraduate students do not interact with wellbeing as Undergraduate students might do. It is difficult to get Postgraduate students to interact outside of the office space as their focus is on submitting a thesis.

The MSP commented that at UOW, wellbeing is a 'nice to have' and assumes students have the time to interact. If wellbeing was offered as accredited under the Compass Badge would this be more of an incentive for students to interact.

The DSSD asked SAC what they think would motivate students to interact or engage with wellbeing.

SAC members commented that International students would engage with incentive based wellbeing programs; students would like information on their transcripts for employment purposes. Orientation would also provide an opportunity to reach out to students regarding these programs as it allows for students to interact directly with the programs on offer.

The LHA International student representative (LHA INT) commented that when International students arrive they should be encouraged to come to the Wollongong campus so that they can learn more about the University, study life and the extra-curricular programs on offer.

The PULSE student representative (PSR) commented that students want to be career ready with UOWx as more employers are recognising the value of UOWx as it demonstrates students are seeking more experiences and learning outside of the curriculum. Compass encapsulates lifelong learning and a transition from University to employment.

The WR stated that with the inception of UOWx there has been a huge increase to be a student leader in the CABLE program. The PSR added that micro credentialing would be a good option as it allows individuals to engage in different skills as a short course rather than engaging in bigger course options.

The LHA PG can see that this wellbeing initiative would work well with undergraduate students but the focus of Higher Degree Research (HDR) students is coming out of University with a thesis and unless they see specific value then other activities are not important.

The DSSD suggested that embedding wellbeing at the library might be an option particularly if HDR students are circumspect in terms of where they put their energy.

The Chair called for any final comments and thanked the MSP for the presentation.

The Chair also noted that the meeting was in Quorate.

RESOLUTION 2019/38

that the Student Advisory Council note the presentation Green Paper- Compass provided by the Manager, Special Projects (PVC) students, as set out in the agenda paper.

The Chair referred back to Item 1.3 as the meeting was in quorum and the minutes of the September 2019 and October 2019 meetings were confirmed.

***2.2 Disability Representative Report**

The Chair noted that the Disability student representative (DSR) was not present at the meeting and the report provided will be taken as being read by the Committee prior to the meeting and asked if there were any questions from the floor.

The DSSD asked if SAC would like to discuss or take any actions from the report as reference was made to the removal of the position Career Consultant (Equity). The SRP stated that it would be good to have more context around the funding which was no longer available. The LGBTIQ+ representative would also like to know if the responsibilities of the position was absorbed by another position.

The SRC advised that she would find more detail around the removal of this position.

RESOLUTION 2019/39

that the Student Advisory Council note the report provided by the Disability Representative, as set out in the agenda paper and adopt the stakeholder network and annual stakeholder engagement plan for future Disability representatives.

***2.3 LGBTIQ+ Representative Report**

The LGBTIQ+ representative advised that the verbal report is in three parts.

Queer Collective

The Queer Collective is a student run group and only active at the Wollongong campus. It holds weekly meetings as well as regular social events. The collective held a Sexuality and Gender week in September however, visibility and awareness of activities needs to be increased. With the recent WUSA elections, the group will be discussing the budget for 2020.

General awareness of the Queer Collective is quite low with only Facebook as a contact page; and suggested if there should be more collaboration with the group; and whether it should remain under the WUSA umbrella.

The DSSD asked if it were possible to provide a quarterly update to SAC to raise more awareness of the collective. The LGBTIQ+ representative commented that the Queer collective is reluctant to provide information about membership and difficult to ask for information as they are hesitant to provide a report.

Ally Network

At meetings in 2019, the Ally Network raised items such as raising the profile of the Ally Network on Social Media including Facebook "Why am I an Ally". There is a list of Allies (staff) available on the UOW website. Some of the activities run in 2019 by the Ally Network included:

- International Day against Homophobia, Transphobia, Biphobia. Interphobia & Transphobia (IDAHOBIT) Day in May 2019.
- Wear It Purple Day in August 2019, money raised and donated to UOW Queer Collective
- Presentation by the Honourable Michael Kirby AC CMG

Australian Workplace Equality Index (AWEI)

The AWEI rating is an annual, definitive national benchmark on LGBTIQ+ workplace inclusion. Employer data and information is submitted to AWEI and the index drives best practice and is both rigorous and comprehensive. There are four ratings Platinum, Gold, Silver, Bronze, with UOW awarded Bronze.

The LGBTIQ+ representative commented that the rating involves hard work and commitment of the University and there are always steps for improvement.

The LGBTIQ+ representative reported that as the diversity representative it was difficult to formally communicate with the appropriate stakeholders and to get the opinions from the student cohort who don't identify as queer. It is difficult finding the minority to make connections and raise the profile of the LGBTIQ+ representative. There should be more LGBTIQ+_ representation aligned with WUSA who have themed weeks, Clubs & Societies, Ally events, events and targeted events like Pride Week.

The SRP commented that PULSE are currently reviewing their suite of programs as the same or similar programs have been running for multiple years and are looking to refresh. PULSE will be preparing a new calendar of events following a consultation 'roadshow' format with stakeholders.

The SRC asked if the SRP would provide a draft copy of the PULSE calendar when available.

RESOLUTION 2019/40

that the Student Advisory Council note the verbal report provided by the LGBTIQ+ representative as set out in the agenda paper.

***2.4 Women's Representative Report**

The Women's Representative (WR) introduced herself to SAC and expressed that she was happy to be part of SAC as the Women's representative. The WR is studying a Bachelor's degree in Economics & Finance as an International student from China. The WR is currently the Vice-President of the faculty-based club, CABLE and has been actively participating in various voluntary and extra-curricular activities.

The WR is committed to improving the student experience and wanted to be a part of the Student Advisory Council with the aim of improving student wellbeing. The WR gave a short presentation outlining statistics on sexual assault and sexual harassment at Australian universities and in the Women's representative role, the focus would be on women on campus at UOW. The WR has completed First Level Responder training and covered topics such as aspects of sexual assault and sexual harassment issues and the availability of campus services.

The WR aims to raise the visibility of the Women's representative and the existing supporting services on campus and improve reporting of sexual assault/harassment on campus by reaching out to stakeholder networks such as WUSA and the Women's Space.

The Council Postgraduate Student Representative (CPG) asked the WR to include Wollongong University Postgraduate Student Association (WUPA) to the list of stakeholder networks.

The LHA PG representative asked what the WR thought the biggest women's issues on campus were. The WR stated that it was sexual assault and sexual harassment, workplace and gender inequality.

The LGBTIQ+ representative commented that for non-faculty student representation that there is no one approach to resolving issues but should adopt a more targeted approach for each group and their key stakeholders.

The Chair asked if there was any further questions or comments from the floor.

RESOLUTION 2019/41

that the Student Advisory Council note the verbal report presented by the Women's representative, as set out in the agenda paper.

***2.5 Mature Age Representative Report**

The Chair, SAC vacated his position to provide a verbal report as the Mature Age Representative (MAR).

The MAR noted the challenges faced by non-faculty student representatives and that there is no specific point of contact for these representatives. The challenges faced by mature age students are more likely to be work commitments, carer responsibilities and general unawareness of services offered by UOW to support the student experience.

The MAR also noted the value of ECHO360 (digital lecture recordings) for mature age students when they cannot fit lectures into busy timetables, the flexibility helps manage other obligations. There is also the issue of mature age students struggling to enrol in tutorials as they fill up in seconds therefore complicating their timetables further.

The MAR has met with Shaye Greig, Manager of Transition & Engagement, Outreach, Pathways & Co-curricular (PVC Students) over the last two months to discuss issues that affect mature student age students and will continue to discuss strategies for mature age support. One idea is to create a Mature Age Society affiliated with Clubs and Societies; this may deal with some of the issues at ground level by taking a broader approach.

The SRP commented that he was not aware of such a club, however it is possible there that future representatives of SAC reach out to Clubs and Societies to explore this option.

The Acting Chair asked the floor if there were any further questions for the Mature Age representative.

The PGC representative asked what the definition of a mature age student is; the SRC explained that for the purposes admissions, a mature age student must not have been a current year 12 student when applying for admission to UOW. Further, does that same definition apply to International students as International students often older than 18 years of age when finishing high school.

The DSSD commented that there are varying definitions of Mature Age and depends on the purpose for which a definition is sought, such as government student reporting, scholarship conditions of award, admission to UOW. The SRC would seek out the definition of an International mature age and report back to SAC.

The Chair resumed for the meeting following resolution of the item.

RESOLUTION 2019/42

that the Student Advisory Council note the verbal report provided by the Mature Age representative, as set out in the agenda paper.

***2.6 Faculty of Law, Humanities & the Arts**

Their declared that the additional report from the Undergraduate representative for LHA would be taken as read as set out in the agenda paper.

The LHA PG representative commented that because the topic in the report was feedback at UOW, the SAC should have an open discussion in order to contribute ideas on behalf of students to the University. The discussion could take place regardless of whether the representatives is at the meeting or not as all student representatives' deal with feedback and issues.

The Chair commented that this was a fair comment to make.

The DSSD agreed with the LHA PG representative and commented that students can provide feedback at any point in time. Individuals receiving feedback must take it seriously and carefully and take the appropriate action. Students should not be subject to any repercussions such as their marks are affected or their relationships with lecturer, tutor, if this occurred, it would be a breach of UOW's Code of Conduct.

Students can submit feedback via the University website as well as through the Complaints Management Unit.

The SMAH UG representative raised the topic of student evaluations and that UOW are looking at a whole scale review of teaching and learning evaluations. The DSSD confirmed that the University are reviewing teaching surveys and subject evaluations and would like a University representative to present to SAC the proposal and to ensure SAC has visibility of the review.

The DSSD also commented that evaluations and surveys are a whole body of work and it is important to tap into the student voice and try and control the number of surveys impacting students at any one time to reduce survey fatigue.

The Chair agreed with the DSSD and asked the floor if there were any further questions.

RESOLUTION 2019/43

that the Student Advisory Council note the report taken as being read, provided by the Faculty of Law, Humanities & the Arts (LHA) undergraduate student representative as set out in the agenda paper.

PART 3: OTHER BUSINESS

***3.1 Other Business**

The Chair opened any items or questions from the floor.

The DSSD proposed that the final SAC meeting and end of year lunch for 2019 be held on Monday, 25th November 2019 pending student and staff availability. The SRC will advise students if this date goes ahead.

The Chair commented that this may be the final meeting of the year and thanked Bailey Bond, the PULSE Student Representative for his contribution and work with the SAC.

The DSSD also proposed that if this is the final meeting then the next meeting of the new SAC representatives will be February 2020. The Leadership Retreat for the new representatives will be organised by around the 3rd week of February 2020. At the retreat, it is proposed that former representatives engage with new representatives to do a handover, explain the SAC journey and discuss what worked well and what didn't work well.

A SAC communications strategy will also be in place so that there is visibility with the activities of the group and that the working groups within the SAC are able to schedule activities with other university wide initiatives.

The LGBTIQ+ representative commented that a calendar of SAC events is important for planning. It will also help the non-faculty representatives to engage with the student cohort for greater awareness as well as with key stakeholders. The communication plan would also ensure that SAC have time to prepare a stall as it is not feasible to set up stalls or awareness campaigns on short notice.

The Chair asked if there were any other business.

***3.2 Schedule of meetings**

The next meeting will be on Monday, 25th November Room 36-301 Council Room, time to be advised.

***3.3 Rolling Agenda Schedule**

| Item | Meeting Date |
|---|---------------------|
| The Chair of the SAC will provide a report on the value of the live recording of Student Advisory Council meetings | 25/11/2019 |
| Development of a SAC Strategy Map including a handover period for current and incoming reps (incl. in action items.) to present to SAC for feedback and comment for the September SAC Meeting | 17/10/2019 |
| Creation of an International Representative Working Group | 2020 |
| The Chair, SAC will present on the preparatory work required by the SAC for the SAC update for the Vice Chancellors Advisory Group. | TBD |

Signed as a true record:

Chair, Student Advisory Council

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Draft Resolution

a. *that the minutes of the meeting held on 17 October 2019, be confirmed and signed as a true record.*

| <i>Drafted by:</i> | <i>Reviewed by:</i> | <i>Approved by:</i> |
|---|---|--|
| <i>Student Representation Coordinator</i> | <i>Associate Director, Academic Administration, Student Services Division</i> | <i>Chair, Student Advisory Council</i> |
| <i>Student Advisory Council Thursday, 17 October 2019</i> | | |