
STUDENT ADVISORY COUNCIL MINUTES - 21 JULY 2020

Minutes of the meeting of the Student Advisory Council held at 9:30am on 21st July 2020 via Webex.

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| PRESENT: | Bryce Humphries | Chair and Science, Medicine & Health (Undergraduate) |
| | Olivia Poate | Deputy Chair and Academic Senate - Undergraduate |
| | Lucas Peers-Catt | Secretary and LGBTIQ+ Representative |
| | Jackson Cocks | Academic Senate - Undergraduate |
| | Damien Beckett | Academic Senate - Undergraduate |
| | Theo Totsis | Academic Senate - Undergraduate & Law Humanities and The Arts (Undergraduate) |
| | David Havyatt | Business (Postgraduate) |
| | Samuel Harrison | Engineering & Information Sciences (Undergraduate) |
| | Natasha Popceviski | Law, Humanities and The Arts (Postgraduate) |
| | Emily Nield | Shoalhaven Campus Representative |
| | Catherine Stephen | Science, Medicine & Health (Postgraduate) |
| | Mahime Watanabe | Social Sciences (International) |
| | Hannah Dews | Social Sciences (Undergraduate) |
| | Minh Nguyen | Social Sciences (Postgraduate) |
| | Alex Hall | Wollongong Undergraduate Student Association (WUSA) |
| | Kate Sharp | Mature Age Representative |
| | Skylar Alucia | Clubs & Societies Representative |
| | Thomeissa Mason | Woolyungah Indigenous Centre (WIC) |
| | Keval Patel | UOW Pulse Student Director |
| | Val Sun | Women's Representative |
| | Mia Watson | University Council (Undergraduate) |
| | Daniel Bakrdanikoski | South Sydney (Loftus) Campus Representative |
| IN ATTENDANCE: | Professor Theo Farrell | Deputy Vice-Chancellor (Education) |
| | Mr Grant Jacobs | Portfolio Executive manager, Office of the Deputy Vice-Chancellor (Health & Communities) |
| | Mr Paul Vaartjes | Strategic Performance Analyst, Strategic Planning |
| | Ms Ellenie Petrou | Associate Director, Student Operations, Student and Accommodation Services Division |
| | Mrs Debby Porter | Manager SSAF and Student Projects, Student and Accommodation Services Division |
| | Mrs Christine Mason | Student Representation Coordinator, Student and Accommodation Services Division |
| OBSERVER: | Kate Riordan | UOW Student Placements |
| | Isaac Luntungan | UOW Student Placements |
| APOLOGIES: | Ms Tracey Morton | Acting Director, Strategic Planning |
| | Maheshika Nanayakkara | Clubs & Societies Representative |
| | Marg Hansen | Bega Campus Representative |

PART 1: OFFICIAL BUSINESS

***1.1 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 was in quorum.

The Chair welcomed everyone to the July Student Advisory Council (SAC) meeting for 2020.

The Chair asked the SAC if they agreed to the live recording of the meeting, no objections were received. The Chair advised the SAC that the meeting was being recorded.

The Chair welcomed:

- Ranjith Raj recently elected to the Persons with Disabilities student representative position.
- Kate Riordan and Isaac Luntungan both postgraduate coursework students undertaking a placement with the Student and Accommodation Services Division.
- Professor Theo Farrell, Deputy Vice-Chancellor (Education)
- Mr Grant Jacobs, Portfolio Executive Manager, Office of the Deputy Vice-Chancellor (Health & Communities)
- Mr Paul Vaartjes Strategic Performance Analyst, Strategic Planning

***1.2 Apologies and Leave of Absence**

Apologies were noted and received from Ms Tracey Morton, Maheshika Nanayakkara and Marg Hansen

***1.3 Arrangement of Agenda**

1.3.1 Conflicts of Interest

No conflicts of interest were declared.

1.3.2 Confidential Items

Agenda Item *2.1 - 2020-2025 Strategic Plan University Strategies: Education & Civic University Strategy.

Minutes of the presentation and discussion are recorded in separate confidential minutes.

Observers requested to leave the meeting during the confidential item.

1.3.3 Starring of Items

All items on the agenda were starred.

Chair made a reminder of meeting protocol.

The SAC was asked that all items be raised through the Chair and reminded the committee to treat each other with respect and dignity. For the purpose of the Webex recording, the SAC was asked to speak loudly and clearly.

***1.4 Actions Arising and Business Arising**

The Chair advised they will call for an update from the person responsible for each action item.

The Student Representation Coordinator (SRC) will present an update on the First Responder training for SAC members. The training has been scheduled to occur over three dates – 28/30/31 of July – SAC members are requested to indicate their preference as per the electronic event invitations. Further information will be given in the Chair's Report.

The SRC advised the SAC that the facilitation of a real-time online forum is being explored, it will be delegated to the SAC Activation Working Group.

The Deputy Chair advised that the SAC Executive had met with UOW Pulse in relation to the Pulse Student Advisory Committee branding. The discussions were regarding the brandings of both entities and confusion for students due to their similar names. The UOW Pulse proposed to change their committee name to "Pulse Advisory Committee". This proposal was well received and appreciated by the Chair.

The SRC noted that the action item regarding the UOW Scholarships item will be carried over to the August SAC meeting due to the number of presentations at the meeting.

***1.5 Minutes of the Previous Meeting**

RESOLVED 2020/15

that the minutes of the previous Student Advisory Council meeting held on 19th May 2020 be confirmed and signed as a true record

***1.6 Chair's Report**

The Chair noted the resignation of Yuxi Ruan as the Postgraduate University Council representative received at the completion of their studies. The Chair recognises the contribution of Mr Ruan within the SAC and through UOW in various position and wishes them luck for the future.

The Chair noted the resolution that was received from UOW Pulse to the SAC Executive in respect to the branding of the UOW Pulse Student Advisory Committee. UOW Pulse proposing to change the name of their committee to "Pulse Advisory Committee".

A reminder of first responder training electronic invitations have been sent out to SAC members, further questions to be directed to the SRC. This training was mandated to be compulsory for all SAC members. The Chair advised that the SAC Executive have been in communication with the Safe & Respectful Communities (SARC) team, and the delivery of this training will consist of a general mental health aspect, general distress disclosure and sexual assault & sexual harassment disclosures. Further training options are to be offered in the future, noting the request received from the Persons with Disability representative.

The Chair provided an update received from the SARC team in relation to wait times with the UOW Counselling service. The UOW Counselling services contacts all students who register within 2 working day, triage the students, and refer them if appropriate to external services. The wait time for

counselling intake has fluctuated between less than 2 weeks to just over 4 weeks, with only 2 weeks of Autumn session where the wait time was over 4 weeks. This is an improved outcome on previous years. The SAC Executive have requested a presentation from PVC(S) and SARC team at a future meeting on UOW Counselling Services.

The SAC members will shortly receive a survey on Moodle about the delivery of online exams and the experience of SAC members with this platform.

The SAC Executive have been meeting with the Director, SASD and Associate Director, Student Operations, Presidents of WUSA and WUPA and the Wollongong University Medical Students' Society(WUMMS) on a fortnightly basis to deliver and receive constant feedback in regard to remote learning, assessments and exams.

The Deputy Chair and Secretary will be taking part in an Online Exams Invigilation Systems project. They have roles on the Evaluation Committee and the Tender Advisory Committee. Following this project, SAC members will be contacted to participate in user testing for the examination platform.

The Secretary has developed an online presentation for the 2020 Spring O-Week to inform incoming students about the SAC and the work they do within the university.

The Deputy Chair would like to remind the SAC and SRC of the poll on Moodle requesting permission to share contact details within the SAC. The SRC clarifies that this is to share contact details between SAC members, rather than to share SAC member emails on the UOW website. The preferred communication method is from the student body to the SRC who will then distribute communications to the appropriate representatives. This is to create a conduit between the student body and SAC, and ensure communication is best processed and student privacy is ensured.

The Chair noted the participation of SAC members in various forums: CISA (Council of International Students Australia), WATTLE (Wollongong Academy for Tertiary Teaching & Learning Excellence), UOWx Steering Committee and PVC(S) Students-Staff Partnership Task & Finish Group and welcomed the presentation from these students of their participation in a future meeting.

PART 2: GENERAL BUSINESS

***2.1 CONFIDENTIAL ITEM – 2020-2025 Strategic Plan – University Strategies: Education Strategy & Civic University Strategy**

Refer to additional confidential minutes for Item 2.1

***2.2 Planning Transition Back to Campus - Update**

The Chair welcomed the Associate Director, Student Operations, to speak to this agenda item.

The ADSO advised that regular meetings are being held with SAC Executive and acknowledge the constantly developing circumstances regarding the planned transition back to campus. The university is continuously assessing the national and state government recommendations in regard to the ability to have students return to campus. The goal of the university is to minimise the risk to students, with student safety being the number one priority.

The ADSO advised that there is a number of subjects transitioning back to on-campus delivery for Spring 2020. There are 161 subjects returning in some capacity - primarily practical and laboratory classes, a selection of tutorials, with no lectures planned to return to campus.

The planning for these classes is mindful of the physical distancing restrictions, to ensure safety and minimise risk.

In order to prioritise the subjects that would return in Spring session, the ADSO considered accreditation requirements, and attrition risks of subjects. All but two of the 163 subjects planned to return to campus will be delivered in parallel on the remote platform to accommodate those students who may not be able to return to campus.

The ADSO advises that there is scenario planning in place to appropriately reduce or increase on-campus delivery in response to any future changes in the COVID-19 restrictions. Up to date information for students regarding transition to campus is available at <https://www.uow.edu.au/coronavirus/return-to-campus/>

The Chair advised for SAC members to check SOLs for updates from subject coordinators for Spring session.

The ADSO opened up the floor for any questions.

Q1: If there is a second wave, for those subjects that have accreditation requirements are there plans to be able to continue delivering these remotely?

R1: There are fallback plans developed for all subjects; the subjects can be offered on-campus and in the event of a second wave of COVID-19 to easily return these to remote delivery.

Q2: In Autumn semester, there was flexibility given regarding to class attendance times for remote delivery. Do we think that this flexibility will be carried over to future semesters?

R2: This is a decision made by the faculties, however online classes enjoy the benefit of having no physical size restrictions. Any faculties that eased attendance requirements for Autumn session are continuing this easement for Spring.

Q3: In the LHA Faculty in my experience, when class participation no longer was marked, the assessment weighting of this was moved to the final exam.

Do we think that in Spring semester this will be delivered as an additional assessment rather than a heavily weighted final exam?

R3: This is definitely a faculty-based decision. The ADSO recommended students contact their subject coordinators in this instance but would deliver this feedback to faculties.

Q4: For Spring semester and 2021 if we continue with remote delivery of learning, do we anticipate a larger capacity for classes especially regarding elective classes, which often have a smaller size restriction?

R4: We are working closely with faculties around timetabling for future semesters.

The Director of Student Accommodation and Services Division (DSASD) commented further stating that the Subject Evaluation Survey results from Autumn session is guiding the way that the university will move forward in this regard. The DSO encourages students to contact their Head of Students and Subject Coordinators to provide specific feedback in this area. The level of satisfaction indicated by

students was unexpected considering the short turn around to move online. The University is committed to a digital delivery of learning in its various forms, and again encourages students to provide feedback to their faculties.

A SAC representative commented that the Subject Evaluation Survey result indicated an increase in workloads for students because of online delivery of learning.

The ADSO agreed that the results and student feedback did indicate this and welcomed the DSASD to comment on this.

The DSASD indicated that a revisit to the current University Codes of Practice and Policies regarding assessment tasks and weightings should occur in every faculty. This ensures that the Subject Coordinators are delivering subjects, which are in-line with the current Code of Practice and relevant policies.

The ADSO encourages students to contact Subject Coordinators with this feedback also.

RESOLVED 2020/17

that the Student Advisory Council note the update provided by the Associate Director, Student Operations, Student Accommodation and Services as outlined in the agenda paper.

***2.3 Woolyungah Indigenous Centre (WIC) Representative report**

The WIC Representative would like to state, in addition to the report, that they are working with WIC in creating an online presence to increase awareness of the representative role and methods of contact for students within the community.

The Chair agrees that communication between representatives and the student body is important. The Secretary confirmed that this was a prominent idea with the SAC Executive, with plans to create profiles for each SAC member to post on the SAC Facebook page in order to raise the profile of representatives on the Council.

The report was taken as read.

RESOLVED 2020/18

that the Student Advisory Council receive and note the report from the Woolyungah Indigenous Centre student representative as outlined in the agenda paper

***2.4 Faculty of Engineering and Information Sciences (EIS) Representative report**

The report was taken as read.

RESOLVED 2020/19

that the Student Advisory Council receive and note the report from the Engineering and Information Sciences student representative as outlined in the agenda paper.

***2.5 Faculty of Science, Medicine and Health (SMAH) Representative report**

The report was taken as read.

RESOLVED 2020/20

that the Student Advisory Council receive and note the report from the Faculty of Science Medicine and Health student representatives as outlined in the agenda paper.

***2.6 Faculty of Law, Humanities and the Arts (LHA) Representative report**

The DSASD highlights the importance of SAC representative's reports and recommends that the Chair write to the Executive Dean, Faculty Executive Managers and Associate Deans of the faculties to provide copies of the reports, so that they can take any actions needed as indicated in these reports. The Secretary agrees that it is important this feedback is delivered to the faculties.

The report was taken as read

RESOLVED 2020/21

that the Student Advisory Council receive and note the report from Faculty of Law, Humanities and The Arts student representatives as outlined in the agenda paper.

PART 3: OTHER BUSINESS

***3.1 Other Business**

Faculty Merger and the SAC

The Chair raised the events of the recent University faculty merger and question what effect this may have on the SAC and its membership. The Manager of SSAF (MSSAF) indicates that a request for clarification has gone through to Governance & Legal division. The initial response recommended was to keep current memberships in place and realign them to new faculty structures. Governance & Legal has requested time to consider policy implications this may have moving forward.

Until a final decision is made, the SAC will continue as business as usual. MSSAF encourages SAC members with concerns to reach out the SAC Executive or the SRC to have these addressed.

Concerns were raised about the potential change leading to an imbalance of representation for certain faculties. The SRC was requested to formulate some potential options of membership going forward for the SAC to consider at a future meeting.

BUSPG formally requested that the SRC provide a report at the next meeting with options for the SAC structure following the faculty merger.

Expressions of Interest for student review on Academic Complaints

The Academic Senate Undergraduate (ASU) representative enrolled in the Faculty of Engineering & Information Sciences would like to inform the SAC that they are seeking expressions of interest in creating a review of academic complaints and grade reviews, and the policies surrounding these processes. The ASU representative noted that some of these current policies had potentially not been adhered to in Autumn session with academic appeals made more difficult than necessary for students.

The Chair agrees that this is an important issue and encourages SAC members to contact the ASU representative if they are interested in contributing.

Student Services & Amenities Fee for Spring

The Clubs & Societies (CS) representative noted that the Student Services & Amenities Fee (SSAF) is due on September 1st as indicated in the Spring session Key Dates. The CS representative would like to confirm whether SSAF would be charged for Spring session, and whether it would be the full amount and how it would be distributed. MSSAF advises that SAC SSAF Working Party is meeting to discuss this and bring action items to the SAC.

There is a significant projected loss of income for SSAF and despite this, the aim is to continue running SSAF projects, identifying those projects which deliver key support for students. The MSSAF has been meeting with various stakeholders within UOW Pulse to discuss continuing delivering supports to Clubs & Societies despite the significant projected income shortfall.

Real-Time Communication Platform

The Law, Humanities & Arts Undergraduate representative (LHAUG) representative referred to the action item relating to the creation of a real-time discussion platform between students and the SAC. The LHAUG referred to "UOWTV" as an example of method of communication to students that the SAC may consider using to better inform the student body of the work of the SAC. Emphasis was made on the importance of greater communication with the student body moving forward relating to the transition to return to campus for Spring and future sessions.

No other business was raised.

***3.2 Schedule of Meetings**

The next scheduled meeting will be held on Tuesday, 18th August 2020 via WebEx 9:30am

***3.3 Rolling Agenda Schedule**

The rolling agenda has been finalised by the SAC Executive and the SRC and is available on the SAC Moodle site.

The Chair notes that at the August meeting, the rolling agenda indicates the following representative updates from the:

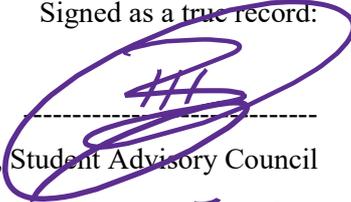
- Faculty of Business

- Faculty of Social Science
- UOW Pulse
- UOW Clubs & Societies
- University Council

As well as reports from active working groups:

- Students as Partners (SaP)
- PVC(S) Students-Staff Partnerships Task & Finish
- WATTLE Forum participants
- UOWx Steering Committee
- SAC Activation

Signed as a true record:



Chair, Student Advisory Council

7 / 8 / 20