

## STUDENT ADVISORY COUNCIL MINUTES - 17 SEPTEMBER 2020

Minutes of the meeting of the Student Advisory Council held at 1:30pm on 17th September 2020 via Webex.

### 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
Theo Totsis	Academic Senate - Undergraduate & Law Humanities and the Arts (Undergraduate)
Damien Beckett	Academic Senate - Undergraduate
David Havyatt	Business (Postgraduate)
Samuel Harrison	Engineering & Information Sciences (Undergraduate)
Kate Sharp	Mature Age Representative
Skylar Alucia	Clubs & Societies Representative
Val Sun	Women's Representative
Mahime Watanabe	Social Sciences (International)
Marg Hansen	Bega Campus Representative
Damien Beckett	Academic Senate – Undergraduate
Emily Nield	Shoalhaven Campus Representative
Minh Nguyen	Social Sciences (Postgraduate)
Natasha Popceviski	Law, Humanities and The Arts (Postgraduate)
Ranjith Raj	Persons with Disabilities Representative
Lingzhi Kang	President, Wollongong University Postgraduate Association (WUPA)

### IN ATTENDANCE:

Ms Ellenie Petrou	Associate Director, Student Operations, Student and Accommodation Services Division
Professor Julia Coyle	Pro-Vice Chancellor (Students)
Mrs Deborah Porter	Manager SSAF and Student Projects, Student and Accommodation Services Division
Mrs Christine Mason	Student Representation Coordinator, Student and Accommodation Services Division
Ms Emma Purdy	Academic Quality & Policy Specialist, Academic Quality & Standards

## **APOLOGIES:**

Ms Theresa Hoynes	Director, Student and Accommodation Services Division
Daniel Bakrdanikoski Safiye Caferoglu Hannah Dews	South Sydney (Loftus) Campus Representative Sydney Business School Representative Social Sciences (Undergraduate)
Catherine Stephen Alexander Hall	Science, Medicine & Health (Postgraduate) President, Wollongong Undergraduate Student Association (WUSA)
Henry Streamer	Business (Undergraduate)

## **PART 1: OFFICIAL BUSINESS**

### **\*1.1 Welcome and Introduction**

The Chair acknowledge the traditional custodians of the land and everyone to the 2020 September Student Advisory Council (SAC) meeting.

The Chair confirmed the SAC that the meeting will be recorded for the purpose of writing minutes; and this should be the only recording that takes place at the meeting.

### **\*1.2 Apologies and Leave of Absence**

Apologies were received and noted.

### **\*1.3 Arrangement of Agenda**

#### **1.3.1 Conflicts of Interest**

No conflicts of interest were declared.

#### **1.3.2 Confidential Items**

No confidential items were declared.

#### **1.3.3 Starring of Items**

All items on the agenda were starred.

Chair provided a reminder of meeting protocols.

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 invited those responsible for listed action items to speak to them.

The Student Representation Coordinator (SRC) advised that the Scholarships teams are exploring current scholarships for consistent high achieving students and will be referring the SAC enquiry to the Committee who are currently undertaking a review of the Dean's Scholars program.

The Academic-Senate Undergraduate advises that the Academic Appeals and Review of Grade Process & Procedures report is progressing, and more information will be provided at the next meeting.

**\*1.5 Minutes of the Previous Meeting**

Due to part of the previous meeting held on 18th August 2020 being inquorate, the following draft resolutions required resolution prior to the minutes of the meeting being confirmed.

**\*2.3 Report on Academic Appeals and Review of Grade Process and Procedure 2020**

**RESOLVED 2020/25**

- i. *that the Student Advisory Council endorse the development of the Report on Academic Appeals and Review of Grade Process and Procedure 2020 as set out preliminarily in the agenda paper*
- ii. *that the Student Advisory Council approve the use of the Student Advisory Facebook page to advertise surveys to gather information for the purpose of completion of the report under resolution*

**\*2.4 Faculty of Business (BUS) Representatives Report**

**RESOLVED 2020/26**

*that the Student Advisory Council receive and note the report provided by the Faculty of Business Student Representatives, as set out in the agenda paper.*

**\*2.5 Faculty of Social Sciences (SOC) Representatives report**

**RESOLVED 2020/27**

*that the Student Advisory Council receive and note the report from the Faculty of Social Sciences student representatives, as set out in the agenda paper.*

**\*2.6 UOW Pulse Student Director Report**

**RESOLVED 2020/28**

*that the Student Advisory Council receive and note the verbal presentation provided by the UOW Pulse Student Director representative, as set out in the agenda paper.*

#### **\*2.7 UOW Clubs & Societies Representatives Report**

##### **RESOLVED 2020/29**

*that the Student Advisory Council receive and note the report provided by the UOW Clubs & Societies student representative, as set out in the agenda paper.*

#### **\*2.8 University Council Undergraduate Student Representative report**

##### **RESOLVED 2020/30**

*that the Student Advisory Council note the verbal report provided by the University Council Undergraduate Representative, as set out in the agenda paper.*

##### **RESOLVED 2020/31**

*that the minutes of the previous Student Advisory Council meeting held on 18st August 2020 be confirmed and signed as a true record*

#### **\*1.6 Chair's Report**

The Chair welcomed the new Wollongong University Postgraduate Association (WUPA) president Lingzhi Kang. Noting also that the WUSA and WUPA elections for 2021 are due to commence in September/October 2020 and will run as a virtual event.

The Chair acknowledged and thanked the outgoing members of the SAC who have completed their studies:

- Laura Bassaikhan (BUS International Student representative)
- Helly Pham (LHA International Student representative)
- Maheshika Nanayakkara (UOW Clubs & Societies representative)

The Chair reminded the Council that those members who would like to complete Mental Health First Aid (MHFA) or Question. Persuade. Refer. (QPR) Training need to contact the SRC via email.

The SRC and the Manager, Student Services & Amenities Fee (MSSAF) attended Deakin University's Students as Partners (SaP) virtual roundtable in August 2020. Equity and its importance in SaP frameworks was a highlight of the event, and resources made available on the SAC Moodle site.

The MSSAF advised that the Student Services & Amenities Fee (SSAF) Survey is currently live. The survey aims to measure value of currently offered services from UOW students. The SSAF revenue is significantly lower this year than previous years as SSAF was not collected in Autumn session 2020.

The MSSAF acknowledged organisations like UOWPulse who were able to absorb some costs but still continue to offer core services. The MSSAF confirmed that close to 900 students had completed the survey, projecting to approximately 1300-1500 responses for the SSAF survey will be received. The SSAF Working Group will meet in October to examine the current project funding applications and later give recommendations to the Chief Operating Officer (COO) and Vice-Chancellors Advisory Group (VCAG).

## **PART 2: GENERAL BUSINESS**

### **\*2.1 Presentation – Trimester 1 and Autumn Session 2020 results report**

The Associate Director, Student Operations, Student and Accommodation Services Division (ADSO) acknowledged the work of the Academic Quality & Policy Specialist (AQPS) in preparation of the results report.

Students in Autumn session and Trimester 1, 2020 could opt in and have their final subject grades changed and replaced with Satisfactory, subject to conditions and eligibility. In addition, students who failed subjects would not have the fail grade recorded on their transcript subject also to eligibility.

Overall, grades for Autumn session & Trimester 1 were higher than previous sessions and trimesters. The number of students who opted for a change of grade to satisfactory was quite low. For course progress, the University did not move any students under the Course Progress rules instead they referred those students to the faculties so that they were aware of the students who required support. Overall, in 2020 there was a 30% reduction in moving students through the Course Progress process as opposed to 2019.

The ADSO opened the floor for questions.

#### **Q1: Will the option to change grades to Satisfactory and remove fail grades be an option for Spring 2020 session?**

**R1:** The offerings for Fail and Satisfactory will be extended for Spring session 2020, however those students under the Course Progress process won't be moved to excluded but those students would do fall under Course Progress again for Spring Session 2020 will progress through to a referral and restricted status.

#### **Q2: Was the decision to not progress students through Course Progress deliberate or was it a result of student's grades in Autumn session & Trimester 1. There was uncertainty about whether erasing a Fail grade would affect course progress.**

**R2:** Course Progress was calculated after release of results. The decision to waive course progress was made before results were released. .

**Q3: Was a definition for ‘genuine attempt’ made available on the UOW website for students?**

**R3:** Yes, it was defined as 35% total grade or more and notwithstanding any academic misconduct. This was outlined in the FAQ section on the UOW Exams webpage.

**Q4: With the increased average of grades in Autumn session and Trimester 1, 2020, how is the university managing the expectation of grade distribution for new and commencing students. With more students achieving Distinction and High Distinction grades, how are the University managing student expectations for results moving forward?**

**R4:** The University is constantly assessing the support required by students. The Pro Vice-Chancellor (Students) (PVCS) acknowledged that this is new territory with the Autumn/Trimester 1 examinations. There is debate over referencing student grades in criterion versus the norm and that monitoring of overall cohort results along with individual results is important. The PVC(S) would like to take this question back to academics and give further information to the SAC at a later meeting.

**Q5: In Autumn session there was a 38% decline in academic misconduct cases compared to 2019. What were the factors that attributed to the decline and is the University concerned about the decline?**

**R5:** While examinations are delivered remotely, and without invigilation there are concerns with academic integrity with discussions taking place with faculties concerning this. Whether the misconduct was occurring and not being captured is a possibility and this is being explored now with regard to possible invigilation options for Spring session. There was also a greater shift away from final exams to assessment tasks instead which may have impacted this decline. The PVC(S) advised that the university has shifted from closed book to open book examinations and advises that there is no explicit answer as yet, but the university is examining this.

**Q6: How does the Careers Services report academic misconduct as indicated in the results report?**

**R6:** The Careers Service runs career-readiness subjects such as CRLP200. These subjects have assessment items, and academic misconduct is possible. This is why they would be categorised in that way. The Academic Quality and Policy Specialist (AQPS) also advised that academic misconduct at a low level results in a lower reoffending rate when students complete the UOW intervention course.

#### **RESOLVED 2020/32**

*that the Student Advisory Council note the report and verbal presentation from the Associate Director, Student Operations regarding Trimester 1 and Autumn Session 2020 results as set out in the agenda paper.*

**The Chair declared the meeting inquorate, all items from 2.2 will remain draft resolutions.**

**\*2.2 Presentation – UOW SAC Executive Goal Planning Session presentation**

The SAC Executive held a goal planning session for the SAC in early September. The Executive examined how the SAC aligns with the University's 2020-2025 Strategic Plan in particular Goal 1 - Empowering students, and this formed a basis for the formulation of further specific goals for the SAC.

The Executive formulated a survey for all SAC members; with a 71% completion rate. The survey explored the key strengths and weaknesses experienced by representatives in their experience with SAC. Areas of opportunity identified include the handover process for roles, connection with key contacts in representative roles and specific training sessions designed for representatives. The Executive would like to create a handover package for incoming and outgoing students in their specific roles.

The SAC Moodle page has been identified as requiring maintenance, ensuring all content is current and well organised. A real-time discussion platform was strongly supported as something that would be beneficial for the SAC in creating a more informal dialogue between members and ensuring efficient and effective communication between representatives.

The SAC Executive recently held an informal catch-up with representatives, and this ideally will now be offered once a month. The catch-ups would be beneficial in creating a stronger rapport between representatives.

Another key component of the survey was highlighting the importance of student mental health and reinforcing how it remains a priority as a group.

The three month goals created were about filling the current gaps for representatives and their key stakeholders and furthering effective relationships between representatives via informal catch-ups and a real-time discussion platform. Furthermore, the SAC Executive noted the need to create personalised position-related email addresses as well as the requirement to improve SAC representative online profiles.

The three to five month goals were about improving the confidence of representatives in understanding their duties and responsibilities based on their specific role. These goals will most likely move into 2021 for new incoming SAC student representatives.

The Chair thanked those SAC members who completed the survey.

The Business Postgraduate representative (BP) questioned whether the University had explored what a student's expectation of representation is and whether this aligns with the University's expectation of student representation. The Bega Campus (BC) representative agreed on this concept/idea, further stating the difficulty in creating genuine dialogue between campus students and themselves in what effective student representation means.

The MSSAF acknowledged that the Student Representation Review survey identified faculties who champion effective student representation relationships, and those who need more work. In addition, the Students as Partners framework aims to improve the effectiveness of student representation overall and its importance in creating parallels between individual's experiences' within the representatives' area and their roles on SAC.

#### **Draft Resolution:**

*that the Student Advisory Council note the presentation of the SAC Executive Goal Planning Session by the SAC Executive as set out in the agenda paper*

**\*2.3 Report – Academic Senate Undergraduate student representative report**

The report was taken as read.

**Draft Resolution:**

*that the Student Advisory Council receive and note the Academic Senate Undergraduate student representatives report as set out in the agenda paper as being read, acknowledged and understood.*

**\*2.4 LGBTIQ+ student representative report**

The report was taken as read.

The LGBTIQ+ representative advised that options are being explored for SAC members to complete Ally training, and further information will be distributed to SAC members.

**Draft Resolution:**

- i. That the Student Advisory Council receive and note the report provided by the LGBTIQ+ student representative; and*
- ii. that the LGBTIQ+ representative explore the option of Ally Network training being made available to the SAC student representatives.*

**\*2.5 Bega Campus student representative report**

The report was taken as read.

The Bega Campus representative commented on the difficulty found in creating dialogue between themselves and Bega students. The Deputy Chair acknowledged the difficulty and hopes that this will be better supported by creating profiles for SAC representatives to advertise in the coming months.

**Draft Resolution:**

*that the Student Advisory Council receive and note the report provided by the Bega Campus student representative, as set out in the agenda paper.*

**\*2.6 Southern Sydney (Loftus) Campus student representative report**

The report was taken as read.

**Draft Resolution:**

*that the Student Advisory Council receive and note the report provided by the Southern Sydney Campus student representative, as set out in the agenda paper.*

**\*2.7 Shoalhaven Campus student representative report**

The report was taken as read.

The Shoalhaven campus representative echoed the difficulty in the remote environment and creating effective dialogue with students.

**Draft Resolution:**

*that the Student Advisory Council receive and note the report provided by the Shoalhaven Campus student representative, as set out in the agenda paper.*

**\*2.8 Sydney Business School (Sydney CBD) Campus student representative report**

This report was taken as read.

**Draft Resolution:**

*that the Student Advisory Council receive and note the report provided by the Sydney Business School Campus student representative, as set out in the agenda paper.*

**\*2.9 Mature Age student representative presentation**

The Mature Age (MA) representative provided a verbal update.

The student representative stated they are experiencing difficulty in the remote environment in creating effective dialogue with students. They recognised the assistance of the SRC in helping facilitate an appropriate key contact in Student Transition & Engagement in the PVC(S) portfolio and to provide assistance connecting with other Mature Age students. The MA is aiming to connect with WUPA and to further explore their role within SAC in the coming months.

**Draft Resolution:**

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

**\*2.10 Bateman's Bay Campus student representative report**

This report was taken as read.

**Draft Resolution:**

*that the Student Advisory Council receive and note the report provided by the Bateman's Bay Campus student representative, as set out in the agenda paper.*

**PART 3: OTHER BUSINESS**

### **\*3.1 Other Business**

The Chair invites SAC members to raise any other business that has arisen.

The Academic Senate – Undergraduate (ASU) representative advised of a vacancy for a postgraduate student on an Academic Senate. He requested if any SAC member was interested, please get in contact with an Academic Senate member. The ASU suggests that the SAC take a greater role in providing possible students to fill such vacancies. The BUSPG would like to ensure that there is as great a representation on the various committees as possible, and not to overload representatives on the SAC.

The AQPS stated that their team looks after the University Education Committee (UEC) and recruitment for the group. They aim for a broad cross section of representation across such groups, and recruitment includes a panel interview however students are not involved in the recruitment process, possibly a SAC student representative or previous sitting candidate to be involved.

The PVC(S) agreed that there is potential discussion regarding the selection of student representation for the range of university committees and groups, and whether the SAC could contribute to the selection processes in place and whether the student voice could be enhanced by an examination of these processes.

The Chair advises that the UOWx Leadership Development series is being offered by UOWx for SAC members. This is aligned with the current UOWx hours available in current SAC roles. More information will be delivered to SAC members relating to these workshops shortly.

The Law, Humanities & Arts Undergraduate (LHAUG) representative has had students enquire about the possibility of offering language subjects over summer session 2020. The LHAUG also reflected on the confusion between who is the appropriate representative for students to contact since the faculty restructure. The PVC(S) advised that to make a subject viable in terms of cost implications for running a subject there are a number of students required to do this. The PVC(S) also commented that the UOW SAC website be updated to reflect the faculty restructure so students know whom their faculty representative is to contact on matters such as the above.

### **\*3.2 Schedule of Meetings**

*The next scheduled meeting will be held on Thursday, 15th October 2020 via WebEx 9:30am*

### **\*3.3 Rolling Agenda Schedule**

As per the Rolling Agenda, the next meeting will include reports and presentations from:

**Presentation** - Profession Clive Baldock, vision for HDR students at UOW and research in a virtual/remote environment.

**Presentation** - Student Knowledge Management by Senior Manager, Student Service and the Change and Communications Lead, Student Service

**Presentation** - Academic Quality & Standards - new online system for Student Evaluation of Subjects and Teaching.

**SAC Representative Reports: -**

- Women's student representative
- Persons with Disabilities student representative
- WUSA Representative
- WUPA Representative

**SAC Executive**

- SAC Presentation to Vice-Chancellor's Advisory Group (VCAG)

**Update**

- SaP Working Party
- SSAF Working Party
- Activation Group Working Party
- Sustainable Development Goals (SDG) Portfolio 2021 - Steering Committee

Signed as a true record:

A handwritten signature in purple ink is written over a horizontal dashed line. The signature is stylized and appears to be a combination of letters and numbers.

Chair, Student Advisory Council

28 / 9 / 20