

## STUDENT ADVISORY COUNCIL MINUTES - 15TH APRIL 2021

Minutes of the meeting of the Student Advisory Council held at 9:30am on 15th April 2021 in the Council Room, Building 36 and via WebEx.

### PRESENT:

Jackson Cocks	Chair University Council - Academic Senate - Undergraduate
Ben Hamill	Deputy Chair UOW Clubs & Societies Representative
Carly Lavings	Deputy Chair Persons with Disabilities Representative
Ashley Bannister	Academic Senate - Undergraduate
Madeline Findlay	Academic Senate - Undergraduate
Aurora Green	LGBTIQ+ Representative
Alec Hall	Academic Senate - Undergraduate
David Havyatt	Postgraduate Faculty Representative - BAL
Samuel Harrison	Undergraduate Faculty Representative - EIS
Taani Hendrik	WUSA Representative
Kate Humajova	International Faculty Representative - SMAH
Helena Ibro	Postgraduate Faculty Representative - EIS
Jay Joshi	Academic Senate - Postgraduate
Yannan Li	University Council Postgraduate & WUPA Representative
Geeta Mahala	International Faculty Representative - EIS
Caitlyn Moore	UOW Clubs & Societies Representative
Nicholas Mott	Postgraduate Faculty Representative - SMAH
Paris Rawaqa	Women's Representative
Rhys Smith	Undergraduate Faculty Representative - ASSH
Sarah Vogel	Academic Senate Postgraduate Representative
Mahime Watanabe	International Faculty Representative - ASSH
Thomeissa Mason	Woolyungah Indigenous Centre - WIC
Keval Patel	UOW Pulse Student Director

### IN ATTENDANCE:

Theresa Hoynes	Director, Student and Accommodation Services Division
Rebecca Dickinson	Senior Manager, Student Service, SASD
Professor Julia Coyle	Pro Vice-Chancellor Students (Observer)
Jan Sullivan	Manager, Academic Quality & Policy, Academic Quality & Standards
Deb Porter	Manager, SSAF & Student Projects, Student Operations SASD
Christine Mason	Student Representation Coordinator, Student Operations SASD & Interim Executive Officer

### APOLOGIES:

Ellenie Petrou	Associate Director, Student Operations, SASD
Maddi Creamer,	UOW Residences

Matt Hammond  
Marg Hansen  
Natasha Popcevski  
Theo Totsis  
Safiye Caferoglu

Undergraduate Faculty Representative - SMAH  
Bateman's Bay Campus Representative  
Postgraduate Faculty Representative - ASSH  
Undergraduate Faculty Representative - BAL  
Sydney Business School Campus Representative

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## **PART 1: OFFICIAL BUSINESS**

### **\*1.1 Welcome & Introduction**

The Chair acknowledged the traditional custodians of the land and welcomed everyone to the first SAC meeting in 2021.

It was announced that the meeting would be recorded for the purposes of taking minutes, there were no objections received from the floor.

The Student Representation Coordinator will be acting Executive Officer and will take the minutes of the meeting; they will also carry no voting rights.

The Chair noted that the meeting was quorate.

### **\*1.2 Apologies**

Apologies were received and noted

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

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

No conflict of Interests were declared.

#### **1.3.2 Confidential Items**

The Chair noted that the Agenda Item 2.1 previously tabled, as confidential was no longer a confidential item.

No other confidential items were declared.

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

All items are starred for discussion, including items raised in Other Business.

The Chair referred to the SAC's Terms of Reference in particular the purpose of the SAC. The Chair briefly outlined SAC's purpose and three key points and advised the SAC that there will be an opportunity for the SAC to go through the purpose of the SAC in more detail at the leadership Event on 21st & 22nd April 2021.

### **\*1.4 Actions Arising from Previous Meetings**

The following action items arising from the previous meeting and/or carried over from 2020.

Resolution 2020/35 - Ally Network Training

The Student Representation Coordinator and the LGBTIQ+ representative have been working together to facilitate Ally Network Training for SAC representatives. Further updates will be provided to the SAC once available.

Resolution 2020/24 - Scholarship Awards for High Achieving students

This item is still being worked on.

Action Item - Facilitate a real-time online forum communication platform

The Chair reported that this is underway with the creation of a WebEx platform for the SAC. The SAC Executive and a small group of SAC representatives will trial the platform before being made available to the SAC. There will also be more discussion on the platform at the Leadership Event on 21st and 22nd April 2021.

Amendment to SAC Executive Positions

The Chair advised that the amendment draft resolution was not passed via Circular Resolution so proposed a resolution to the SAC to seek their support and subsequent actions.

The Chair asked if there were any objections to the proposal before being passed. The Business and Law Postgraduate (BALPG) representative proposed an addition (iii) to the draft resolution and the the Chair checked with the DSASD as to whether this would be allowed and received confirmation that it would be.

The Chair checked if there were any objections to the amended resolution.

The BALPG representative and the UOW Clubs & Societies (UCS) representative seconded the amendment to the original resolution.

**RESOLVED 2021/18**

*that the Student Advisory Council;*

- i. supports the amendment to the SAC Executive positions; and*
- ii. seeks the Vice-Chancellor's endorsement through a subsequent recommendations paper submitted by the interim SAC Executive; and*
- iii. subsequent to the Vice-Chancellor's endorsement of the changes that the two current nominations for Deputy Chair be appointed to the positions of Deputy Chairs.*

The Chair declared the motion carried.

Resolution 2019/13 - Creation of International Representative Working Group

The Chair advised that the action item will be discussed at the Leadership Event scheduled for 21st and 22nd April 2021.

Deputy Vice-Chancellor (Education) Teaching and Learning Experiences Workshop

The SRC circulated to the SAC a list of SAC representatives who participated in the workshops. Feedback will be provided Under Item 2.3 (General Business).

#### COVID19 Return to Campus Roadmap

The Manager, SSAF and Student Projects (MSSAF) advised that there are some formatting requirements to be finalised to ensure a more student focussed document and will be made available shortly on the COVID19 Student webpage.

#### Student Communication Plan

The SRC has made available on the SAC Moodle site the Student Communication Plan which was presented to the SAC Executive in 2020.

#### Rolling Agenda - 2021

The Chair will share the Rolling Agenda with SAC under Item 3.3 Other Business with a copy also being made available on the SAC Moodle Site.

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

#### **RESOLVED 2021/19**

*that the minutes of the previous meeting held on 16th March 2021 be confirmed and signed as a true record.*

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

The Chair provided the following updates and additional items to report.

#### **Opening of Rainbow Staircase to celebrate diversity**

The Chair and the BAL undergraduate (BALUG) representative attended the opening on behalf of the SAC. The Chair and BALUG had their photo taken with former High Court judge the Honourable Michael Kirby AC CMG and the Vice-Chancellor (VC). Details and photo were posted on the SAC Facebook page.

#### **Leadership Action Class Workshops - UOWx**

The Chair thanked those SAC representatives who responded to the survey conducted by UOWx regarding leadership topics and workshop requirements. Twelve students responded and there were two preferred workshops identified, Getting Things Done and Performing Under Pressure.

#### Action Item

The SRC seek availabilities from SAC members for UOWx Leadership in Action workshops.

#### **Outgoing SAC Representatives**

The Chair thanked the SBS Campus representative (Safiye Caferoglu) and the Southern Sydney Campus representative (Daniel Bakrdanikoski) for their contribution to the SAC. The SBS Campus representative will complete their studies at the end of Trimester 1, 2021

and the Southern Sydney representative has resigned their position due to changing commitments.

## **PART 2: GENERAL BUSINESS**

### **\*2.1 University Communications - UOW Rants**

The BALPG representative provided a background on the University's communication strategy and the process by which the University deals with suggestions; and how does the University reach the broader group asking the questions. Communication by UOW could be better and there is an opportunity for continuous improvement to better address student concerns. They went further to state that the SAC can work through the process of communications with the University to help improve communications.

It was suggested that the University could be treating students as trusted partners which involves the University engaging with students on issues of significance to students on an ongoing basis. SAC should partner with the University in revising the communication policy and practices to ensure students are engaged in an ongoing dialogue with the University.

Following the BALPG representatives summary on UOW communications, discussion took place regarding the place of UOW Rants. The DSASD confirmed that UOW Rants is not an official UOW channel for communication and the University will not respond with comments, The University, did however, reach out to students who appeared to be affected and who were identifiable. The DSASD also confirmed that the University within 15 minutes took immediate action to the rants that had been posted the previous evening by reaching out to the moderator to request information on support services to be provided on the site; and to ensure that the necessary support was provided to affected students. It was noted that the moderators of UOW Rants did not post this information.

The Undergraduate Academic Senate (UGAS) representative (Ashley Bannister) commented that UOW Rants can be used for the purpose of gathering information to help the University to support students and make improvements on how to communicate with students.

The Chair proposed that an additional motion (iv) which was accepted by the BALPG representative who was the original author of the draft resolution be included in the resolution.

### **RESOLVED 2021/20**

*that the Student Advisory Council:-*

- i. Note the confidential item on University Communications in the Agenda Paper;*
- ii. Concludes that an opportunity exists to develop a better and ongoing dialogue between the University and students on matters of importance to students; and*
- iii. Consult with relevant stakeholders on possible approaches to revising the University communications policies and procedures to realise this opportunity; and*
- iv. The Student Advisory Council forward the issues in relation to how students can contribute to policy development with the University to the Students as Partners Working Party under the Students as Partners Terms of Reference.*

The SAC supported the additional motion.

## **\*2.2 Student Advisory council (SAC) Working Parties and Subcommittees**

The item was introduced by the Chair, SAC with a focus on Working Party Reconciliation of the two working parties, Students as Partners, Activation Working Group and proposed an amendment to the Student Services and Amenities Fee (SSAF) working party to be re-established as a Subcommittee commencing in 2022.

The key change to the SaP working party is the addition of the Associate Director Students Operations as one co-chair and formalising this position with the addition of one student co-chair and the ability to co-opt two additional students; and two members of University staff.

It was recommended that the Activation working group review the Terms of Reference. The review will be conducted by the Activation Working Group and the SAC Executive which will be reported back at the SAC meeting held in July 2021.

Additionally, the SAC representatives who nominated for a working party position be confirmed in the role if there were only one nomination and in the case of more than one nomination the SAC take a secret poll via the SAC moodle for the preferred candidate.

The Chair advised the SAC that two additional sub-committees, the Regional Campus and Metropolitan campuses run in 2021 as per the SAC Handbook. Both subcommittees will focus on issues of UOW campuses other than the Wollongong campus and both Deputy Chair's on the SAC Executive will be a co-chair for the respective committees.

The Chair read out the nominations received for the Student as Partners working party and as only one nomination was received for each position, the student representatives were confirmed in the positions. The International student representative position on the SSAF working party remained vacant and the Chair asked any interested International students to contact the SRC or the Chair for more information if they wish to nominate.

The UOW Pulse Student Director nominated for the International position on the SaP working party following no nominations prior to the meeting. The MSSAF confirmed that the UOW Pulse Student Director was also an ex officio member of the SSAF working party also.

Following confirmation the Chair read out the three nominations received for the Undergraduate position on the SSAF working party. The SAC were asked to complete a poll on the SAC moodle site to indicate their preferred candidate. Following counting of the nominations, the Chair declared that the UOW Clubs & Societies representative was successful in being elected to the position. There were no objections received from the floor.

It was recommended that all working parties and subcommittees are asked to commence meeting as soon as possible.

The Chair moved to the resolution and informed the SAC that they would not read out the draft resolution and proposed a change to Clause 8 Part b that due to resourcing issues the SRC would not be the Executive Officer of the Regional and Metropolitan subcommittees and that this position will be appointed by the Director. There were no objections received from the floor.

The Chair also noted the appointment of the UOW Clubs & Societies student representative to the position of Undergraduate student representative on the SSAF Working Party.

The resolution was moved and seconded.

The Chair congratulated the elected students on the respective working parties.

## **RESOLVED 2021/22**

*that the Student Advisory Council:*

- i. notes the review and consultation to be conducted by the SAC Executive to propose the SSAF Working Party is re-established as a Subcommittee commencing 2022;*
- ii. approves the amendments to the SAC Students as Partners Working Party Team of Reference set out in Attachment I;*
- iii. notes the review proposed for the SAC Activation Group Working Party Terms of Reference as contained in Attachment II;*
- iv. notes the update on Working Parties and Subcommittees provided in the Agenda papers;*
- v. appoints the successful members of the vacant positions of the SSAF Working Party as sent out in the Agenda Papers;*
- vi. appoints the successful members of the vacant positions of Students as Partners Working Party as set out in the Agenda Papers;*
- vii. appoints the successful members of the vacant position of the Activation Group Working Party as set out in the Agenda Papers;*
- viii. notes the members of the Regional and Metropolitan Campus Subcommittees and approves that the Subcommittees will operate as per the following directions:*
  - a. Each Subcommittee will be chaired by a Deputy Chair of the Student Advisory Council.*
  - b. The Executive Officer of the Subcommittees shall be appointed by the Director, Student and Accommodation Services Division.*
  - c. The Subcommittees should attempt to resolve all issues by consensus and only vote on matters as a last resort. The Chair should direct the meeting to this objective.*
  - d. The Chair of each Subcommittee will not have any voting rights, except where there is an equality of votes, where they may exercise a casting vote.*
  - e. The Quorum for each Subcommittee will be at least 3 of the 4 members, or 2 persons where there are less than 4 members.*
  - f. The Subcommittees will meet virtually for up to 1 hour on each occasion unless the members of the Subcommittee agree to extend the meeting.*
- ix. notes all Subcommittees and Working Parties are directed to commence organisation of the first meeting prior to the May Student Advisory Council Meeting.*

### **\*2.3 Deputy Vice-Chancellor Education (DVCE) Teaching and Learning Experiences Workshops**

Members of the SAC were invited to participate in a series of 1-hour workshops hosted by the Deputy Vice-Chancellor Education (DVC E) for the purpose of seeking feedback and consulting with students regarding their learning experience in 20202 and to identify improvements to ensure students have the best possible learning experience that UOW can offer within COVID Safe restrictions.

SAC representatives were selected on the basis of a mix of undergraduate, postgraduate, domestic and international students. Representatives who were new to the University and had their first experience with UOW in 2020. Those students who have a history of UOW enrolment outside of 2020 Covid-19 experience, newly elected representatives and finally a diverse voice.

SAC representatives who attended the feedback sessions were asked to provide a verbal update on their participation in the series of workshops.

The Faculty of Arts, Social Science and Humanities Undergraduate (ASSHUG) representative noted the key points of the workshops and said that feedback and discussions were generally constructive.

Feedback was provided about remote platform learning and issues with cameras not being turned on, the technical aptitude of the lecturers and tutors and the functionality of online.

The ASSHUG went on to say that the DVC(E) mentioned that there is a Digital uplift project currently underway however it raises concerns that this move will be more like an Open University style learning.

The SAC recognised that there would be a need for more student consultation regarding the Digital Uplift project and that this project is part of the UOW 2020-2025 Strategic Plan but to some extent accelerated due to the pandemic. The Persons with Disabilities (PD) representative stated that the feedback from International students at the workshops was positive and that digitalisation of subjects would be beneficial. The DSASD commented that it is the University's obligation to support dual teaching particularly for international students particularly during the pandemic.

Other representatives commented that digitalisation should not replace the in person class experience.

#### ACTION ITEM

The SAC Executive to meet with the DVC (Education) to understand how the project is developing and to provide the student voice within the project. The Chair also asked that SAC representatives can also provide feedback and comment for the SAC Executive to take back to the DVC(E).

#### **RESOLVED 2021/23**

*that the Student Advisory Council note the update provided by the SAC representatives who participated in the Deputy Vice-Chancellor Education Teaching and Learning Experiences Workshops.*

#### **\*2.4 Student Representation in Academic Matters**

The University Council, Undergraduate (UCUG) student member proposed developing a paper focusing on improving student representation in governance at UOW. The report will be based on the student members' experiences as committee members, as well as significant stakeholder consultation. The project is currently being completed by a Student-Staff Partnership Innovation Hub which first met on 9th April 2021.



The UCUG is seeking feedback from the SAC to the formation of a new standing committee of the SAC, the Standing Committee on Academic Members. The subcommittee is proposed to involve some SAC members as well as student members from other University committees and sub- committees.

For this item the Chair asked that questions be taken on notice; and feedback can be provided to the Chair on how students can get better involved in Governance and contribute to policy development.

#### **RESOLVED 2021/24**

*that the Student Advisory Council note:*

- i. the verbal report provided by the University Council Undergraduate Student member on Student Representation in Academic Matters; and*
- ii. that the Student Advisory Council forward any feedback on the principles and questions to the University Council Undergraduate student representative as set out in the agenda papers.*

#### **\*2.5 Graduation Consultation and Planning 2021**

The Chair welcomed the Senior Manager, Student Service (SMSS) to provide an update on graduation planning for 2021. Before the SMSS commenced the update, the DSASD thanked the SAC for their feedback and comment regarding graduation for 2020 graduands and what can be done in 2021 within COVID Safe restrictions. The feedback and recommendations were provided to VCAG and authority was provided to progress with graduation planning using feedback and recommendations where possible.

The Chair noted with the SAC how the membership of the SAC representatives for the consultation process was approved.

The SMSS confirmed that the 2021 graduation ceremonies will be held on campus in July, November and December 2021 and would include 2020 graduands who wish to attend. There would however, be changes to how the ceremony will be structured due to COVID Safe restrictions. Some of the changes would likely be reduced numbers in the Uni Hall meaning reduced number of guests (live streaming will still occur), no contact on stage but graduand can still walk across stage and have their photo taken and no food or beverages after the ceremony.

The DSASD commented that whilst graduation preparation is underway the University will need a contingency plan in place based on current medical advice from NSW Health and well as plan for the possibility of further lockdowns.

The SMSS reiterated with the SAC that there will be very clear communications going out to students and to provide options to student that are upfront and transparent.

The Shoalhaven Campus representative asked if the face-to-face graduation ceremonies will also be at the regional and metropolitan campuses. The DSASD confirmed that if there were any students from the regional and metropolitan campuses who wanted to participate in a graduation ceremony they would need to come to the main campus because there no capacity

to hold ceremonies off main campus during to gown supplies and the requirement to have them cleaned between ceremonies.

The BALPG representative asked that the draft motion be amended to include thanks to the University for giving SAC the opportunity to provide feedback to the University regarding graduation planning in 2021.

The Chair thanked the SMSS and asked that if there was any other feedback or instructions that these be forwarded to the SRC.

## **RESOLVED 2021/25**

*that the Student Advisory Council note:*

- (i) *the update provided by the Senior Manager, Student Service of the consultation and planning of graduation events for 2021; and*
- (ii) *thanks the University for consulting with the Student Advisory Council representatives and for taking feedback in planning for graduation in 2021.*

### **\*2.6 Student Feedback on Subjects Report**

The Chair welcomed and introduced the Manager, Academic Quality & Policy (MAQP) to the SAC.

The MAQP provided a brief background on the new Student Feedback on Subjects and Teaching survey with the purpose of seeking advice from SAC members in ways to improve students' response rates to the subject evaluation survey.

In Spring Session 2020 and Trimester 3, 2020 the University released the online Student Feedback on Subjects & Teaching system developed to replace the paper-based survey. The survey rate of response was 15% but the University would liked to have had a response of 50%.

The MAQP then invited the SAC to help the University find ways in which to increase the response rate of the survey; how to communication the results to students and the steps the University is taking to increase student satisfaction in subjects and teaching.

The Chair suggested that any SAC representatives interested in providing feedback to AQS please let them know, there were four respondents. The BALPG representative further suggested that a feedback session be set up for the MAQP and invite any interested SAC representatives to attend the feedback session. The Chair commented that the session date and time be suitable for the four respondents.

The Chair confirmed the resolution.

## **RESOLVED 2021/21**

*that the Student Advisory Council note the Student Feedback on Subjects Report and invite members to provide feedback on ways to improve the survey response rate to [quality@uow.edu.au](mailto:quality@uow.edu.au).*

## **\*2.7 UOW Student Mental Health Model**

The UOW Student Mental Health Model involves a whole of University Stepped Care Approach. It promotes the development of mental health strategies at all levels of the University and embeds these across all aspects of University life, including governance, policy and curriculum.

The Pro-Vice-Chancellor Students (PVCS) was asked to provide an update on the Australian Medical Student Association (ASMA) Score Card as set out in the agenda paper.

The PVCS stated that there was still work required to improve what the University is doing in terms of the Mental Health model noting that actions were underway with the resources Being Well and Living Well toolkit for students being delivered. In 2022, the University will also release a module International Student Success which will focus on International student wellbeing and their transition in studying in Australia.

The report also highlighted the areas that require improvement at UOW and as part of the action required the Student Mental Health Advisory group will play a role in working together with the University to develop preventative measures.

The Clubs & Societies student representative commented that the Being Well and Living Well toolkit should be communicated more widely to students as UOW with the PVCS noting that it is available on the UOW Counselling website but would consider other opportunities to promote the toolkit.

The PVCS also put to the SAC that there were two vacancies on the Student Mental Health Advisory Group and were seeking interested students with 'lived' experiences to express interest in being a part of the group. Any interested SAC representatives were asked to send their expression of interest to the PVCS.

The Chair thanked the PVCS for their update.

### **RESOLVED 2021/26**

*that the Student Advisory Council note the update provided by the Pro Vice-Chancellor Students on the Australian Medical Students Association: Mental Health Score Card as set out in the agenda paper.*

## **\*2.8 Student Advisory Council Standing Orders**

The SAC Executive are seeking to introduce new Standing Orders for the SAC to provide a more robust framework of rules for meetings. These standing orders building on the standing orders already contained in the SAC handbook. The SAC Executive have asked the SAC to review and provide feedback on the draft standing orders as well as authorising the SAC Executive to commence consultation with relevant stakeholders.

The Chair commenced discussion by stating that the SAC Executive have worked on a draft standing orders for the SAC and that once feedback is received from the SAC representatives

that a draft will go to Senior Executive of the University and after feedback will prepare a final draft for approval by the Senior Executive.

Some of the questions that were raised during the process of drafting standing orders was around quorum for SAC meetings. In University committee governance quorum is normally fifty percent plus one (50% + 1). In two out of three meetings in 2020 the SAC failed to meet quorum and in one meeting, quorum was not achieved half way through the meeting.

There are two proposals that the SAC Executive are seeking and they are:

- (i) quorum is changed to 15 persons, or 50% of the SAC, whichever is the less; or
- (ii) quorum remain at 50% plus one to commence the meeting , however resolutions in the agenda paper can still be passed providing at least 35% + one of the membership remains present at the meeting.

The comments received from the SAC representatives was that option two would be a better option as option one would not account for changes in membership and that option two would make the SAC meetings more decisive and ensures continuity of business of the SAC.

The Chair also stated that dividing the agenda in more sections for ease of navigation would be considered using a PDF document. A SAC member would be able to click on the item in the agenda and be taken to the agenda item and noted that this would not work if members were using a hard copy agenda.

The BALPG representative noted that the SAC handbook should be written in three sections which include a Constitution, Standing Orders and Administrative Arrangements for transparency. They felt that there are items under the administrative arrangements such as membership eligibility ie suspension of members which should be addressed under the Constitution.

The Chair cautioned on making these changes due to the ex officio status of some members such as the Faculty student representatives who are elected to their Faculty position and have a place in SAC due to the nature of their role.

The Chair also noted that the SAC should not have a constitution as it is part of the Governance structure of the University and operate under a Terms of Reference.

The DSASD stated that this was a good opportunity for the SAC to take the paper to VCAG as it changes the nature of the relationship from purely a reporting process under the Terms of Reference to a more dynamic engagement through providing advice on the business of the University.

The Chair noted that as there was time constraints that the SAC Executive would take feedback on the draft Standing Orders from SAC members via email.

### **RESOLVED 2021/27**

*that the Student Advisory Council review and provide feedback on the questions pertaining to the SAC Standing Orders and authorises the SAC Executive to commence consultation with relevant stakeholders regarding the introduction of new standing orders.*

## **PART 3: OTHER BUSINESS**

### \*3.1 Other Business

The Chair raised the Leadership Event and expressed their hope to have as many SAC members attend the event on at least one of the days. The agenda would be sent out shortly outlining day one with a team building exercise and day two around goal setting.

The DSASD also commented that communications would be front and centre of day two and workshops will take place to determine what this looks like and a section on SAC values; and what they are and what they will look like will also be run.

The SRC advised that an agenda would be distributed shortly with additional information around what to bring to the leadership event.

The chair asked SAC was there any members who wished to raise an item.

#### Item raised - changes of membership of Academic Senate

The BALPG representative asked to speak about the recent changes to the Academic Senate membership that were recently endorsed by University Council. The Chair stated that they could provide an update but depending on how the discussion takes place as to whether they may be subject to a conflict of interest.

The Chair advised the SAC that University Council passed at their latest meeting on 9 April 2021 a change to the Academic Senate membership which resulted in an increase in student membership by one member taking their percentage to 14% - 15% up from 6% and the general membership reduced by 50%.

In addition, the current student membership terms would end on 31st December 2021 but the elected faculty membership and general membership would end before the next meeting of the Academic Senate.

The BALPG representative commented that under the constitution the Academic Senate did not form the view that saw changes to the membership of the Academic Senate yet the University Council decided to adopt the changes.

The DSASD advised that what was raised at the Council meeting regarding the changes was confidential and that the SAC may request to have a Senior Executive member to speak to the SAC however and further stated that it was unclear as to what the SAC were actually asking.

The BALPG representative restated that the University Council made a decision on the membership of Academic Senate without a clear approval by the members of the Academic Senate.

The Chair at this stage declared a conflict of interest and the Deputy Chair assumed the role as Chair whilst the Academic Senate Undergraduate (ASUG) representative provided some context.

The ASUG stated that the Academic Senate did not resolve the changes but had the changes to membership presented to them for feedback not approval at the previous Academic Senate meeting and at the meeting they decided to recommence deliberations at next meeting. As the ASUG representative is also the University Council Undergraduate (UCU) representative they could not comment on the discussions that took place at the Council meeting when the changes were voted on.

The PVCS referred the SAC to the UOW Policy Directory to understand the relationship between Academic Senate, University Council and the Vice-Chancellor.

Further, the DSASD advised that the role of the members of the University Council was to function as a board and represent the interests of the University.

Further discussion took place regarding the role and decision making of Academic Senate and the SAC were directed to the [Wollongong University Act 1989](#) on formation and structure of committees at the University as well as the Tertiary Education Legislative Act to understand how committees are formed and structured. The action item which arose to invite the Senior Deputy Vice-Chancellor (SDVC) on the recommendation of DSASD to explain the changes and the context in which this occurred.

The Chair also advised the SAC that there was a vacant International student position on Academic senate and any interested eligible students may provide an expression of interest. Discussion on this item concluded and the role of Chair was resumed by the Chair.

The Chair asked the SAC following the discussion if there were other items to raised. No further items were raised by members.

### **\*3.2 Scheduled Meetings**

The next SAC meeting is scheduled for Tuesday, 18th May 2021 - 9:30am to 11:30am.

The DSASD flagged with the SAC that the new Vice-Chancellor may want to engage with the SAC and may want to attend a meeting, more information will be provided.

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

The SAC Rolling Agenda has been drafted for review and will be made available on the SAC Moodle site.

#### Action Item

The Student Representation Coordinator will make available the Rolling Agenda on the SAC Moodle Site.

### **\*3.4 Membership and Closing**

The Chair thanked the SAC for their attendance and declared the meeting closed at 11:40am.

Signed as a true record:



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Jackson Cocks

Chair, Student Advisory Council

19/ 5 / 2021

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