

**STUDENT ADVISORY COUNCIL
MINUTES - 16TH MARCH 2021**

Minutes of the first meeting of the Student Advisory Council held at 1:30pm on Tuesday: 16th March 2021 in GO1, Building 32.

PRESENT:	Ashley Bannister Jackson Cocks Maddi Creamer, Madeline Findlay Aurora Green Ben Hamill Matt Hammond Marg Hansen David Havyatt Taani Hendrik Kate Humajova Helena Ibro Jay Joshi Carly Lavings Yannan Li Geeta Mahala Caitlyn Moore Nicholas Mott Natasha Popcevski Paris Rawaqa Rhys Smith Theo Totsis Sarah Vogel Mahime Watanabe Thomeissa Mason	Academic Senate - Undergraduate University Council - Academic Senate - Undergraduate UOW Residences Academic Senate - Undergraduate LGBTIQ+ Representative UOW Clubs & Societies Representative Undergraduate Faculty Representative - SMAH Bateman's Bay Campus Representative Postgraduate Faculty Representative - BAL WUSA Representative International Faculty Representative - SMAH Postgraduate Faculty Representative - EIS Academic Senate - Postgraduate Persons with Disabilities Representative University Council Postgraduate & WUPA Representative International Faculty Representative - EIS UOW Clubs & Societies Representative Postgraduate Faculty Representative - SMAH Postgraduate Faculty Representative - ASSH Women's Representative Undergraduate Faculty Representative - ASSH Undergraduate Faculty Representative - BAL Academic Senate Postgraduate Representative International Faculty Representative - ASSH Woolyungah Indigenous Centre - WIC
IN ATTENDANCE:	Theresa Hoynes, Ellenie Petrou, Deb Porter, Christine Mason Antoinette Faddoul Professor Julia Coyle	Director, Student and Accommodation Services Division Associate Director, Student Operations, SASD Manager SSAF & Student Projects, Student Operations SASD Student Representation Coordinator, Student Operations SASD Governance & Policy Coordinator, Governance Unit Pro Vice-Chancellor (Students) - Observer
APOLOGIES:	Safiye Caferoglu Samuel Harrison Emily Nield	SBS Campus Representative EIS Undergraduate Representative Shoalhaven Representative

PART 1: OFFICIAL BUSINESS

***1.1 Welcome and 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 Director, Student and Accommodation Services Division (DSASD) noted that they would be chairing the SAC meeting, in the absence of a current elected Chair of the SAC Executive. The Student Representation Coordinator (SRC) would act as the Executive Officer in the absence of a Secretary for the purpose of minutes.

The Chair noted that the meeting was in quorum.

***1.2 Apologies**

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 are starred except for the draft resolutions from the meetings dated 15th October 2020 and 4th December 2020.

1.4 Actions Arising from Previous Meetings

The following action items have been carried over from 2020 to 2021.

- Ally Network training for SAC representatives (the Action Item will be discussed with the new LGBTIQ+ representative following the meeting).
- Scholarship award for consistent high achievers (The Student Representation Coordinator to contact Senior Manager, Admissions, Fees & Scholarships for an update)
- Online forum for SAC and platform for discussion and feedback loop for student cohort (will be discussed with the SAC Executive once elected)
- Creation of International Representative Working Group

1.5 Minutes of the Previous Meeting

Due to the previous meetings held on 15th October and 4th December 2020 being inquorate the draft resolutions from these meetings are moved as unstarred items and will be considered as adopted for ratifying the minutes.

A motion is passed for the adoption of the unstarred draft resolutions dated from the SAC minutes of the 15th October (2.1 to 2.9) and 4th December 2020 (2.1 to 2.3).

2.1 Presentation - Student Knowledge Management Project

RESOLVED 2021/1

that the Student Advisory Council note the implementation of the Student knowledge base as set out in the agenda paper

2.3 Presentation - Student Services and Amenities Fee Working Party

RESOLVED 2021/2

that the Student Advisory Council note the verbal report provided by the Manager, Student Services and Amenities Fee and Student Projects, as set out in the agenda paper.

2.4 Presentation - Higher Degree Research Vision at UOW

RESOLVED 2021/3

that the Student Advisory Council note the verbal presentation on 15th October 2020 by Professor Clive Baldock, the Dean of Research as set out in the agenda paper.

2.5 Update – Report on Academic Appeals and Review of Grade Process and Procedure

RESOLVED 2021/4

that Student Advisory Council note the verbal update provided by Academic Senate Undergraduate Student representatives Jackson Cocks and Theo Totsis on the progress of the Report on Academic Appeals and Review of Grade Process and Procedure as set out in the agenda paper.

2.6 Persons with Disabilities Student Representative Report

RESOLVED 2021/5

that the Student Advisory Council note the verbal report provided by the Persons with Disabilities Student Representative, as set out in the agenda paper.

2.7 Wollongong Undergraduate Student Association Report

RESOLVED 2021/6

that the Student Advisory Council receive and note the report provided by the Wollongong Undergraduate Student Association Representative as set out in the agenda paper.

2.8 Wollongong University Postgraduate Association Report

RESOLVED 2021/7

that the Student Advisory Council receive and note the report provided by the WUSA Representative as set out in the agenda paper.

2.9 Women's Student Representative Report

RESOLVED 2021/8

that the Student Advisory Council receive and note the report provided by the Women's Student Representative, as set out in the agenda paper.

2.1 Update - SAC Executive Goal Planning Implementation

RESOLVED 2021/9

that Student Advisory Council note the verbal update provided by SAC Executive regarding the implementation plan for agreed SAC Goals and timelines set out to deliver goal outcomes, as set out in the Agenda paper.

2.2 Update – Report on Academic Appeals and Review of Grade Process and Procedure

RESOLVED 2021/10

that Student Advisory Council note the verbal update provided by Academic Senate Undergraduate student representative, Jackson Cocks on the progress for submission of the Report on Academic Appeals and Review of Grade Process and Procedure for Academic Senate, as set out in the Agenda paper.

2.3 Presentation – Students as Partners Working Group

RESOLVED 2021/11

that Student Advisory Council note the presentation provided by the Students as Partners Working Party and note the activities of the working party and the progress regarding the implementation of a Students as Partners agreement, as set out in the Agenda paper.

RESOLVED 2021/12

that the minutes of the previous meeting held on 15th October 2020 be confirmed and signed as a true record.

RESOLVED 2021/13

that the minutes of the previous meeting held on 4th December 2020 be confirmed and signed as a true record.

1.6 Chair's Report

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

SAC Leadership Development

A leadership development event for the SAC will be held on Wednesday, 21st April and Thursday, 22nd April. The Chair asked that any student who has not sent an RSVP please do so as soon as possible for catering purposes.

2020 Teaching & Learning Workshops with Deputy Vice-Chancellor (Education) - DVC(E)

Ten SAC representatives were chosen to participate in the workshops hosted by the DVC(E) to discuss their experiences of remote learning in 2020; how to improve campus learning in 2021; and how to improve access to online resources moving forward.

Action Item - The Chair requested that the SRC circulate to the SAC details of the students selected to participate and the criteria for selection. The Business and Law Faculty Postgraduate representative (BAL PG) requested for an agenda item to be submitted at the SAC meeting on 15th April 2021 regarding feedback from the SAC participants.

Thank you - Orientation Autumn Session - (23rd to 25th Feb 2021)

The Chair thanked those SAC representatives who volunteered their time on the SAC stall and highlighted that events like this will help raise the profile, visibility and awareness of the SAC.

Leadership Action Class Workshops - UOWx

The Chair reminded the SAC to complete a survey provided by UOWx regarding Leadership Action Class workshops and what type of topics the SAC would like to engage in. The link to the survey is also available on Moodle.

Students as Partners (SaP) Agreement update

The Chair confirmed that a draft version of the Students as Partners (SaP) agreement has been completed however due to several vacancies within the working party the final draft will not be circulated to SAC until members of SaP have had the opportunity to provide feedback first.

Amendment to SAC Executive Positions

The Chair raised with the SAC for consideration and not as a resolution, changes to the SAC Executive referencing the Secretary position. A paper has been drafted and once finalised it will be circulated to the SAC for consideration prior to the next meeting in April 2021. Any changes to the membership of the SAC Executive must also have Vice-Chancellor approval.

The Chair provided background information regarding the Secretary position and the challenges of the role. The Chair highlighted the importance of maintaining the three executive members and put forward for consideration to the SAC that the SRC would be the Executive Officer for SAC and provide secretarial support as part of their facilitator role; and that an Executive Officer position be maintained as a position on the SAC Executive.

The chair sought comment from the floor.

Discussion focused on the amount of commitment required for the role of Secretary and the availability at meetings. The Chair confirmed that the expectation would be the SAC executive attend all meetings.

The following motion was proposed:

RESOLVED 2021/14

that the Student Advisory Council take the following immediate and interim actions in appointing SAC Executive positions:

- i. appoint the role of the Chair on the SAC Executive at the meeting of 16th March 2021; and*
- ii. that the positions of Deputy Chair and Secretary remain as vacant; and*
- iii. that the two nominations Ben Hamill and Carly Laving received for the position of Deputy Chair be nominated as interim executive support for the new elected Chair.*

The motion was moved and seconded by members of the SAC.

1.7 Election of Student Advisory Council (SAC) Executive

Expressions of Interest for the election of a SAC Executive for the positions of Chair, Deputy Chair and Secretary closed on 9th March 2021.

Nominations were received from Jackson Cocks (University Council and Academic Senate Undergraduate representative for the position of Chair; and two nominations for the position of Deputy Chair from Carly Lavings, Persons with Disabilities representative and Ben Hamill, UOW Clubs & Societies representative.

The Governance and Policy Coordinator from the Governance Unit put forward to the SAC to elect Jackson Cocks to the position of Chair unopposed.

There were no objections received from the floor.

RESOLVED 2021/15

that the Student Advisory Council:

- i. declare the unopposed election of Jackson Cocks to the position of Chair on the SAC Executive; and*
- ii. authorise the interim SAC Executive to seek approval from the SAC via circular resolution of the proposal to amend positions on the SAC Executive prior to seeking endorsement of the changes from the Vice-Chancellor;*

The motion was moved by and seconded by SAC representatives.

PART 2: COMMITTEE BUSINESS

2.1 SAC Working Party Nominations - Vacant Positions

There are a number of vacant positions in the SAC Student Services & Amenities Fee (SSAF), Students as Partners (SaP) and Activation Group Working Parties.

The SRC will email the SAC details of the vacant positions and seek nominations to fill the positions. The Terms of Reference for each working party are available on Moodle and the Chair encouraged the SAC to review them before nominating in a position.

The BAL PG rep raised the Students as Partners Agreement and the delay in finalising. The Chair noted that the agreement is considered a more long term agreement for review due to consultation as well as having vacancies in the SaP working party. The Agreement may not be delivered to the SAC until the May 2021 SAC meeting.

RESOLVED 2021/16

that the Student Advisory Council seeks nominations for the appointment of SAC student representatives to the vacant positions on the SAC's:

- i. Student Services & Amenities Fee Working Party;*
- ii. Students as Partners Working Party; and*
- iii. Activation Group Working Party*

as set out in the agenda paper.

2.2 Update - UOW COVID-19 Return to Campus Roadmap.

The Associate Director, Student Operations (ADSO) provided an update on the Return to Campus Roadmap. A survey went out to students and the results was that there was a strong preference to return to campus and that this would extend to not just Wollongong campus but other regional or metropolitan campuses.

The BAL PG representative commented on why the roadmap is not available to students. The ADSO confirmed that the document had only just been formulated and the details of the Roadmap are within the Return to Campus website for students.

Action Item - the ADSO will have the COVID-19 Return to Campus Roadmap as attached to the agenda made available on the student COVID-19 information site.

Following the update, the SAC representatives discussed various aspects of the roadmap for a return to campus noting difficulties around communication to students in particular and the Chair commented that it can be difficult to accommodate the different preferences for communication, noting that some students felt that the University were over communicating.

The percentages of the number of students returning to campus and the number of on campus lectures/tutorials was also discussed with comments made regarding how International students return to campus if they are overseas but have on campus tutorials. The ADSO noted the comment and advised that the goal for Autumn and Spring session was to produce an equitable timetable, taking in account the number of students study overseas and still being able to deliver subjects in a dual delivery mode. The Chair noted that this links back to the workshops being held by the Deputy Vice-Chancellor (Education) DVC(E) on 25 March 2021.

The Persons with Disabilities (PWD) representative raised the issue of the cleanliness of the main library. The PWD provided some suggestions on different strategies to keep the library clean. The ASSH Undergraduate representative who works at the library would take the feedback to the library. The PVC (Students) under their portfolio would provide the feedback and suggestions to the appropriate unit responsible.

The BAL PG representative commented further that the University Council will always be informed that extra funds have been provided to Facilities Management Division for cleaning provisions.

Additionally, the PVC(S) would also address the feedback as it was important to work with students to enhance the student experience as we are currently into a complex and fluid environment and adjustments would be require.

RESOLVED 2021/17

that the Student Advisory Council note;

- i. the presentation on UOW's COVID-19 Return to Campus Roadmap provided by the Associate Director, Student Operations as set out in the agenda paper; and*
- ii. that the Associate Director, Student Operations and the Pro-Vice Chancellor (Students) provide the feedback and suggestions raised by the Student Advisory Council to the relevant stakeholders where appropriate.*

The motion was moved and seconded.

PART 3: GENERAL BUSINESS

3.1 Other Business

The Chair opened up to the floor for discussion the recent virtual graduation ceremonies for the 2020 graduating year.

2020 Graduation Ceremony

A discussion took place with SAC members regarding the recent virtual graduation, the decision of having a virtual ceremony and the way in which it was pitched to graduands. The SAC representatives highlighted that it appeared that the ceremony would be a live ceremony so many students and family travelled, took time off from work to attend the virtual ceremony to find that it was pre-recorded and their names were not called out.

The DSASD acknowledged the concerns of the SAC representatives and explained that the decision to hold a virtual ceremony was difficult one but was made at a time when Victoria was in lock down and the uncertainty of COVID-19 overall.

The Chair thanked the SAC for their comments and feedback.

Following the discussion regarding the Graduation Ceremony the University Council Undergraduate (UCU) representative invited SAC members to stay after the meeting to have a discussion on goal planning including a plan for SAC communication.

The DSASD supported this idea and that the Goals set by the 2020 SAC Executive are still relevant and the SAC communication plan be incorporated into these goals.

Action Item - The DSASD asked that the presentation of a Student Communication plan presented to the SAC Executive in 2020, be uploaded to the SAC Moodle site.

The BAL PG representative raised items regarding UOW communications to students and the future of digital online learning.

The BAL PG representative referred to discussion from other meetings that they attended, and asserted that members of the Senior Executive had indicated an expectation that the move to digital learning

would generate cost savings for the University. The BAL PG representative expressed concern about the drivers for the digital learning strategy.

The Chair stated that it would be appropriate to invite members of the Senior Executive to respond to these comments, and suggested to the SAC that they invite the DVC(E) to the next SAC meeting to discuss the findings of the working groups on Teaching and Learning in 2020/2021.

Update - Report on Academic Appeals and Review of Grade Process and Procedure

The University Council Undergraduate (UCU) Representative provided an update on the draft report on Academic Appeals and Review of Grade and Procedure currently being prepared. A student survey was distributed to the student cohort resulting in 1600 responses and 800 of those responses could be validated. The UCU invited any interested SAC representatives to provide assistance in data analysis.

International Student Working Party

The UCU raised that the process of setting up an International Student working party on the SAC has not yet occurred despite being on the Action Arising Items list for the past two years. The formation of an International work party would be for the intention of dealing with international student issues.

The UCU asked why there could not be calls for nominations on the working party also. The DSASD responded that the initial drive for the working group was made by a former member of the SAC and more related to English Language opportunities for International students and study at UOW. Due to the current environment, more exploration of the purposes and objectives of the working party would be required and this is something that can be explored at the leadership event.

The Chair thanked everyone for their attendance at the SAC meeting.

3.2 Scheduled Meetings

The next SAC meeting is scheduled for 15th April 2021 9:30am to 11:30am.

3.3 Rolling Agenda Schedule

The Rolling agenda for 2021 will be confirmed following the election of the SAC Executive. The Rolling Agenda includes key agenda items for SAC meetings and helps identify when SAC representatives are to present to the SAC; and includes UOW presenters for SAC meetings and for scheduling items such as presentations and initiatives seeking SAC feedback.

3.4 Membership & Activities Table

The Chair noted with the SAC that the membership table for 2021 reflects the 2020 Faculty Realignment.

The meeting closed at 2:58 pm.

Signed as a true record:

A handwritten signature in black ink, consisting of a stylized 'h' followed by a long, sweeping horizontal line that curves upwards at the end.

Chair, Student Advisory Council

15 /04/2021