



STUDENT ADVISORY COUNCIL MINUTES – 19 OCTOBER 2021

Minutes of the meeting of the Student Advisory Council held at 9:30am on 19th October 2021 via WebEx.

PRESENT:

Jackson Cocks	Chair - University Council & Academic Senate (Undergraduate) (UGC)
Ben Hamill	Deputy Chair - UOW Clubs & Societies (CAS)
Carly Lavings	Deputy Chair - Persons with Disabilities Representative (PWD)
Sarah Vogel	University Council & Academic Senate (Postgraduate) (PGAS)
Jay Joshi	Academic Senate (Postgraduate) (PGAS)
Rhys Smith	Undergraduate (ASSH) (UGASSH)
Bongani Munkuli	International Representative – BAL (IBL)
David Havyatt	Postgraduate Representative – BAL (PGBL)
Theo Totsis	Undergraduate Representative – BAL (UGBL)
Geeta Mahala	International Representative – EIS (IEIS)
Helena Ibro	Postgraduate Representative – EIS (PGEIS)
Aurora Green	LGBTIQ+ Representative (LGBTIQ+)
Amy Heyhoe	Southern Sydney (Loftus) Campus Representative (SSC)
Zara Nazeen	South Western Sydney Campus Representative (SWSC)
Sam Jennings	UOW Residences representative (UOWR)
Taani Hendriks	WUSA Representative (WUSA)
Keval Patel	UOW Pulse Representative (UOWP)
Nicholas Mott	Postgraduate Representative – SMAH (PGSMAH)

IN ATTENDANCE:

Rob Sim	Associate Director, Admissions, Fees and Scholarships (ADAFS)
Christine Mason	Student Representation Coordinator – Student Operations (SRC)
Grace Mahon	Management Cadet (Shadow Executive Officer) (MCSASD)
Professor Julie Coyle	Pro Vice-Chancellor (Students) (PVCS)

APOLOGIES

Paris Rawaqa	Women's Representative (WR)
Caitlyn Moore	UOW Clubs & Societies Representative (CAS)

Theresa Hoynes	Director, Student and Accommodation Services Division (DSASD)
Deb Porter	Manager, SSAD & Student Projects – Student Operation (MSSAF)
Mahime Watanabe	International Representative, Faculty of Arts, Social Sciences and Humanities
Matt Hammond	Undergraduate Representative (UGSMAH)
Emily Nield	Shoalhaven Campus Representative (SCR)
Madeline Findlay	Undergraduate Academic Senate Representative (UAS)

PART 1: OFFICIAL BUSINESS

***1.1 Welcome and Introduction**

The Chair welcomed everyone to the October SAC meeting and thanked everyone who attended.

The UGASSH acknowledged the traditional custodians of the land and welcomed everyone to the seventh 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 Chair noted that the meeting was quorate.

The SRC is the Executive Officer and will take the minutes of the meeting; they will also carry no voting rights.

The Chair welcomed all staff members from the University in attendance at the meeting.

***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 tabled for this meeting.

1.3.3 Starring of Items

The Chair acknowledged that all items except for item 2.4, *SAC Values Statement and Goals*, were starred for discussion

1.4 Actions Arising from Previous Meetings

The Chair noted the action items arising from the September meeting and previous meetings in 2021.

The action item relating to the SaP working party would be addressed in item 2.4 of the Agenda.

The action item relating to the LGBTIQ+ Signage and Safe Spaces at UOW would be addressed in item 2.1 of the Agenda.

1.5 Minutes of Previous Meeting

The Chair read out the resolution and with no objections recorded, the motion was passed.

RESOLVED: 2021/71

that the minutes of the previous meeting held on 23rd September 2021 be confirmed and signed as a true record.

1.6 Chair's Report

a. Next VC & SAC Stand-up Meeting

The Chair noted that the next VC stand up meeting was on Thursday the 28th of October 2021 at 4 pm and encouraged SAC members to attend.

The Chair stated that if any SAC members have any points of discussion for the meeting, they should notify the SAC General Discussion or the SRC by the 26th of October 2021.

b. Times Higher Education (THE) Impact Rankings Working Group

The Chair advised the SAC of the opportunity to be a student representative on the The UOW Times Higher Education Impact Rankings Working Group (THEIRWG). The working group oversees the University's annual submission to the Times Higher Education Impact rankings, which ranks global Universities on their work in addressing the United Nations Sustainable Development Goals.

SAC members can submit an expression of interest by emailing the SRC by COB Friday 22nd of October.

c. Current Elections- Student Representation

The Chair noted that voting has closed for positions on WUSA and WUPA and results have been declared.

The Chair stated that elections for Academic Senate, Faculty and Campus representative positions were due to close at 12pm on the day of this meeting, with results due to be released on the 26th of October.

The Chair encouraged SAC members to vote if they had not done so already.

1.7 Membership Business

The Chair Congratulated the PGAS for being appointed to the position of Postgraduate Student Representative on University Council.

The Chair wished all members luck for upcoming exams and week 13 assessments.

The Chair noted that if a student is finishing their studies this year and their term is not expiring they should notify the SRC. Those finishing their studies will be congratulated at the end of year lunch celebration.

The Chair acknowledged the easing of COVID restrictions as NSW reached the 80% vaccination rate, and noted that a campus return roadmap is currently being assessed. They also stated that students can return to campus for certain events or to attend the library, however masks must be worn in indoor settings.

PART 2: GENERAL BUSINESS

***2.1 LGBTQ+ Signage and Safe Space Registration Plan**

The Chair invited the LGBTQ+ Representative to provide an update on LGBTQ+ Signage and Safe Space Registration Plan.

The LGBTQ+ representative discussed their intention to register more buildings as LGBTQ+ safe spaces and increase signage and LGBTQ+ specific materials and resources. Resources distributed would include those on the Ally Network website, which include both internal and external resources.

Currently the LGBTQ+ representative is continuing consultation with the Queer Collective for further feedback and suggestions. The collective has already provided valuable feedback on increasing signage and resources relating to accessing the collective. The LGBTQ+ representative noted the importance of the Queer collective in providing a sense of community for LGBTQ+ students.

The LGBTQ+ representative also stated that they intend to consult with the Ally Network to discuss the process involved in registering safe spaces on campus, as well as accessing more information on the staff member responsible for the website. The LGBTQ+ representative noted that the website that lists safe spaces was outdated and difficult to navigate.

The LGBTQ+ representative also stated that they consulted with the Facilities Management Division (FMD), and if another safe space is needed to be registered, FMD are available to provide assistance in sourcing available rooms and providing furniture. However, the LGBTQ+ representative noted that they intend to register existing spaces as safe rather than creating new spaces.

The LGBTQ+ Representative noted that they intend to consult with Accommodation Services to incorporate resources in student accommodation.

The SRC added that they will be meeting with the LGBTQ+ Representative and the Executive Director of Safe and Respectful Communities (EDSARC) to work on activities that raise awareness about safe spaces on campus. The SRC also noted that they have received contact from the Ally Network working party, so there is potential for the LGBTQ Representative to work with them moving forward.

The PGBL raised a question regarding the identification of safe spaces versus the creation of safe spaces. The LGBTQ+ Representative noted that the information on this is very vague, and they are looking to clarify this with the Chair of the Ally Network.

The SRC added to this response by acknowledging the importance of working with the EDSARC to identify the processes involved creating safe space and the activities planned for 2022 that the LGBTQ+ can be involved in.

The Chair thanked the LGBTQ+ Representative for their update.

The Chair read out the draft resolution with no objections recorded, the motion was passed.

RESOLVED 2021/72

That the Student Advisory Council:

- i. approve the item LGBTQ+ Signage and Safe Space Registration Plan as set out in the agenda paper; and*

ii. *note that any recommendation, feedback and/or assistance from the SAC is welcome.*

***2.2 Update- Academic Appeals and Review of Grades Process and Procedure Report**

The Chair provided an update on their Academic Appeals and Review of Grades Report which they were undertaking as part of their representative role on Academic Senate.

The Chair provided an overview of the report, and noted that they aim to provide a student perspective to the Academic Appeals and Review of Grades process and provide recommendations to make the process easier to understand and navigate.

The Chair noted that the interim report was provided to Academic Senate last year, and they are now currently in the final stages of consultation before finalising the report by the 27th of October 2021. The report will be presented to the SAC and the Academic Senate.

Recent consultation involved two meetings with Head of School and Senior Academic Decision Makers, Academic Quality and Standards, the Student Ombudsman, and a small number of Students. The Chair also noted previous consultation occurred with the Associate Deans of Education. The Chair stated that they are looking to incorporate more student feedback to build on focus groups and the survey.

The Chair was open to recommendations from the SAC and stated that they would be happy to organise a meeting if any of the representatives had suggestions. They noted that there are a number of recommendations being considered, before they are refined for the final report.

The Chair read out the draft resolution with no objections recorded, the motion was passed.

RESOLVED 2021/73

that the Student Advisory Council note the update provided by the Undergraduate Academic Senate and Council representative and the Undergraduate Business and Law Representative regarding the Report on Academic Appeals and Review of Grade Process.

***2.3 Update- Students as Partners Working Party**

The Chair invited the PGBL to provide an update on the Students as Partners Working Party, which met recently to discuss the University's communication strategy.

The PGBL noted that the working party was focused on the University communicating with students through frequently responding to student feedback. They acknowledged the SAC's work in this space, including the regular meetings with the Vice-Chancellor.

They discussed UOW Rants page being a public forum for complaints, and noted the University does not frequently respond to the issues raised on this page.

The PGBL raised a point of discussion from the meeting regarding an in-house forum where students can communicate directly with the University; and discussed the implementation of a calendar for the SAC to ensure projects are carried into 2022. They also noted that the MSSAF and the ADAFS will identify stakeholders to provide feedback for the next SaP meeting.

The ADAFS stated that they found the conversation beneficial.

The PGBL encouraged those members who would like to attend the next SaP meeting to assist with the project.

The resolution was amended to reflect the PGBL providing the update rather than the Students as Partners working party Shadow Executive Officer.

The Chair read out the draft resolution with no objections recorded, the motion was passed.

RESOLVED 2021/74

that the Student Advisory Council note the update provided by the Students as Partners Working Party, regarding review of UOW's communication policies and procedures through working in partnership with the University.

2.3 Update- SAC Values Statement and Goals

The item was take as read and there was no further feedback or comments from the SAC.

RESOLVED 2021/75

that the Student Advisory Council:

- i. endorse the final SAC Statement of Values; and*
- ii. note the roll-over of 2021 SAC Goals for the 2022/2023 term.*

PART 3: OTHER BUSINESS

3.1 Youth Climate Change Statement

The Chair invited the CAS to provide an update on the Youth Climate Statement.

The CAS notified all members that the University is holding events for Global Climate Change Week (GCCW) between the 18th and 22nd of October 2021 and encouraged members to head to UOW's GGCW website for more information on these events.

The CAS stated that the Australian Youth Climate Statement will be released by the Australian team as they finalise it for public release.

The CAS also noted that the project has received media coverage from the ABC, Daily Telegraph, and the Illawarra Mercury.

Update on the Vice-Chancellor's Town Hall for Research Students

The PGBL provided an update on the Vice-Chancellor's virtual town hall for research students. They stated that information was provided on COVID related matters, such as extensions or modifications to Student's thesis.

The PGBL noted that there was a Question and Answer session focused mainly on operational matters, however they also noted that there are still difficulties for International students that extend beyond the University's ability such as immigration advice.

The Chair questioned whether the HDR SAC students were still having regular meetings with the Dean of Graduate Research (DGR) and the Deputy Vice Chancellor of Research (DVCIR). The PGBL noted that the SAC research students did not see a need to continue with regular meetings, however consultation would occur as required.

The IBL raised a question regarding immigration advice, and questioned whether the University had an immigration expert to provide advice to students.

The ADAFS stated that their team are subject matter experts on Institutional compliance and International student visa compliance. The ADAFS noted that any immigration advice requires specialist expertise.

The PGBL questioned whether the University could employ an immigration agent to provide advice.

The ADFS noted that the University needs to assess whether there is a need, and they will discuss this with the PVCS and DSASD and identify whether the University can deliver this service, or connect students with specialists who can provide this service.

The IEIS noted that the University previously provided migration seminars run by a Migration agent followed by a Q & A students could attend this to seek advice, the IEIS representative stated that they were not aware of this occurring recently, possibly due to COVID. They also noted that students should have the ability to directly contact the Compliance team for queries regarding visa compliance.

The ADAFS stated they will take this point on notice, and discuss with SRC, and noted that in the current service model, enquiries would go to Future Students team and then be escalated to the Compliance team.

The PVCS stated that they may discuss seminars with the IEIS when they next meet.

The Chair acknowledged the issues are complex, and the University could look into partnering with legal centres as they currently do with Illawarra Legal Centre.

The PGBL suggested that the ADAFS and PVCS could meet with international student representatives moving forward to identify further areas to provide support to international students regarding immigration.

The Chair acknowledged that a subcommittee process may be beneficial for these issues once a group has been formed.

The PVCS noted that the Global Strategy Team run a number of committees regarding international student experience, and it may be worthwhile contacting this team to identify what is already in place. The SRC offered to reach out about this.

Action Items

- The ADAFS to meet with the PVCS and DSASD to discuss the provision of immigration advice to international students.
- The ADAFS to discuss with the SRC the ability for students to contact the international student compliance team with student visa and compliance related queries.
- The SRC to contact the Global Strategy team to identify the work they are doing in this space.

UOW Referencing Project

The UGASSH provided an update on the UOW Referencing Project. They noted that the project intends to be launched in 2022, and they have been working on a gap analysis of UOW's Harvard and APA7 guides.

The UGASSH provided examples of UQ's referencing guide as a benchmark of what their project is working towards. They noted that they would like to source more funding to enhance the website update, and they are currently working with two staff members in Learning Development.

The PVCS questioned whether the guides were owned by the library, and the UGASSH confirmed that they were owned by Learning Development, however the library owns the software.

The PVCS offered to organise a meeting with the UGASSH and the director of Learning Teaching Curriculum (LTC).

Action Items

- The PVCS to organise a meeting with the UGASSH and the Director of LTC

Students as Partners Agreement

The PBL asked for a progress update on the Students as Partners Agreement.

The Chair noted that they were in the process of circulating the draft to members of the Senior Executive for further feedback, The PBL questioned whether the Students as Partners working party will receive the feedback from the Senior Executive or whether it would go to the SAC executive.

The Chair stated that if the feedback is minor, it will go back to the SAC executive, however if it is substantial it would circulate back to the Students as Partners working party for review.

The PBL noted that the agreement should be finalised by 2021, and the ADAFS confirmed that the agreement is intended to be finalised by this date.

3.2 Next Meeting

The Chair provided an update on the next SAC end of year event which is due to be held on the 2nd of December 2021 and encouraged everyone to attend.

The Chair confirmed, the last meeting will also occur on this date.

***3.3 Final Business**

The PGBL noted that the Activation working party should meet at the end of the year to identify promotion that could occur during O-week and when back on campus in 2022.

The Chair stated that in the first 2 months of the year, the SAC could look to creating interim membership status for positions that usually remain vacant. The SAC executive would discuss this issue.

The UOWR representative asked for further updates on the Campus Clinic Project. The ADAFS suggested adding this as an item for the Vice Chancellor's stand up meeting.

The PBL wanted to move a motion to appoint Active Executive positions to the next meeting. The Chair noted that this can be referred to the next meeting, and advice can be sought on this.

Action item

- The SAC executive to discuss the continuation of positions in an acting or interim capacity for the months prior to the induction of new SAC members.

Signed as a true record:

Chair
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