

## STUDENT ADVISORY COUNCIL MINUTES – 10<sup>TH</sup> MARCH 2022

Minutes of the 1st meeting of the Student Advisory Council held at 1:30pm on 10<sup>th</sup> March 2022 in the Council Room Building 36 and via Zoom.

### PRESENT:

Jackson Cocks	Chair - University Council (Undergraduate) (UGUC)
Carly Lavings	Deputy Chair - Persons with Disabilities Representative (PWD)
Ben Hamill	Deputy Chair – Academic Senate (Undergraduate) (UGAS)
Sarah Vogel	University Council (Postgraduate) (PGUC)
Ahsan Anees	Academic Senate (Onshore International) (INTAS)
Katherine Minns	Academic Senate (Undergraduate) (UGAS)
Michael Valceski	Academic Senate (Postgraduate) (PGAS)
Alice Wong	International (ASSH) (INTASSH)
Andrea Knezvic	Postgraduate (ASSH) (PGASSH)
Jonah Hurley	Undergraduate (ASSH) (UGASSH)
Bongani Munkuli	International Representative – BAL (IBL)
David Havyatt	Postgraduate Representative – BAL (PGBL)
Mikayla Barnes	Undergraduate Representative – BAL (UGBL)
Ellie Grant	Bega Campus Representative
Geeta Mahala	International Representative – EIS (INTEIS)
Helena Ibro	Postgraduate Representative – EIS (PGEIS)
Prashad Navaranjan	Undergraduate Representative – EIS (UGEIS)
Aurora Green	LGBTIQ+ Representative (LGBTIQ+)
Amy Heyhoe	Southern Sydney (Loftus) Campus Representative (SSC)
Ben Regan	Undergraduate Representative – SMAH (UGSMAH)
Nischal Sharma	International Representative – SMAH (INTSMAH)
Henry Altenburg	Shoalhaven Campus Representative (SCR)
Jin Zhao	WUPA Representative (WUPA)
Thomeissa Mason	Woolyungah Indigenous Centre (WIC)

### IN ATTENDANCE:

Professor Theo Farrell	Deputy Vice-Chancellor (Academic and Student Life) (DVCA)
Dr Kellie Ridges	Director, Student Life (DVC Academic and Student Life portfolio) (DSL)
Theresa Hoynes	Director, Student and Accommodation Services Division (DSASD)
Rob Sim	Associate Director, Student Operations (ADSO)
Professor Julie Coyle	Pro Vice-Chancellor (Students) (PVCS)
Kathleen Packer	Director, Facilities Management Division (DFMD)
Nik Milosevski	Senior Manager, Teaching and Assessment Operations (SMTAO)



Sunny Skipp	Governance and Policy Coordinator, Governance Division (GPC)
Deb Porter	Manager, SSAF & Student Projects – Student Relations (MSSAF)
Christine Mason	Student Representation Coordinator – Student Relations (SRC)

## **APOLOGIES**

Lorelle Pollard	Senior Associate Director, Student Relations (SASD) (SADSR)
Sam Jennings	UOW Residences representative (UOWR)
Gabrielle Tahhan	South Western Sydney Campus (SWS)
Paris Rawaqa	Women’s Rep (WR)
Tarneet Kaur	Postgraduate Rep SMAH (PGSMAH)
Jack Mansell	Academic Senate (Undergraduate) (UGAS)

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## **PART 1: OFFICIAL BUSINESS**

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

The Chair welcomed the new and continuing representatives to the first SAC meeting for 2022, including staff in attendance.

The Deputy Chair (UGAS) acknowledged the traditional custodians of the land.

The Chair advised that the meeting would be recorded for the purposes of minute taking and asked if there were any objections, no objections were received. The Chair noted that the meeting was quorate and that the Executive Officer will take the minutes of 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

#### **1.2.3 Starring of Items**

All items were starred for discussion.

The Chair advised SAC members that due to time constraints of the DVCA the presentation of Agenda Item 2.1 would be presented before Actions Arising from Previous Meetings and resolution of minutes of the previous meeting.

The Chair also noted additional amendments to the order of agenda as below:

- Items 2.3, 2.2 and 2.8 followed by items 2.4, 2.5, 2.6 and 2.7.

Following the conclusion of item 2.8, the Chair SAC will hand over the role of Chair to the DSASD for item 2.4. Upon conclusion of item 2.4, the DSASD is to return responsibility back to nominated 2022/23 Chair of SAC.

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

The Chair noted the action items arising from previous meetings held in 2021.



## 1.5 Minutes of the Previous Meeting

### RESOLVED 2022/1

*that the minutes of the previous meeting held on 2<sup>nd</sup> December 2022 be confirmed and signed as a true record.*

## 1.6 Chair's Report

### a. UOW's Reference Guide Project

The Chair acknowledged the work of the 2021 UGASSH representative and the project team for completion of the redesign of the UOW's APA7 and Harvard Referencing Guide. The project is complete and the updated reference guide is available to students.

### b. Name convention – eLearning

The Chair thanked the PGBAL representative for initiating the change of naming convention on SOLS and SAI from eLearning to Learning Platform (Moodle). The update was a result of feedback that the term Moodle is most often referred to and therefore should be part of the learning platform title.

### c. Stand Up Meetings – Vice Chancellor (VC)

The first informal stand-up meeting with the VC is scheduled for 31<sup>st</sup> March 2022 at 3:30pm. The Chair advised new members that these are informal meetings where SAC have the opportunity to raise issues and concerns (academic and wellbeing) with the VC and Senior Executive. The Chair encouraged all SAC members to attend these valuable meetings.

### d. SAC Leadership Event

The Leadership event is being planned for the week beginning 19<sup>th</sup> April to 22<sup>nd</sup> April, to be held over two days. Further information will be circulated to the group.

## PART 2: GENERAL BUSINESS

### 2.1 StudentLife@UOW Program

The DVCA acknowledged the work of the Chair, SAC Executive and other student representatives on the Student-Staff Innovation hubs to enable the student voice in process channels, and highlighted this as an example of working in partnership.

The DVCA introduced the DSL the lead of the project and provided a brief background of the program including the Draft Steering Committee Terms of Reference. The overarching objective of the StudentLife@UOW program is to create a supportive, collaborative and engaging education environment where the experience of student exceeds their expectations. The DVCA stated that the primary measure of success for the program would be to become sector leading in experience delivery among NSW universities by 2025. To achieve this, the project will work in close partnership with students for a student-centric perspective.

In Phase 1, 2022 will see the development of a roadmap, an overall strategic plan and will work with students to achieve this. In 2023, the roadmap will guide the business and solution change based on the student lifecycle and will be updating SAC regularly. A steering group will be formed and will be guided by a Terms of Reference to support the roadmap and ensure there is support for students.

The DSL advised that there would be many opportunities for student focussed discussion groups and a direct line for student feedback.

The Chair asked the SAC representative if they had any questions.



The PGUC asked how many students would be participating in the Steering group and what would be their representation. The DVCA referred to the Terms of Reference and advised that there would be four (4) student representatives, which included the student co-chair.

The DSL advised the SAC that they would be in contact with the SAC Executive to find out how best to recruit students outside of the SAC for the project; the intent is not to burden the SAC to fill all the representative roles in the Steering Committee. Instead, there will be engagement with the broader student body also involved in representative activity. The PGUC representative suggested that the University could perhaps contact those students who were unsuccessful in gaining a representative position in the 2021 elections to see if they were interested in being part of the program.

The PGAS representative noted that the project aims for a 2025 target to transform the student experience and asked what happens beyond 2025 and would there continue to be a review and improvement to the student experience. The DVCA stated that the University would ensure quality is embedded in every element of the KPI and there would be ongoing monitoring and reporting of the level of achievement beyond 2025.

#### Action Item/s

- i. Update the terms of reference from four (4) student representatives to five (5) representatives, student co-chair inclusive.
- ii. Update terms of reference to include monitoring of project outcomes.

Discussion continued regarding the steering committee and whether there would be consultation with the Student as Partners working party once reconstituted; the PGBAL representative asked that the SaP working party meet as soon as possible.

The DSL advised that there would be regular updates provided to the SAC on how the program is tracking. The Chair thanked the DVCA and the DSL for their presentation.

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

#### **RESOLVED 2022/2**

*that the Student Advisory Council note the StudentLife@UOW Program and the Draft Terms of Reference as set out in the agenda paper.*

## **2.2 Student Representation in Academic Matters – Student-Staff Partnership Innovation Hub**

The Chair in their capacity of Co-Chair on the Student-Staff Partnership Innovation Hub (Innovation Hub) and the PVC(S), sought feedback from the SAC on the following two papers:-

- An issues log which identifies the barriers for students in engaging in working parties
- The Academic Governance Handbook for Students as Partners handbook that serves as a guiding practice (for staff and students) on working with students as partners in academic governance.

The Co-Chairs, following consultation with various student groups, literature reviews and work conducted within the Innovation Hub, developed both the issues log and Academic Governance Handbook for Students as Partners. The Chair invited SAC members to provide feedback (via mark-up notes or comments) on the student section.

The DSASD congratulated the valuable work done so far and suggested that parts of the handbook can be made into visual and audio modules and placed on Moodle and even some parts of a SAC meetings can be uploaded.

The PGBAL representative suggested that the students provide feedback via WebEx; the Chair invited comments and feedback via return email to themselves of the SRC. The MSSAF



suggested to the Chair that the issues log; and handbook be referred to the SaP working party and considered for their schedule of works.

The Chair thanked everyone in advance for any feedback provided.

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

**RESOLVED 2022/3**

*that the Student Advisory Council note and provide feedback on the issues identified by the Student-Staff Partnership Innovation Hub on Student Representation on Academic Matters and the draft Academic Governance for Students as Partners Handbook as set out in the agenda paper.*

**2.3 Update – UOW Health and Medical Services**

The Chair welcomed the PVC(S) and the DFMD to provide an update on UOW’s Health and Medical Services.

The PVC(S) provided an overview of the new services available to students and the University community. Following a tender process, the University has partnered with Grand Pacific Health, a not-for-profit, as the service provider. The University moved quickly to set up a service for students and the University community prior to the start of session. Registrations were taken during Campus Fest for appointments with the medical practitioners. The existing Mental Health Services for students are now offered through the new health and medical services.

The partnership will develop over the year with the service resting in the operational space headed by the Associate Director, Student Engagement and Employability PVC(S) portfolio.

The DFMD provided an update on the building works of the health service and confirmed there will be more refurbishment to the space either side of the existing health services. The DFMD advised a portion of the 2022 SSAF allocation for space development has funded the building works.

The MSSAF provided an update on the use of SSAF funding to implement the new services and had sought official confirmation from the Department of Education, Skills and Employment (DESE).

The Department’s advice was that SSAF revenue can be used to fund services and amenities for students of a non-academic nature as listed under section 19-38(4) of the act. Services and amenities under ‘promoting the health or welfare of students’ category could include providing a free health service/clinic or a counselling service to students. This may also include the provision and/or refurbishment of an on-campus medical facility to facilitate these services.

Representatives raised the importance of continued consultation with the student cohort with regarding to the continued expansion and progress of the health and medical services.

The Chair thanked the PVC(S), DFMD and MSSAF for the update.

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

**RESOLVED 2022/4**

*that the Student Advisory Council note the update provided by the Pro Vice-Chancellor (Students) on UOW’s Health and Medical Services as set out in the agenda paper.*

The Chair SAC handed over to the DSASD to Chair agenda item 2.4 Election of Student Advisory Council (Executive).

**2.4 Election of Student Advisory Council (SAC) Executive**

Expressions of Interest for the election of a SAC Executive for the positions of Chair and two Deputy Chairs closed on 9th March 2022. The following nominations for Chair were received:



- Jackson Cocks - University Council Undergraduate representative; and
- Ben Hamill - Academic Senate Undergraduate representative; and
- Michael Valceski - Academic Senate postgraduate representative.

Two nominations were received for the position of Deputy Chair, Subcommittee and Communications. They were:

- Carly Lavings, Persons with Disabilities representative; and
- Ben Hamill, UOW Clubs & Societies representative.

The MSSAF advised the SAC that the Governance and Policy Coordinator from the Governance Unit would run the election for the Chair and that nominees would be required to provide a two-minute speech.

The MSSAF advised the GPC that the candidate Ben Hamill had withdrawn his nomination for Chair. The GPC advised the SAC of the withdrawal of the EOI and the remaining two candidates were asked to present to the SAC. Following the speeches, the SAC members, via secret ballot, voted for their preferred candidate.

Votes were counted with Jackson Cocks re-elected to the position of Chair for the 2022/2023 term. The GPC and the SAC members congratulated Jackson being re-elected to the position.

The election process commenced for the Deputy Chair positions, as there were only two nominations of Carly Lavings and Ben Hamill the GPC asked the SAC members if there was any objection to electing both candidates unopposed to the two positions of Deputy Chair.

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

#### **RESOLVED 2022/5**

*that the Student Advisory Council:*

- i. declare the election of Jackson Cocks to the position of Chair on the SAC Executive; and*
- ii. declare the unopposed election of Ben Hamill and Carly Lavings to the positions of Deputy Chair of the Student Advisory Council.*

## **2.5 SSAF Student Services and Amenities Fee Subcommittee nominations**

The Chair declared the nominations open for the current vacant positions on the SSAF subcommittee. Nominations were received for International, Postgraduate, Undergraduate and Academic Senate by the closing date of 8<sup>th</sup> March 2022. The vacant positions were for the metropolitan and regional campus representative and UOW Council. The SSC representative filled the metropolitan and regional campus representative position.

The Chair, whose position is Undergraduate University Council representative advised the SAC that he would speak to the PGUC representative to determine who fill role of UOW Council representative.

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

#### **RESOLVED 2022/6**

*that the Student Advisory Council records appointments for the following positions on the SAC SSAF Subcommittee:*

- i. Undergraduate, Postgraduate and International student representative; and*
- ii. Metropolitan/Regional Campus representative; and*
- iii. Academic Senate representative.*

## **2.6 Students as Partners (SaP) Working Party nominations**





The Chair declared the nominations open for the vacant positions on the Students as Partners (SaP) working party. Nominations were received for International, Postgraduate, and Academic Senate by the closing date of 8<sup>th</sup> March 2022. The vacant positions were for the Shadow Executive Officer, Undergraduate and WUSA or WUPA representative. The WUPA representative was appointed in the Student Association position.

As there were two or more nominations for the positions of undergraduate, postgraduate, non-faculty and Shadow Executive Officer, the Chair confirmed as per the agenda item that the SAC Executive would appoint suitable candidates. The SAC would be advised of the nominations once finalised.

The nominations for the remaining vacant positions were confirmed unopposed.

#### **RESOLVED 2022/7**

*that the Student Advisory Council records appointments for the following positions on the SAC Students as Partners Working Party:*

- i. International student representative;*
- ii. Academic Senate representative;*
- iii. WUPA representative.*

#### **2.7 SAC Activation Group Working Party nominations**

The Chair declared the nominations open for the current vacant positions on the Activation Group working party. Nominations were taken for two Wollongong campus representatives. The UGAS and UGASSH representative nominated for the positions and declared nominated and unopposed.

No objections were received from the members.

#### **RESOLVED 2022/8**

*that the Student Advisory Council records appointments for the following positions on the SAC Activation Group Working Party:*

- i. Wollongong Campus representatives.*

#### **2.8 Update Proctorio Summer Session Pilot**

The Chair introduced the SMTAO to provide a verbal update regarding the 2021/22 Summer session pilot of the online exam invigilation tool Proctorio, including the consultation that has occurred to date and future opportunity for consultation with students and the stakeholders. The SMTAO confirmed with the SAC that as the implementation of Proctorio progresses, processes, guidelines and best practice are being drafted with a view to refining them after their first iteration, using feedback and learnings as we progress.

Future updates to SAC will include the overall progress towards autumn exams, including the number and types of exams that have opted into using Proctorio.

The update from the SMTAO included the subject disciplines, sample sizes and the results of the pilot. The outcome of the pilot highlighted that importance of students undertaking the practice exam, which would assist student with any issues prior to undertaking their exam. At least 13% of the sample size experienced an issue ranging from internet browsers crashing, or being timed out due to screen inactivity. Additional feedback also provided was the size of the inbuilt calculator on the screen and not being user friendly.

The SMTAO also provided information on student consultation so far and using that feedback provided insights on how best to create a controlled environment for exams. There will be continued development of a broad message with training modules and videos based on looking at the concerns that were addressed by student feedback.

Discussion points raised by the SAC members focussed on sample sizes and the issues experienced during the pilot. Also raised was the number of students who would be



undertaking exams via Proctorio and the concern if there were issues around using system. The DSASD addressed this by stating that the number of exams have reduced significantly from around 95,000 down to 9,000 sittings of exams in 2021, the University are currently reassessing the assessment and learning pedagogy of subjects and find other ways for more rigorous and accessible terms of assessment.

The ADSO also added that the exams team schedule exams and will ensure that there is minimal spread across the exam period in order to support the online system. They went further to say that it would good for the SAC to talk to their peers about Proctorio and that they undertake the practice exam before doing the actual exam. The Chair also commented and advised that using statistics in the message to students will help encourage students to do the practice exam.

The Chair thanked the SMTAO for their verbal update.

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

### **RESOLVED 2022/9**

*that the Student Advisory Council note the verbal update provided by the Senior Manager, Teaching and Assessment Operations for Proctorio and the Summer Session pilot.*

## **PART 3: OTHER BUSINESS**

### **3.1 Draft paper – Subject Evaluations**

The PGBAL representative raised with the SAC that they are currently working on a paper (also shared in the SAC Discussion group) on subject evaluations and is seeking feedback from SAC members. They will be working on this paper throughout the year and will keep the SAC informed.

#### **Global Awareness Week**

The PGBAL representative advised they attended the Times Higher Education Rankings group at UOW, and was asked if students on SAC were interested in participating in the Global Awareness week. The MSSAF suggested that this might become part of the Activation group working party where the SAC can get involved in raising awareness of climate change. The UGAS representative advised that the Sustainable Development Goals committee have subcommittees and one that is looking at student engagement with the global awareness week.

#### **Extension of HDR scholarships due to COVID**

The PGAS representative raised an issue around the automatic granting of a six-month extension of government funding for HDR scholarships due to the effects of COVID. The representative had raised this with the PVC(S) at the recent Academic Senate meeting. This was also raised in 2021 with the Graduate Research School.

The Government legislation states that six month extensions are automatically granted to research students however have referred the responsibility of allocation of extensions to higher education providers. The six-month extension will be finished at the end of 2022 and the PGAS representative has requested information on how the University will manage this.

#### **Action Item**

The Chair recommended that the issue around how the extensions will be administered by the University be raised with the VC at the first stand up meeting scheduled for 30<sup>th</sup> March 2022.

### **3.2 Next Meeting**





The next SAC meeting is scheduled to be held on Thursday, 7<sup>th</sup> April 2022 at 1:30pm.

### 3.3 Rolling Agenda

The SAC Rolling Agenda will be finalised by the SAC Executive and be made available at the next SAC meeting.

The meeting closed at 3:45pm.

Signed as a true record:



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Chair

7/04/2022



