
STUDENT ADVISORY COUNCIL MINUTES – 24th May 2022

Minutes of the Student Advisory Council to be held at 9:30 am on 24th May 2022 in the Council Room 36 and via WebEx.

PRESENT:

Ben	Hamill	Acting Chair - Academic Senate (Undergraduate) (UGAS)
Carly	Lavings	Deputy Chair - Persons with a Disability (PWD)
Jackson	Cocks	University Council (Undergraduate) (UGUC)
Sarah	Vogel	University Council (Postgraduate) (PGUC)
Ahsan	Anees	Academic Senate (Onshore International) (INTAS)
Tarneet	Kaur	Academic Senate (Postgraduate) (PGAS)
Michael	Valceski	Academic Senate (Postgraduate) (PGAS)
Katherine	Minns	Academic Senate (Undergraduate) (PGAS)
Alice (Wai Wun)	Wong	International (ASSH) (INTASSH)
Jonah	Hurley	Undergraduate (ASSH) (UGASSH)
Bongani	Munkuli	International (BAL) (INTBAL)
David	Havyatt	Postgraduate (BAL) (PGBAL)
Geeta	Mahala	International (EIS) (INTEIS)
Helena	Ibro	Postgraduate (EIS) (PGEIS)
Tarneet	Kaur	Postgraduate (SMAH) (PGSMAH)
Amy	Heyhoe	Southern Sydney (Loftus) Campus (SSC)
Sam	Jennings	Student Residences (SR)
Keval	Patel	UOW Pulse Student Director (PSD)
Paris	Rawaqa	Woman's Representative (WR)
Jye	Langley	WUSA Representative (WUSA)

IN ATTENDANCE:

Theresa Hoynes	Director Student and Accommodation Services Division
Kathleen Packer	Director Facilities Management Division
Linda Hatchliffe	Campus Planning & Design Coordinator, Facilities Management Division
Robert Sim	Associate Director, Student Operations, Student and Accommodation Services Division (SASD)
Tim Benuik	Senior Manager, Operations Development, Student and Accommodation Services Division, (SASD)
Leonie Prior	Senior Manager, Student Operations, Student and Accommodation Services Division (SASD)
Deb Porter	Manager, SSAF & Student Projects, Student Relations (SASD)
Christine Mason	Student Representation Coordinator (SASD)
Yasmine Russell	Student Associations Assistant (SASD)

APOLOGIES:

Jackson	Cocks	University Council (Undergraduate) (UGUC)
Andrea	Knezevic	Postgraduate (ASSH) (PGASSH)
Ellie	Grant	Bega Campus (BC)
Keval	Patel	UOW Pulse Student Director (PSD)

PART 1: OFFICIAL BUSINESS

***1.1 Welcome**

The Acting Chair welcomed SAC representatives, noted that the Chair is unable to attend the entire meeting and that they would therefore take on the duties of Chair.

Michael Valceski PGAS gave the Acknowledgment of Country.

The Acting Chair advised that the meeting would be recorded for minute taking purposes and reminded members of meeting protocols. The Acting Chair indicated that the meeting was inquorate with attendance to be monitored. The meeting would proceed with draft resolutions to be carried over until the next meeting. Apart from item 1.5 Minutes from the Previous Meeting, all agenda items are listed for noting.

***1.2 Apologies**

Apologies received and noted

***1.3 Arrangement of Agenda**

1.3.1 Conflicts of Interest

There were no conflicts of interest declared.

1.3.2 Confidential Items

There were no confidential items tabled for this meeting.

1.3.2 Starring of Items

All items were starred for discussion.

Acting Chair advised that agenda item 2.9 Revised UOW Campus Master Plan would be dealt with first. All items are to be recorded in agenda order in the minutes.

1.4 Actions Arising from Previous Meetings

The Acting Chair noted the action items as set out the agenda were in progress.

1.5 Minutes of the Previous Meeting

Due to the meeting being inquorate, the resolution to pass the minutes of the previous meeting held on 7th April 2022 will be carried over to the next meeting.

1.6 Chair's Report

The Acting Chair welcomed Hannah Griffin, the newly appointed Bateman's Bay Campus representative.

He reported that Jackson Cocks, Chair of SAC has been appointed Co-Chair of the SaP Working Party, members will be contacted regarding availability for the first meeting. In addition, SAC sub-committee and working party membership tables will be posted on the SAC Moodle. The Deputy Chair, Carly-Lavings will follow-up on meeting schedules with an update at the next SAC meeting.

As a follow-up from the SAC Leadership the SAC Executive are finalising the goal sessions and action plans. Thank you to the Alice and Thomeissa for assisting in developing and review the SAC brand

identity and a communications schedule that aligns with the Activation Working Party schedule of events.

PART 2: GENERAL BUSINESS

2.1 Subject Management Improvements for Students

The Senior Manager Student Operations (SMSO) presented on the improvement to the Subject Management BPM form (available via SAC Moodle), which allows students to apply to add, remove and amend subjects.

PGEIS enquired about the withdrawal process for international students. Will there be a prompt for advising that enrolment in less than 24 credit points per session may affect their student visa? The SMSO advised that international students will be prompted to respond to an additional question within the form regarding declaration of visa compliance which will direct students to further information on the current students page where student visa compliance and the impacts of adding and withdrawal from subjects.

PGAS as a central portal and application process, will this be accessible via SOLS. The SMSO has advised that the form is currently for student enrolled in coursework degree programs at an Australian campus and that work will continue with our Student Systems team for an appropriate central point of access taking into account that students enrolled in research degrees have different rules and processes in place.

PGAS if an application is not successful is there an appeal process via the BMP form. SMSO advised that this functionality is not available at this time; however, it is a good point and can be reviewed and addressed for future improvement.

DRAFT RESOLUTION

that the Student Advisory Council note the update and presentation detailing the improvements to subject variation management.

2.2 Student Process Improvements

The Senior Manager Operations Development (SMOD) provided an update on the process under review, made available via SAC Moodle.

The identified process under review have been initiated after discussions with those staff involved with supporting students via front line services such as Student Services, Student Operations and support staff in Faculties and Schools. As part of this review, the SMOD is seeking feedback from students regarding the process that frustrate them with the purpose to investigate opportunities for improvement.

The following are the identified six priorities with the progress for improvement noted:

1. Course Transfers
 - Clarity on deadlines and move to BPM system
 - Engage with faculties regarding delegations of authority
2. Credit for Prior Learning
 - Scoping new system to establish a database to record approved subjects/providers for a more streamlined process for application.
3. Academic Consideration
 - Review about to commence which will engage students.

4. Reduced study load
 - Move over to the BPM system
 - Proposal to move course transfer and LOA
5. Leave of Absence
 - Move over to the application to BPM system.
6. Student Form
 - Currently investigating with Business Assurance to scope a student forms system to digitise forms with a less complicated approval path.

PGAS enquired whether there an expectation to move all forms to allow for on-line functionality. The SMOD responded that would be an ideal scenario, the student forms site currently there are multiple formats in which a student must apply. Those forms that are currently in pdf format are the first to review, in order to have all forms on line there would need to be a tool that is relatively quick and simple in place for that to occur.

PGAS asked for further detail regarding potential review of delegation of authority to speed up the process of approving. The SMOD advised that delegations need to be reviewed the rationale for the current delegation and whether those delegations are the most appropriate.

INTEIS identified that the course transfer process detailed in the presentation was for domestic students and asked whether there will be consideration for international students seeking a course transfer. SMOD noted that they are in the early stages, however was noting this feedback for consideration. The DSASD noted that the rules and requirements transfer of course for international students is also bound by rules under the ESOS Act and these considerations will be required to be imbedded in any process improvements.

DRAFT RESOLUTION

that the Student Advisory Council note the update and presentation of student process improvements by the Senior Manager, Operations Development.

2.3 Faculty of Engineering and Information Sciences Representative Report

The report was noted as read.

The INTEIS spoke to the items listed in the report. The DSASD noted the great body of work that has been presented and has asked that reports be sent to business owners to understand what has been tabled. Regarding the issues of gowning, the DSASD apologised and noted there are protocols in place for gowning. The concerns raised have been on board and noted improvement for future ceremonies.

In response to Master of Research and Philosophy, there is not currently a degree instance within our student systems for confer a degree with a Distinction. We will be required to take this up at a course development level within our Student Operations Unit.

The PGEIS spoke to the items listed in the report and identified the issues of UOW student emails no-longer being supported. The DSASD recommended that this issue to be raised at the next informal meeting with the Vice-Chancellor.

DRAFT RESOLUTION

that the Student Advisory Council note the verbal update from Faculty of Engineering and Information Sciences student representatives.

2.4 Faculty of Science, Medicine & Health – Representative Report

The report was noted as read, questions to be taken on notice.

DRAFT RESOLUTION

that the Student Advisory Council note the Faculty of Science, Medicine and Health student representatives report as set out in the agenda paper.

2.5 Wollongong Undergraduate Student Association Report

The report was noted as read.

The WUSA President provided additional information regarding the activities within the association, noting that the Women's Representative vacancy has been filled. The first order of business is to work with the WUPA and SAC Women's representatives to conduct a review and refresh of the physical space in building 19.

The Tertangala position has also been filled with an experience student journalist, it is expected that this recent appointment will see the release of publications of the Tertangala.

The Proctorio campaign will be on the wind down, another campaign will focus on student wellbeing on campus and in accommodation.

Moving to establish a mutual aid pantry, re-vamping brand and social media.

PGAS representative noted that the use of Proctorio has been well-reasoned and shared with students via multiple forms of communication including direct consultation with DVCA and SASD. The President WUSA agreed recent communications had been clearer, however, there were still some within the WUSA membership who were representing the interest of those seeking further clarification and issues and concerns of its use.

The PGBAL representative enquired whether a resolution had been made on pathways available to those not willing install the software. The DSASD advised that due to the rollout of Proctorio there were in place a range of options available and that we will be conciliatory to the needs of students of students.

The DSASD invited the WUSA President for further discussion on themes of concern of wellbeing within University accommodation, as an important move forward to understanding opportunities for improvement.

DRAFT RESOLUTION

that the Student Advisory Council note the Wollongong Undergraduate Student Association report as set out in the agenda paper.

2.6 Wollongong University Postgraduate Association Report

The report was noted as read, questions to be taken on notice.

DRAFT RESOLUTION

that the Student Advisory Council note Wollongong University Postgraduate Association report as set out in the agenda paper.

2.7 UOW Residence Report

The report noted as read, questions to be taken on notice.

DRAFT RESOLUTION

that the Student Advisory Council note the UOW Residences representative report as set out in the agenda paper.

2.8 Woolyungah Indigenous Centre Report

The report was noted as read, questions to be taken on notice.

DRAFT RESOLUTION

that the Student Advisory Council note the Woolyungah Indigenous Centre representatives report as set out in the agenda paper.

2.9 Revised UOW Campus Master Plan

The Director FMD (DFMD) and Campus Planning and Design Coordinator (CPDC) spoke to the presentation provided to the SAC via the SAC Moodle.

The DFMD informed that a review of the existing 2016-2026 Wollongong Campus Master Plan was required as it no longer sites the Universities 2020-2025 Strategic Plan in light of the implications of COVID, the Universities financial situation and the need to integrate UOW other campuses. The purpose of engaging with the SAC is to provide an update of this activity and have a conversation on how to engage students in this process.

The CPDC led the presentation commencing with the synopsis of Higher Education from 2020 – 2022, which identified that UOW's strategy of stopping new capital works, aligns with other universities. While a Political, Economic, Social, Technological, Environmental and Legal (PESTAL) analysis highlighted the Macroeconomic environment at that point in time.

Looking forward the questions UOW needs to consider is 'How will student learn in the future' and linking the Masterplan to connect a network of learning that takes into account our Australian campuses; the shift to teaching and learning both on campus and on line; how to remain operationally agile and maintaining facilities that support memorable student experiences.

The DSASD suggested a further question to consider are the impacts to housing affordability and availability in market. The DFMD noted and supported this suggestion for inclusion of accommodation.

In addition to the presentation, FMD posted the following questions to the SAC:-

- What does a smart campus look like to you?
- How can students be more comfortable on campus?
- Why do you want to come to campus?
- What are considered safe spaces?
- How do you travel to campus?
- What is the campus arrival experience for you?
- What are some of the facilities not on campus that you would like to see?

The DFMD advised that the next steps would be to present Masterplan Review during the 2022 Strategy Planning event, which will follow with targeted consultation activities.

PGAS enquired whether this could become a piece of work for the SAC SaP. Chair noted for future consideration.

PGBAL enquired about other non-Wollongong campuses and that parking concerns for the Wollongong campus appear to be silent. DFMD advised at this time focus was on review of the Wollongong campus Masterplan and that issues of parking will not be silent moving forward.

HDR student question regarding study spaces in ASSH will be taken off line because of the outcomes of OneUOW.

Issues raised by PGEIS regarding maintenance issues in current SMART building to be investigated by FMD.

DRAFT RESOLUTION

that the Student Advisory Council note the update and presentation by the Director Facilities Management and Campus Planning and Design Coordinator.

PART 3: OTHER BUSINESS

4.1 Other Business

PGAS has asked whether there needs to be consideration that when making improvements of student processes to engage with students prior to the work being conducted. The DSASD agreed with this approach and that it will be taken under advisement.

HDR

PGAS provided an update on the progress with engagement with University Executive regarding HDR issues. A letter has been sent to DVCR a response was received a response with additional action items to be addressed or responded to. There continues to be concerns about information regarding HDR scholarship and inconsistency in the notification to students. The DSASD asked whether the letter has been provided to the entire SAC. The PGBAL will provide the letter to the SRC for distribution to the broader membership.

It was noted that the previously held HDR student meetings with key stakeholders did not reconvene in 2022.

VC Stand-up

Next VC stand-up to be held on 2 June, please provide questions on notice by COB by 30 May to the SRC.

University Strategy Event

The Strategy Unit will provide a briefing to the DSASD and SAC on opportunities to engage SAC in the event.

Farewell Christine – Student Representation Coordinator

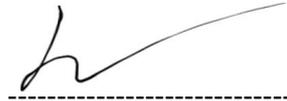
Chair advised that this the last meeting with Christine as Student Representation Coordinator as she will be leaving UOW. The Chair thanked Christine for her tireless work in supporting the SAC and the behind the scenes support she has provided representatives over the past three years.

4.2 Next Meeting

The next meeting is scheduled to be held on Thursday 28 July 2022.

The meeting closed at 11:15 am.

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

4: / 32 /2022