

STUDENT ADVISORY COUNCIL MINUTES- 18 August 2022

Minutes of the 5th meeting of the Student Advisory Council held at 2:30pm on 18th August 2022 in the Council Room Building 36 and via Zoom.

PRESENT:

Jackson Cocks	Chair - University Council (Undergraduate) (UGUC)
Ben Hamill	Deputy Chair - Academic Senate (Undergraduate) (UGAS)
Carly Lavings	Deputy Chair - Persons with a Disability (PWD)
Tarneet Kaur	Academic Senate (Postgraduate) (PGAS)
Michael Valceski	Academic Senate (Postgraduate) (PGAS)
Katherine Minns	Academic Senate (Undergraduate) (UGAS)
Ahsan Anees	Academic Senate (International) (INTAS)
Alice Wong	International (ASSH) (INTASSH)
Andrea Knezevic	Postgraduate (ASSH) (PGASSH)
Hannah Griffin	Bateman's Bay Campus Representative (BBCR)
David Havyatt	Postgraduate (BAL) (PGBAL)
Michael Brandon	Clubs and Societies (CaS)
Grishma Nirola	Clubs and Societies (CaS)
Geeta Mahala	International (EIS) (INTEIS)
Helena Ibro	Postgraduate (EIS) (PGEIS)
Prashad Navaranjan	Undergraduate (EIS) (UGEIS)
Lara Breniser	Mature Age Representative (MA)
Ben Regan	Undergraduate (SMAH) (UGSMAH)
Henry Altenburg	Shoalhaven Campus (SC)
Amy Heyhoe	Southern Sydney (Loftus) Campus (SSC)
Setareh) Tabatabaei	Sydney CBD Campus (CBD)
Gabrielle Tahhan	South West Sydney Representative (SWS)
Keval Patel	UOW Pulse Student Director (UOWPSD)
Paris Rawaqa	Woman's Representative (WR)
Jye Langley	WUSA Representative (WUSA)

IN ATTENDANCE:

Theresa Hoyne	Director, Student and Accommodation Services Division (DSASD)
Rob Sim	Associate Director, Student Operations (SASD) (ADSO)
Jan Sullivan	Manager, Academic Quality and Policy (MAQP), Academic Quality and Standards
Leonie Clement	Course Portfolio Coordinator (CPC), Future Education
Nancy Huggart	Director, Governance, Safe and Respectful Communities and Civic Strategy (DGSRC)
Belinda Gibbons	Deputy Associate Dean (Education) (DADE) School of Business, Faculty of Business and Law

APOLOGIES & LEAVE OF ABSENCE:

Bongani Munkuli	International (BAL) (INTBAL)
Mikayla Barnes	Undergraduate (BAL) (UBAL)
Julia Coyle	Pro-Vice Chancellor (Students)
Deb Porter	Manager SSAF and Student Projects (MSSAF)

PART 1: OFFICIAL BUSINESS***1.1 Welcome and Introduction**

The UGAS and Deputy Chair welcomed all to the meeting and noted that the chair was running 10 minutes late and would be acting as Chair until they arrived.

The PGAS representative acknowledged the traditional custodians of the land.

The Acting 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 Acting Chair noted that the meeting was quorate and that the Acting 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 interests declared.

1.3.2 Confidential Items

The chair advised that there are no confidential items in today's meeting.

1.3.3 Starring of Items

All items are starred up to item 2.4 are starred for discussion. Item 2.6 is also starred for discussion.

***1.4 Actions Arising from Previous Meetings**

The Acting Chair hair noted the action items arising from the previous meeting. These action items include:

- Investigate whether students as partners can have their own website.- In progress
- Additional update in response to PGBAL representative noting the absence of the SaP on UoW website, the Chair advised that this is now on-line via Student Representation – SAC site has the SaP, this is an interim measure in light of the broader piece of work for Students as Partners across UOW.
- Create a Moodle form to provide feedback on the Mental Health Survey- In progress
- Investigating mould in student accommodation- Complete, the Associate Director, Student Operations to provide an update in item 3.2.

***1.5 Minutes of the Previous Meeting**

The Person's with Disabilities Representative noted that their email needs to be updated on the previous minutes- **ACTION, Executive Officer.**

DRAFT RESOLUTION:

that the minutes of the previous meetings held on 7th April, 24th May and 28th July 2022 be confirmed and signed as a true record.

***1.6 Chair's Report**

The Chair arrived at the meeting and the Acting Chair handed over back Chair role.
The Chair presented the following items to the SAC:

- a) The Student Voice Australia Symposium will be occurring 27-28th of September. Staff and students from Australian higher education institutions to share their experience, knowledge and future plans for student voice in decision-making. Information around this will be distributed shortly for interested members to attend.
- b) The University will be sponsoring 1-2 SAC members to attend the National Leadership Forum running between the 15th-28th of September in Canberra. The Forum brings together young leaders from across Australia and the Pacific to explore and expand their leadership through the lens of values, compassion, and connection over 4 days, amongst Members of Parliament, business leaders and other young leader. More information about this will be distributed shortly.
- c) The Chair stated that the SAC have been invited to the 2022 National Students as Partners Roundtable, presenting a case study on the Youth Climate Change Project and Students as Partners within the institution. The panel will consist of Ben Hamill, management cadet and executive officer on the project Grace Mahon, with two other presenters, one from the Sustainable Futures Committee, and one from the Senior Executive, to be confirmed.
- d) Respect Week will be held between the 29th of August- 2nd of September. This will be a week promoting open and honest conversations about violence, abuse and harassment while also celebrating our diverse community. There will be a number of speeches, events and activities. 2021 Australian of the Year, Grace Tame and Triple J presenter, Lucy Smith, will be also presenting a panel.
- e) The Chair stated that the UOW Ally Training and First Responder Training has also been made available to representatives. Ally Training will occur on the 23rd of November and SASH First Responder Training on the 19th of October. A form will be sent out to all representatives to indicate their availabilities for these dates. A reminder, both of these trainings are a requirement for SAC representatives, as outlined in the handbook. The Chair will send an email with details about this training. **ACTION Chair**
- f) The next VC Stand-up is scheduled for Thursday the 25th 3:30-4:30pm. The chair asked SAC members to submit any questions by C.O.B. this Friday.
- g) The chair stated that due to the UCI Cycling World Championships being held in Wollongong 18-25 of September, the September meeting on the 22nd will be held entirely online.

***1.7 Membership Business**

The Chair thanked the departing Bega Campus representative Ellie Grant, for their contribution on the Student Advisory Council. Advertising for their position will occur shortly in consultation with the Bega Campus Manager.

The Chair stated that the LGBTIQ+, Clubs and Societies and Mature Age Members' reports have been carried over to the 20th of September meeting.

The Chair provided a reminder to representatives to participate in a discussion group regarding new timetabling systems (agenda item 2.3 April SAC meeting). Some members have been approached directly, if there are any other members interested, please contact the ADSO or MSSAF.

The PWD and Chair of the Activation Working Group, provided a brief verbal update about their activities. They stated that their last meeting was 9th June. At this meeting orientation and brand identity was discussed. The date of the next meeting is to be advised.

The PGAS and Chair of the SSAF Sub-committee provided a brief verbal update about their activities. They stated that they have had one induction meeting. At the next meeting Michael stated that they will be going through the projects.

The DSASD discussed the sStudent Lifecycle Technology Working Group and asked if any members of SAC would like to work with DSASD and Director IMTS to talk about the student lifecycle technology guidance framework and terms of reference. The following representatives stated that they would volunteer:

- Michael Valceski, Jye Langley, David Havyatt, Setarah Tabatabaei

If there are any further volunteers, please let the Chair know.

PART 2: GENERAL BUSINESS

***2.1 Review of Teaching and Assessment Policies**

The Manager Academic Quality and Policy (MAQP), Academic Quality and Standards and Course Portfolio Coordinator (CPC), Future Education, presented this item..

The MAQP provided an overview of the upcoming Policy Reviews, with the Teaching and Policy Assessment suite (TAPS) being one in which they were looking for consultation on. This will focus on the Assessment and Feedback Policy and Subject Delivery Policy. Part of this will include reviewing the identified issues log and consulting with the SAC, particularly on assessment information, design, early assessment feedback, student feedback rights, recording of lectures, subject information subject outlines. AQS is looking for representatives to be a part of the Working Group reviewing these identified areas as well as for further focus groups with student representatives.

A member asked where AQS have and will source the data. The MAQP stated that they have a data base which stores information about why students apply for reviews of academic decisions. This data will be used. They will also use student feedback data including student satisfaction surveys. They will also be talking to academics and students.

Question: A member asked if there is any work underway for compliance checks of subject outlines. The MAQP stated that they have not completed an audit of subject outlines for some time but noted that

this should be undertaken. The CPC advised the rollout of the online subject outline system has resulted in a verified compliance Quality Assurance process while the subject outline is being developed.

The DSASD stated that there is a need to go beyond feedback to true engagement and suggested to have a student as a co-chair to ensure student engagement and highlighted the need to go beyond the SAC for student representation.

Further discussion identified the need for diversity on the TAPS Working Group and in the focus groups. A member asked how successful AQS has been in the past at reaching out to students using their usual communications channels. The MAQP advised that in the past they have had very little engagement through their usual communications channels.

The Chair will send AQS contact details to the SAC to send through any further comments or feedback in relation to the 'Review of Teaching and Assessment Policies'.

Draft Resolution:

that the Student Advisory Council

(i) note that a review of the University's Teaching and Assessment Policy Suite is about to commence;

(ii) SAC to delegate a nomination to the working party;

(iii) invite its members to provide feedback on TAPS to quality@uow.edu.au by 30 September 2022.

***2.2 Global Climate Change**

The Director Governance, Safe and Respectful Communities and Civic Strategy (DGSRC) and Deputy Associate Dean (Education) (DADE) for the School of Business presented this item.

The dates for Global Climate Change week are 12-18th October and UOW is looking at having a larger presence for the week that the previous year.

There were several suggestions about activities that could occur during GCCW, these included:

- A community artwork about climate change asking students about their thoughts and feelings on climate change as they add to the artwork
- An educational panel on the renewable energy station in the Illawarra. a video competition and to also engage with students within UOW accommodation.
- A network of Climate change ambassadors - both staff and students were raised

The Clubs and Societies Representative (CaS), highlighted that the clean-up conference is happening in Adelaide, see link for further details: <https://adelaide2022.cleanupconference.com/>.

The CSR is being sponsored by a private company but put to the group that she would like to represent SAC and UOW as well. The Chair stated that he will investigate this proposal.

If anyone has any further suggestions or comments, please contact the Chair and he will pass onto the DGSRC and DADE.

Draft Resolution:

that the Student Advisory Council note the information about Global Climate Change Week 2022 and the discussion at the meeting about potential student activities and collaborations.

***2.3 Faculty of Business and Law Representative report**

The Postgraduate Business and Law (PGBAL) representative presented this item.

The PGBAL stated that in regards to the Faculty Committee structure, BAL have come to the conclusion that it would be best not to have a separate faculty research committee. They highlighted the fact that there was discussion surrounding the faculty academic governance policy and how we re-write the policy so that it works? Discussion was also had about who owns the policy?

The DSASD stated that AQS own the above-mentioned policy and it is a requirement under TECSA. The policy is out of date and needs to be reviewed. They further stated that it will be a piece of work that will be completed under the new Student Life Division.

Draft Resolution

that the Student Advisory Council note the verbal report from the Business and Law Representatives.

***2.4 University Council Members' Report**

The Undergraduate Council representative stated that the University is currently looking at better ways to engage with regional campuses and global campuses. It was asked how the SAC can start engaging with counterparts at international universities and how could we go about that?

The DSASD and ADSO highlighted that this conversation required further discussion outside the scope of a meeting. The PGBAL representative stated that there is a piece of work to do before engaging with international universities. This piece of work is benchmarking with other Universities to check if they even have a student body to engage with.

The chair noted that the SAC were generally positive in the proposition to engage with international counterparts (if they exist).

Draft Resolution:

That the Student Advisory Council note the University Council Members' Report as set out in the agenda paper.

2.5 Women's Representative Members' Report

Draft Resolution:

that the Student Advisory Council note the Women's Representative Members' Report as set out in the agenda paper.

***2.6 South Western Sydney Campus Members' Report**

The South Western Sydney Representative (SWS) provided further context behind this report. She stated that she met with the Campus manager of SWS campus to discuss updates mentioned in the report.

The SWS representative also mentioned that feedback from assessments should be provided to students if they seek it. Other SAC members agreed with this statement and believe it should be included in the review of teaching and assessment policies (presented in 2.1).

The DSASD requested that the SWS representative send her an email outlining these concerns, particularly relating to careers and she will follow this up.

Draft Resolution

that the Student Advisory Council note South Western Sydney Campus Members' Report as set out in the agenda paper.

2.7 Sydney CBD Members' Report

Draft Resolution:

that the Student Advisory Council note the Arts, Social Sciences and Humanities Faculty report as set out in the agenda paper.

2.8 Southern Sydney Campus Members' Report

Draft Resolution:

that the Student Advisory Council note Southern Sydney Campus Members' Report as set out in the agenda paper.

2.9 Bateman's Bay Campus Members' Report

Draft Resolution:

that the Student Advisory Council note the Bateman's Bay Campus Members' Report as set out in the agenda paper.

2.10 Shoalhaven Campus Members' Report

Draft Resolution:

that the Student Advisory Council note Shoalhaven Campus Members' Report as set out in the agenda paper.

PART 3: OTHER BUSINESS

3.1 Student Matters

This item was not discussed.

3.2 Other Business

a) The Associate Director Student Operations (ADSO) provided an update regarding the mould issue in UOW accommodation sites as raised at the last SAC Meeting (28 July 2022). They flagged the concerns raised with the Associate Directors, Accommodation Services. They confirmed that they are dealing with the mould issues. The process of dealing with these issues starts with student/residents reporting mould issues. To resolve Accommodation Services staff will then firstly have cleaning services review the mould and if not resolved they will engage specialist mould removalists.

The Associate Director's, Accommodation Services, stated that many of the issues raised were due to significant moisture in the air and have now been resolved. Where there are ongoing mould issues, impacted residents have been relocated to different rooms while they manage.

b) The Person's with Disability's Representative (PWD) stated that Paralympics Australia are hosting a 'get involved' event at the sports hub to raise disability awareness. They are looking for volunteers for this event. Please contact the PWD if you would like to volunteer.

3.3 Next Meeting

The next SAC meeting will be held on the 22nd of September 2022, 0930-1130. Due to the UCI Cycling World Championships being held in Wollongong 18-25 of September, the meeting will be held entirely online.

3.4 Rolling Agenda Schedule

Rolling Agenda Item	Meeting Date
Mature Age Representative Report	20 th September 2022
Clubs and Societies Representative Report	20 th September 2022
LGBTIQ+ Representative Report	20 th September 2022
SSAF Subcommittee Update	20 th September 2022
SaP Working Party Update	20 th September 2022
Activation Working Party Update	20 th September 2022

Signed as a true record:

Chair

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ACTIONS ARISING

MEETING DATE 18 August 2022	ACTION ARISING	UPDATE
18 August 2022	The PWD noted that her email needs to be updated on the previous minutes. Acting Executive Officer to update	Closed
18 August 2022	The Chair will send an email with details about the training mentioned in item 16 (e) to the group.	Closed
18 August 2022	The chair will send AQS contact details to the SAC to send through any further comments or feedback in relation to the 'Review of Teaching and Assessment Policies'.	Closed
18 August 2022	The CSR is being sponsored by a private company to attend this conference: https://adelaide2022.cleanupconference.com/ ; put to the group that she would like to represent SAC and UOW as well. The Chair will look into this proposal.	In Progress
18 August 2022	The PGBAL to share Universities Australia' model for discussion to decipher whether the SAC support Universities Australia's position.	Closed
18 August 2022	<ul style="list-style-type: none"> • The DSASD requested that SWS representative send an email to her about her concerns, particularly relating to careers and she will follow this up. 	Closed