

## STUDENT ADVISORY COUNCIL MINUTES – 21 September 2023

Minutes of the 45th meeting of the Student Advisory Council held at 13:30 on 21 September in the building 36 Council Room and online via Webex.

### PRESENT:

Michael Valceski	Chair – Postgraduate (Academic Senate)
Carly Lavings	Deputy Chair – Persons with Disabilities Representative
Keval Patel	Deputy Chair- UOW PULSE Student Director
Susan Zhang	Postgraduate (University Council)
Lara Warwick	Undergraduate (University Council)
Bayley Mathai	Undergraduate (Senate)
Durga Tandon	Postgraduate (Senate)
Ahsan Anees	International (Senate)
Arathy Krishnan	Postgraduate (Business and Law)
Ruby Blacka	Undergraduate (Business and Law)
Claire Yan	International (Science, Medicine, and Health)
Geeta Mahala	International (Engineering and Information Sciences)
Helena Ibro	Postgraduate (Engineering and Information Sciences)
Tarneet Kaur	Postgraduate (Science, Medicine and Health)
Henry Altenburg	Shoalhaven Campus Representative
Sophie Stewart	Bega Campus Representative
Kipling Perkins	Women’s Representative
Ebeney Whillas	Residences Representative
Geogina Coddington	Clubs and Societies Representative
Justine Kissane	Mature Aged Representative
Jin Zhao	Wollongong University Postgraduate Association President
Josie Smith	Woilyungah Indigenous Centre Representative

### IN ATTENDANCE:

Theresa Hoynes	Director, Division of Student Life
Melissa Zaccagnini	Senior Manager, Student Experience and Projects
Ashleigh Rowland	Student Experience Insights Specialist
Rianna Maroulis	Executive Assistant to the Director, Division of Student Life
Ben Hamill	Executive Officer

### APOLOGIES & LEAVE OF ABSENCE:

Liz Clark	Senior Manager, Student Relations
Ruby Blacka	Undergraduate (BAL)
Geeta Mahala	International (EIS)
Ela Akyol	Wollongong Undergraduate Student Association President

## PART 1: OFFICIAL BUSINESS



## **\*1.1 Opening of Meeting**

### **1.1.1 Introduction and Welcome**

The Chair opened the meeting at 1:30pm and proceeded to welcome and introduce all Council members, and other attendees, special guests and observers present.

### **1.1.2 Acknowledgement of Country**

The acknowledgement of country was provided by Benjamin Hamill, Executive Officer and welcomed by the Council.

## **\*1.2 Apologies and Quorum**

Apologies were noted and received by the Council; the Chair proposed all resolutions be adopted for the meeting.

***Resolved:***

*that the apologies be accepted, quorum declared and all resolutions be adopted for the 5<sup>th</sup> meeting of the Student Advisory Council.*

The Director, Division of Student Life provided an overview of the SAC Voice to Parliament event, outlining that it is an opportunity for students to show their support and encouraged representatives to be informed when deciding their stance on the Voice.

## **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.

### **1.3.3 Starring of Items**

All items are started for discussion.

### **1.3.4 Meeting Protocols**

The Chair reminded members on decisions being made by consensus and for all questions to go through the Chair.

## **\*1.4 Confirmation of the Minutes of the Previous Meeting**

Minutes of the previous meetings held on 24 August 2023 were confirmed and signed as a true record.

***Resolved:***

*that the minutes of the previous meeting held on 24 August 2023 be confirmed and signed*



*as a true record.*

### \*1.5 Business Arising from Previous Meetings and Minutes

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

#### **ACTIONS ARISING**

<b>MEETING DATE</b>	<b>ACTION(S) ARISING</b>	<b>RESPONSIBLE PARTY(S)</b>	<b>UPDATE(S)</b>
<b>4 May 2023</b>	The Executive Officer to organise a meeting with the EIS Undergraduate Representative and Senior Manager, Examinations and Progression.	<b>Executive Officer</b>	This will be addressed along with other issues in August concerning exam feedback and WAM. It has been escalated to the Director, SASD which will prepare an opportunity for discussion in partnership with AQS and other relevant stakeholders.
<b>24 July 2023</b>	The Executive Officer to plan Global Climate Change Week activities with Student Advisory Council representatives in October.	<b>Executive Officer</b>	<b>In progress</b>
<b>24 August 2023</b>	Student Administration Services Division representative to	<b>Director, Student Administration Services and SAC</b>	<b>In Progress:</b> It has been escalated to the Director, SASD which will



	meet with SAC representatives to address concerns about final exam feedback and providing more accessible average marks. Executive Officer to develop issues log with representatives in advance.	<b>Representatives, Executive Officer</b>	prepare an opportunity for discussion in partnership with AQS and other relevant stakeholders.
<b>24 August 2023</b>	Investigate how Faculties can provide further support to their representatives.	<b>Acting Director, Division of Student Life Senior Manager, Student Experience and Projects</b>	<b>Closed:</b> This has been raised with Faculties and further support will be provided for Faculty representatives in 2024, the students as partners framework and toolkit will provide structure for faculties to better support representatives.
<b>24 August 2023</b>	Address inconsistency in lecture recording quality with LTC. Executive Officer to provide issues log to student representatives.	<b>Executive Officer, Learning, Teaching and Curriculum ASSH Undergraduate Representative</b>	<b>Closed:</b> This has been raised with the Director, LTC and there will be an opportunity for LTC to provide a response before the next meeting.
<b>24 August 2023</b>	Identify the frequency of students facing difficulties with the Academic Consideration Policy and address	<b>Executive Officer, University Council Undergraduate Representative, Acting Director,</b>	<b>Closed:</b> The Policy has been reviewed, and Pharmacist Certificates can be used as supporting



	accessibility of current communications available to students.	<b>Division of Student Life.</b>	documentation. Work will occur to improve the information provided to students on AC.
<b>24 August 2023</b>	Clubs and Societies representatives to meet with UOW PULSE to enhance visibility.	<b>Clubs and Societies Representatives and UOW PULSE</b>	<b>Closed:</b> Both representatives are now involved in the review.
<b>24 August 2023</b>	Support provided to enrolled nurses transitioning from TAFE into University to be investigated.	<b>Executive Officer</b>	<b>Closed:</b> This has been raised with the SMAH Faculty, a response will be provided before the next SAC meeting.
<b>24 August 2023</b>	Clubs and Societies and Persons with Disabilities Representative to meet and discuss quiet spaces on campus.	<b>Clubs and Societies and Persons with Disabilities Representatives</b>	In Progress

**\*1.6 Chair’s Report**

The Chair welcomed members to the Sixth SAC meeting of 2023. They thanked representative for contributing the SAC Submission to the Universities accord which has now been published on the DESE Accord Website.

They reminded members that the Voice to Parliament event is scheduled for the 20<sup>th</sup> of September 3:00pm-5:00pm. They encouraged interested representatives to attend and show their support for the Voice to Parliament.

The Chair congratulated Bayley Mathai and Carly Lavings for attending the National Leadership Forum.

They indicated that the end of year meeting and lunch was in the process of being finalised with invites to go out to representatives once finalised. They identified that this would be an opportunity to celebrate the achievements of the SAC and farewell departing



representatives.

### \*1.7 Membership Business

The Chair welcomed Sanjoli Banerjee as the new ASSH International Representative.

## PART 2: GENERAL BUSINESS

### \*2.1 SAC SSAF Subcommittee- Funding Recommendations for 2024

The Chair invited Melissa Zaccagnini, Senior Manager, Student Experience and Projects.

They provided an overview of the legislative requirements of the Student Services and Amenities Fee (SSAF), namely the requirement for student consultation. They identified that the SSAF Subcommittee, which is the consultative instrument for the allocation of SSAF, had met and reached consensus decisions on the priority of project submissions received. They indicated that these feedback from the SSAF Subcommittee would be provided to the Director, Division of Student Life and Deputy-Vice Chancellor (Academic and Student Life). Final approval of expenditure would be made by the Chief Operating Officer.

The Director, Division of Student Life indicated that regional and metropolitan students are charged a reduced SSAF Fee, however SSAF is equitably allocated based on the Student Population at a campus.

The Persons with Disabilities representative asked whether the full commentary provided would be provided to the Director, Division of Student Life, and the Academic Senate Undergraduate Representative asked whether prioritisation and student results would also be provided, the Senior Manager, Student Experience and Projects indicated it would.

#### ***Resolved:***

*That the Student Advisory Council:*

- (i) endorse the SAC SSAF Subcommittee - Funding Recommendations for 2024;*
- (ii) approve the Recommendations and project priorities for 2024 SSAF funding as agreed and endorsed at the Subcommittee meeting; and*
- (iii) approve that the SAC SSAF Recommendations and any impact statements to be forwarded to the University Executive for consideration and final budgetary approval by the delegated authority.*

*As provided in the agenda papers.*

### 3.1 Business and Updates from Student Advisory Council Committees

The Chair invited the Bayley Mathai to provide an update on their experience at the National Leadership Forum. They provided an overview of their experience, indicating that it was a



rewarding experience. They also provided an update of their involvement on LPAC, where they raised providing access to multiple choice test results. They also provided an update of the career and employability review where they provided feedback on improving the Career Smart Module and contributed to the structural changes proposed.

The Academic Senate Undergraduate Senate representative identified that the SAC Statement of Support had not been formally endorsed by the whole Council. The Director, Division of Student Life agreed and said in future there will be further consultation and a more robust approval process which would be reflected in the handbook.

**ACTION:** Division of Student Life to include consultation process for SAC projects within the SAC Handbook.

## 2.2 Safe and Respectful Communities Annual Report

The Chair invited Professor Trish Mundy, Chief Integrity Officer to speak. They provided an overview of the Annual Report, the data on reporting and the interventions and programs that the Safe and Respectful Communities team had undertaken. They indicated that there had been an increase in reporting, which they attributed to an increase of awareness of support options by students. They encouraged representatives to attend a roundtable to discuss the report and an action plan for UOW.

The EIS International representative asked whether there was follow up for students who had made reports providing an update on the progress of their report. The Chief Integrity Officer indicated that the SARC team provides follow up support, but indicated there were a range of confidentiality requirements that at times limited the information provided.

***Resolved:***

*that the Student Advisory Council note the UOW SARC Annual Report as set out in the agenda paper.*

## 2.3 Subject and Teacher Evaluations

The Chair invited Emma Purdy, Manager, Academic Quality and Systems to speak to this item. They provided an overview of the Subject and Teacher Evaluations process at UOW. They indicated they were seeking feedback on how to best encourage students to participate in these evaluations given results cannot be released for subject evaluations in instances of less than 6 responses.

The Director, Division of Student Life indicated that historical SAC feedback has been there needs to be a more robust communication loop in displaying the results to students and identifying what actions were occurring to address satisfaction.

The Women's representative asked what the follow up to results are. The Manager, Academic Quality and Systems indicated it was at the discretion of the Subject Coordinator.

The Mature Aged Representative asked whether response rates could be improved by sending them out at different times throughout the semester. The Manager, Academic Quality and Systems indicated that they have opened earlier this year, but the date of release was at the discretion of the subject coordinator. The Mature Aged Representative identified



concern at the lack of consistency in timing of the surveys. The Director, Division of Student Life identified the diversity of subjects running throughout the semester making it difficult to have a consistent timing.

The EIS Postgraduate Representative asked whether it would be possible to have all surveys being consolidated into one with the options for students to select which subject they would like to complete the survey for.

The Manager, Academic Quality and Systems asked whether the surveys should be open until after the exam period. Representatives supported that they should to allow for participation and appropriate feedback.

***Resolved:***

*That the Student Advisory Council:*

- (i) note the update on Subject and Teacher Evaluations; and*
- (ii) discuss the questions raised on Subject and Teacher Evaluations and provide feedback to the Subject and Teacher Evaluation Working Group.*

*As provided in the agenda papers.*

## **2.5 Mature Aged Representative Report**

The Chair invited Justine Kissane, Mature Aged representative to speak to this item. They provided an overview of the isolation that Mature Aged students encounter and the issues the Mature Aged and Postgraduate Society had faced in being reimbursed for expenses.

The Director, Division of Student Life indicated that clubs and societies review and the work that Dr Kylie Austin was doing in the mentoring space was addressing these issues and there would be an opportunity for this feedback to be provided.

**ACTION:** An update for the clubs and societies review is to be provided to the Student Advisory Council.

***Resolved:***

*That the Student Advisory Council note the Mature Aged Representative Report as set out in the agenda paper.*

## **2.5 Woolyungah Indigenous Centre Representative Report**

The Chair invited Josie Smith, Woolyungah Indigenous Centre representative to speak to this item. They thanked representatives for the work they had undertaken in developing the SAC statement of support, noting it was culturally safe in its approach.

They provided an overview of a cultural safety survey they were developing with WIC that would be sent out to first nations students at the University.

The Director, Division of Student Life commended the WIC representative on the work they had undertaken and identified the importance of the survey.

***Resolved:***





*That the Student Advisory Council note the oral presentation provided by the University Council representatives.*

## **PART 3: Other Business**

### **3.1 Business from Student Advisory Council Committees**

The Chair of the SSAF Subcommittee referred SAC Members to Item 2.1, whereby the Subcommittee had produced the Recommendations for the 2024 SSAF budget for approval by the Council.

The Co-Chair of the Students as Partners Subcommittee noted that significant progress had been made by the Subcommittee on developing the Students as Partners Framework and accompanying Toolkit. These works follow a commitment by UOW arising from the Students as Partners Agreement signed by the Vice-Chancellor and the Chair of the SAC in 2021. Both of these items would be coming the next meeting of the Council for review and endorsement once completed.

There was no update to provide for the Activation Working Party.

### **\*3.2 Member's Reports'**

Carly Lavings, the Persons with Disabilities Representative, provided an overview of their experience at the National Leadership forum, which they indicated was inspiring and meaningful.

Helena Ibro, EIS Postgraduate Representative provided an update about the Aspiring Leaders Forum they attended in New Zealand, they similarly indicated the value of attending. They raised a concern about HDR students receiving access to ergonomic office equipment and the lack of access that currently exists.

**ACTION:** Investigate the process for HDR students to access ergonomic computer equipment.

The UOW Pulse Student Director raised concerns about the need for childminding for some international students and raised the prospect of car park spots for UOW student representatives.

## **PART 4: OTHER BUSINESS**

### **4.1 Questions on Notice**

There were no questions on notice.

### **4.2 Other Business**



No other business was discussed.

#### 4.3 Next Meeting

The Chair advised the next SAC meeting will be held on the 26<sup>th</sup> October 2023 in the Council Room.

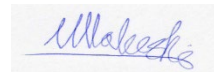
#### 4.4 Rolling Agenda Schedule

<b>ROLLING AGENDA ITEM</b>	<b>MEETING DATE</b>
Voice to Parliament and Woolyungah Update	26 October 2023
Persons with Disabilities Member's Report	26 October 2023
Batemans Bay Member's Report	26 October 2023

#### 4.5 Closure of Meeting

The Chair thanked all Members and closed the meeting at 3:30pm.

Signed as a true record:



Michael Valceski  
Chair, Student Advisory Council  
20/10/ 2023



## ACTIONS ARISING

MEETING DATE	ACTION(S) ARISING	RESPONSIBLE PARTY(S)	STATUS
4 May 2023	The Executive Officer to organise a meeting with the EIS Undergraduate Representative and Senior Manager, Examinations and Progression.	Executive Officer	In progress
24 July 2023	The Executive Officer to plan Global Climate Change Week activities with Student Advisory Council representatives in October.	Executive Officer	In progress
24 August 2023	Student Administration Services Division representative to meet with SAC representatives to address concerns about final exam feedback and providing more accessible average marks. Executive Officer to develop issues log with representatives in advance.	Director, Student Administration Services and SAC Representatives Executive Officer	In progress
24 August 2023	Investigate how Faculties can provide further support to their representatives.	Acting Director, Division of Student Life Senior Manager, Student Experience and Projects	Closed
24 August 2023	Address inconsistency in lecture recording quality with LTC. Executive Officer to provide issues log to student representatives.	Executive Officer, Learning, Teaching and Curriculum ASSH Undergraduate Representative	Closed
24 August 2023	Identify the frequency of students	Executive Officer,	In progress



	facing difficulties with the Academic Consideration Policy and address accessibility of current communications available to students.	<b>University Council Undergraduate Representative, Acting Director, Division of Student Life.</b>	
<b>24 August 2023</b>	Clubs and Societies representatives to meet with UOW PULSE to enhance visibility.	<b>Clubs and Societies Representatives and UOW PULSE</b>	<b>In progress</b>
<b>24 August 2023</b>	Support provided to enrolled nurses transitioning from TAFE into University to be investigated.	<b>Executive Officer</b>	<b>In progress</b>
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<b>21 September 2023</b>	An update for the Clubs and Societies Review is to be provided to the Student Advisory Council.	<b>Senior Manager, Student Experience and Projects</b>	<b>In Progress</b>
<b>21 September 2023</b>	Investigate the process for HDR students to access ergonomic computer equipment.	<b>Director, Division of Student Life</b>	<b>In Progress</b>
<b>21 September 2023</b>	Division of Student Life to include consultation process for SAC projects within the SAC Handbook.	<b>Executive Officer</b>	<b>In Progress</b>

