

STUDENT ADVISORY COUNCIL MINUTES – 26 October 2023

Minutes of the 47th meeting of the Student Advisory Council held at 13:30 on 26 October 2023 in the building 24 room 104 and online via Webex.

PRESENT:

Michael Valceski	Chair – Postgraduate (Academic Senate)
Carly Lavings	Deputy Chair – Persons with Disabilities Representative
Susan Zhang	Postgraduate (University Council)
Bayley Mathai	Undergraduate (Senate)
Durga Tandon	Postgraduate (Senate)
Ahsan Anees	International (Senate)
Ruby Blacka	Undergraduate (Business and Law)
Helena Ibro	Postgraduate (Engineering and Information Sciences)
Sanjoli Banerjee	International (Arts, Social Sciences and Humanities)
Andrea Knezevic	Postgraduate (Arts, Social Sciences and Humanities)
Ebeney Whillas	Residences Representative
Jin Zhao	Wollongong University Postgraduate Association President
Joshua Lane	Academic Senate (Undergraduate)
Cameron Biggs	Undergraduate (Engineering and Information Sciences)

IN ATTENDANCE:

Theresa Hoynes	Director, Division of Student Life
Melissa Zaccagnini	Senior Manager, Student Experience and Projects
Xanthe Knox	Associate Director, Student Operations
Professor Simon Moss	Dean, Graduate Research School
Matthew Perry	Director, Graduate Research School
Ben Hamill	Executive Officer
Noah	

APOLOGIES & LEAVE OF ABSENCE:

Liz Clark	Senior Manager, Student Relations
Geeta Mahala	International (EIS)
Ela Akyol	Wollongong Undergraduate Student Association (WUSA) President
Kipling Perkins	Women's Representative

PART 1: OFFICIAL BUSINESS

*1.1 Opening of Meeting

1.1.1 Introduction and Welcome



The Chair opened the meeting at 10:30 am and proceeded to welcome and introduce all Council members, and other attendees, special guests and observers present.

1.12 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 noted the meeting was inquorate and resolutions would be adopted at the next quorate meeting.

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.

***3.1 Draft Graduate Researcher Development Framework**

The Chair invited Professor Simon Moss, Dean, Graduate Research School and Matthew Perry, Director, Graduate Research School to speak to this item.

The Dean, Graduate Research School provided an overview of the Graduate Researcher Framework that has been developed in response to the flux and change of technology and growth to ensure HDR students are employable and have a diversity of skills.

The Framework has six key dimensions:

- Changemakers
- Responsible researchers
- Effective communicators
- Strategic thinkers
- Experts in their fields



- Global citizens

The Dean, Graduate Research School indicated that they are advocating for an increase in stipends and the Government have indicated there would be an increase in RTP stipends.

The Postgraduate EIS representative asked whether this Framework would be mandatory, to which the Dean, GRS said that it would be encouraged. The EIS Postgraduate Representative asked how they would encourage supervisors to implement the Framework. The Dean, GRS, indicated that it would be a gradual process that requires cultural change and that there would be training for supervisors on how to best develop their HDR students.

The Director, Division of Student Life identified that it was important for undergraduate students to share their perspectives. The Academic Senate, Undergraduate Representative highlighted the importance of peer support and identified that it is important to promote the stipend given they were not aware of it. The Dean, GRS indicated that they encouraged students to provide feedback on communicating the HDR space to undergraduate students.

The Director, Student Life encouraged GRS to connect with Dr Kylie Austin to foster community of practise for mentoring.

Draft resolution:

that the Student Advisory Council:

- (i) discuss and provide feedback on the draft Graduate Researcher Development Framework.*
- (ii) commend the Deputy Dean of Graduate Research and the Task Group for the work they have done in developing this Framework; and*
- (iii) endorse the Graduate Researcher Development Framework,*

as provided in the agenda paper.

***1.4 Minutes from the previous meeting**

Due to the meeting being inquorate, this will be carried over to November.

Draft Resolution:

that the minutes of the previous meeting held on 19 September 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



MEETING DATE	ACTION(S) ARISING	RESPONSIBLE PARTY(S)	UPDATE(S)
4 May 2023	The Executive Officer to organise a meeting with the EIS Undergraduate Representative and Senior Manager, Examinations and Progression.	Executive Officer	Closed: This will be addressed in item 3.4.
24 July 2023	The Executive Officer to plan Global Climate Change Week activities with Student Advisory Council representatives in October.	Executive Officer	Closed: This will occur in 2024 when there is further lead in time.
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	Closed: This will be addressed in item 3.4.
24 August 2023	Investigate how Faculties can provide further support to their representatives.	Director, Division of Student Life Senior	In progress: There will be ongoing work occurring with



		Manager, Student Experience and Projects	the Faculties to better support reoresentatives.
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: This has been raised with the Director, LTC.
24 August 2023	Clubs and Societies representatives to meet with UOW PULSE to enhance visibility.	Clubs and Societies Representatives and UOW PULSE	Closed: This is addressed in the clubs and societies review.
24 August 2023	Support provided to enrolled nurses transitioning from TAFE into University to be investigated.	Executive Officer	Closed: Support provided to enrolled nurses transitioning from TAFE into University to be investigated. A 3-week bridging program occurs for nurses undertaking the enrolled nursing pathway.
24 August 2023	Clubs and Societies and Persons with Disabilities Representative to meet and discuss quiet spaces on campus.	Clubs and Societies and Persons with Disabilities Representatives	In Progress
24 August 2023	Division of Student	Executive Officer	In Progress: This will occur before



	Life to include consultation process for SAC projects within the SAC Handbook		the end of the year, representatives will be invited to provide their feedback on the document.
24 August, 2023	An update for the Clubs and Societies Review is to be provided to the Student Advisory Council.	UOW Pulse Student Director and Senior Manager, Student Experience and Projects	In progress: this will occur in the 21 November Meeting
21 September 2023	Investigate the process for HDR students to access ergonomic computer equipment.	Senior Manager, Student Experience and Projects.	Closed: This will be raised with the Director, Graduate Research School by the Senior Manager, Student Experience and Projects this week in their regular student experience meeting.

*1.6 Chair's Report

The Chair welcomed members to the Seventh SAC meeting of 2023. They indicated that the SAC Executive would be providing an activity update to Academic Senate on the 8th of November 2023.

They reminded members that the End of Year event is on the 21st of November and encouraged members to RSVP. They indicated to representatives that they would be attending the TEQSA conference on the 23rd of November.

The Director, Division of Student Life thanked representatives for their commitment to their roles. The Chair indicated that Professor Theo Farrell will be leaving as Deputy Vice-Chancellor (Academic and Student Life) would be leaving and the Executive Deans of ASSH and SMAH would be sharing the role until a suitable replacement is found.



They reminded representatives to direct feedback and issues through Ben and Melissa in the first instance to ensure that it is escalated to the appropriate stakeholder.

*1.7 Membership Business

There was no membership business.

PART 2: COMMITTEE BUSINESS AND MEMBERS' REPORTS

3.1 Business from Student Advisory Council Committees

The Director, Division of Student Life indicated that the feedback for the SSAF projects was taken seriously.

The Chair advised the draft Students as Partners Framework would be circulated for comment from representatives.

*3.2 Member's Reports'

The Academic Senate Undergraduate Senate representative indicated that they were working with AQS to ensure that feedback is provided for assessment tasks and quizzes.

The International ASSH representative indicated that they were working with the faculty to ensure that late arriving international students are provided with support in their studies. The Director, Division of Student Life indicated there were policy requirements for arrival, with there being support programs developed for international students.

The Residences representative indicated that Yours and Owls caused significant parking issues for residents in accommodation, the Business and Law International Representative echoed this. The Director, DSL indicated they agreed and that next year it will be improved.

The Academic Senate Undergraduate Representative indicated that there were difficulties faced by students undertaking double degrees and honours, particularly those with Law degrees.

ACTION: The Associate Director, Student Operations to investigate the process for students undertaking double degrees and their ability to undertake honours study.

The Undergraduate Business and Law representative indicated there were a range of new courses and subject changes within the faculty.

The Persons with Disabilities representative raised accessibility support for UOW College. The Director, DSL indicated that UOW provided accessibility support for UOW College students.



***3.4 Student Administration Services Division Update**

The Chair invited Xanthe Knox, Associate Director, Student Operations to speak to this item.

They provide background on exams at UOW, indicating that Prior to 2020, all centrally managed final exams were face-to-face paper. Between 2020 – 2022, all centrally managed final exams were online 2023 is the first-year central exams is managing a mix of online and face-to-face exam modes In response, feedback has emerged from students that they would like to know (at minimum) their final exam mode earlier in the session.

In response to this Exam modes will be pre-approved for the most recently delivered mode. Coordinators will have opportunity to submit change requests prior to finalising subject outlines – a separate process from full exam submission. With an Opportunity to publish mode in Subject Outline. This will be an opt-in process, with subject coordinators encouraged to undertake.

The undergraduate EIS representative had concerns about the Opt-In process, given there are rolled over subject outlines. The AD, Student Operations indicated that if their mode is in the subject outline, they will be promoted to indicate what their exam mode is, particularly if the mode is already pre-approved.

The Persons with Disabilities representative asked why there could be resistance to publishing the exam modality in the subject outline. The AD, Student Operations indicated that changes occur in subject coordinators, and some would like to revamp exams, however, do not have time to indicate on the subject outline.

The Academic Senate Undergraduate Representative indicated that there were similar issues whether exams would be invigilated. The AD, Student Operations indicated that this would be addressed with the changes.

The AD, Student Operations provided an overview of Academic Consideration at UOW:

In 22 July 2023 New Academic Consideration Policy implemented. Along with policy changes, supporting documentation requirements were reintroduced, which was a return to normal after removal during COVID.

The Key Policy Changes were:

1. Dedicated AC team (2.6 staff) who assess eligibility with Policy before forwarding to Subject Coordinator
2. Self-certification (no docs) for short extensions of time to submit individual written tasks (other eligibility requirements apply)



3. Removal of 'Consideration in marking' as an adjustment option
4. New maximum length of consideration (7+7)
5. Proactive support for students who experience 3 or more events in a 6-month period.

They provided an overview of statistics since July 22:

- Reduction in applications compared to same time last year: approx. 30% down
- 9,990 applications submitted:
 - Peaks months approx 1000 apps per month.
 - Quietest months around 300
- Initially experienced high turnaround times for processing:
 - Smaller FTE footprint: addressed in week 3 with 4 weeks to implement
 - More complexity in central eligibility assessments
 - Larger amount of time spent on outbound calls and emails to educate ineligible applicants on new rules.

They provided an overview of areas to investigate and address moving forward:

- Reducing processing times in peaks
- Educate Subject Coordinators on eligibility to avoid conflicting information to students.
- Reviewing documentation requirements for COVID and Carer's responsibilities
- Review self-certification eligibility rules.

Longer-term system changes

- Ability for students to amend existing applications (rather than resubmit)
- Automatic prioritisation based on assessment task due date.
- Integrate subject and assessment data with SMP to reduce manual entry errors.

Draft resolution:

that the Student Advisory Council note the Student and Administration Services Division Update by the Associate Director, Student Operations, as set out in the Agenda papers.

3.1 Aspiring Leaders Forum Update



The Chair invited Helena Ibro, Postgraduate EIS representative to speak to this item. They provided an overview of their 4-day professional development experience in New Zealand. On Day 1 they attended NEW Zealand Parliament, Day 2 they received keynote speeches, with Day 3 being focused on community service and the final day being a reflection.

They identified the experience as incredibly rewarding and reiterated the importance of servant leadership.

Draft resolution:

that the Student Advisory Council note Aspiring Leaders' Forum Update as set out in the Agenda papers.

3.3 Students As Partners Framework and Toolkit

The Chair invited Melissa Zaccagnini, Senior manager, Student Experience and Projects to speak to this item.

They provided an overview of the work that has undertaken to develop a Students as Partners Framework and resources and that there has been significant consultation to ensure it is collaborative and meaningful. They encouraged representatives to read the framework and provide feedback.

Draft Resolution:

that the Student Advisory Council:

- (i) discuss and provide feedback on the Students as Partners Framework and Toolkit; and*
- (ii) endorse the draft Students as Partners Framework and Toolkit,*

as provided in the Agenda papers.

3.2 National Leadership Forum Presentation

The Chair invited Carly Lavings, Persons with Disabilities Representative, and Bayley Mathai, Academic Senate Undergraduate Representative, to speak on this.

They provided an overview of their experience in Canberra, which consisted of 4 days of activities and professional development.

On Day 1 they were provided an opportunity to attend Parliament and speak to Members of Parliament, Day 2 they attended the War Memorial and undertook sporting activities, Day 3 consisted of keynote speeches and community service, with the final day being a moment for reflection of key learnings.

They indicated it was a positive and rewarding experience and identified the importance of servant leadership.



Draft resolution:

that the Student Advisory Council note National Leadership Forum Presentation as set out in the Agenda papers.

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 21st November 2023.

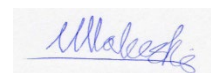
4.4 Rolling Agenda Schedule

ROLLING AGENDA ITEM	MEETING DATE
Persons with Disabilities Member's Report	21 November 2023
Batemans Bay Member's Report	21 November 2023

4.5 Closure of Meeting

The Chair thanked all Members and closed the meeting at 12:30pm.

Signed as a true record:



Michael Valceski
Chair, Student Advisory Council
17/11/ 2023

ACTIONS ARISING

N/A

