

MACQUARIE UNIVERSITY STUDENT ADVISORY BOARD

Monday 21 October 2013, 3.30-5.30pm

Council Room, E11A Level 2

MINUTES

Chair: Mr M. Wall

Members:

Mr B. Bailey-Melouney	Mr J. Oakley	Ms M. Kwok	Mr R. Gill
Ms J. Olling	Mr K. Gilmour	Mr M. O'Connor	Ms G. Quinn
Mr J. Morgan	Ms L. Bunnell	Mr B. Vasallo	Mr A. West
Ms M. Jameson			

Apologies:

Mr M. Slaven	Mr L. Di-Paolo	Mr E. Baker	Ms Z. Rush
Mr S. Abbas	Ms M. Burgess	Ms M. Gojer	

Absent:

Ms S. McGarity	Mr T. Hendry	Mr M. Foulsham	Ms B. Slack
Ms N. Miles	Ms G. Rullis	Mr T. Wearne	Mr N. Falzon
Ms A. Nash	Mr N. Khine	Mr T. Hakkinen	Mr J. Manning
Ms E. Liu	Mr A. Hughes	Ms J. Kirkness	

In Attendance:

Mr F. Rollo, Student Ombudsman
Dr G. Robertson, School of Education
Ms A. Leverett, Student Communications Specialist

Secretariat:

Ms Laura Steele, Executive Officer DVC S&R

1. Procedural Items

1.1. Welcome, Quorum and Apologies

The Chair welcomed attendees and noted the apologies. It was evident that there were a large number of absentees who had not communicated their apology. There were insufficient members present for a quorum to be established.

1.2. Declarations of Interest

The Chair called for any declarations of interest and no interests were declared.

1.3. Acceptance of the Previous Minutes

The previous minutes were accepted as a true and accurate record of proceedings, with two amendments. Mr Jack Oakley identified that he had been present at the previous meeting, and requested that it be noted that it was stated in the previous meeting that both he and Mark Slaven had met with Richard Luxford and Angela Voerman to discuss financial implications of the invoices policy on student groups. It was identified that student groups needed a system in order to comply with the incoming policy. The suggestion was for student groups to have their own debit card.

1.4. Review of Action Points

All action points were identified as completed.

2. Presentations

2.1. Mr F. Rollo, Student Ombudsman

- Mr F. Rollo presented on the role of the Student Ombudsman, and the nature of the cases with the tendency to be escalated to him.
- The role of the Student Ombudsman is to seek resolution of student complaints once the available University appeal and dispute resolution processes have been exhausted, help people develop new ways to solve problems themselves, identify trends and issues in relation to student complaints, provide recommendations for responsibly addressing issues and concerns identified, and educate students, academics and administrators regarding procedures for resolution of complaints and grievances.
- It was noted that not many SAB members were aware of the existence of the Student Ombudsman Service.

2.2. MUSE Research Project, Mr G. Robertson

- Mr G. Robertson presented on the research evaluation of the MUSE space and presented two propositions to the Board. The first was for the space to allow for student led, student focused academic support groups. The second was for the SAB to support the research of the effects and efficacy of MUSE.
- Major issues touched on through follow up questioning was students being unaware of available academic support avenues, and the ability for the MUSE space to consolidate these activities in the one area for greater transparency and accessibility to support services.
- The SAB agreed in principle that student led activities in the MUSE space would be well received

Mr B. Bailey left the meeting at 4.30pm

3. Tabled Reports for Noting

3.1. Final Student Code of Conduct & memo for Council

The Board noted the tabled final Student Code of Conduct.

3.2. SAB Strategy Day

The Board noted and endorsed the tabled draft agenda for the SAB Strategy day.

4. For Discussion and Approval

4.1. SAB Attendance at Meetings

The Board noted the tabled report and agreed that the powers of the Charter be exercised by the Chair and Board Secretariat to formally dismiss members who had vacated their office by non-attendance.

Action: Laura Steele to organise for Board members in this category to be notified that their tenure has been terminated.

4.2. Employment of SAB Reps in Campus Engagement

The Board noted the tables report, but decided further information was required for the discussion to take place. Further, in the absence of quorum the paper could not be approved. The SAB suggested that more information should be provided and more discussion should be had

5. Standing Agenda Item: Reports from SAB Sub-Committees

5.1. MUSE Sub-Committee:

Ms M. Jameson provided the committee with an update on the activities of the MUSE Sub-Committee which included the MUSE student code of conduct, room bookings, marketing in the space via the 'plug and play' screens, and the MUSE website.

5.2. Communications Sub-Committee

Ms M. Kwok provided an update on the activities of the Communications sub-committee including the Sab email addresses which have been created for each portfolio and the updating of the SAB website.

5.3. Budget Sub-Committee

Ms M. Kwok provided an update on the activities of the Budget sub-committee and indicated the priorities for the SAF expenditure in 2014. These priorities included improvement to Wifi coverage, university legal service for students, subsidies for University Games Athletes, extended childcare hours and increased wellbeing and support services.

5.4. University Rules Sub-Committee

Ms J. Olling provided an update on the consultation on the university rules, including the HDR Rule, Coursework Rule and Misconduct Rule. Further consultation will occur with the SAB once the Misconduct Rule has been redrafted to incorporate feedback provided to date.

6. Standing Agenda Item: Relevant Reports from other Student Institutions

6.1. FBE Business Alliance for Student Engagement Update

Ms M. Jameson provided the committee with an update of the activities of the FBE Business Alliance for Student Engagement, which was focusing on events and networking for FBE students and the promotion of greater engagement with the faculty.

6.2. Senate Update- Nil.

6.3. Student Experience Committee Update

Ms G. Quinn provided the Board with an update of the discussions of the Student Experience Committee of Council relating to potential amendments of the SAB Charter in May 2014. It was recommended that proposed Charter amendments be circulated early to enable more fruitful discussion and more clarity in the purpose of the proposed reforms.

The Committee approved SAB budget in principle. The Deputy Chancellor is referring the proposal to the Finance and Facilities Committee of Council for approval.

Mr K. Gilmour left the meeting at 5.21pm

7. Other Business

7.1. Student Experience Survey

Ms L. Steele updated the committee on the activities relating to the 2014 Student Experience Survey. The first meeting is scheduled for November, and Mr K. Gilmour and Ms M. Kwok are the SAB representatives consulting on the content of the survey questions for the 2014 survey. The working group was constituted on the basis of a directive from the Executive to limit the large number of surveys across campus.

7.2. Student Code of Conduct Comms Working Group

Ms L. Steele called for the constituting of a Student Code of Conduct Comms working group to disseminate information on the approved code of conduct to the student body.

Ms G. Quinn, Mr A. West and Ms M. Kwok volunteered for the role.

8. Meeting Close 5.30pm

9. Next meeting: SAB Strategy Day, Thursday 31 October 9-12pm.