



MACQUARIE UNIVERSITY STUDENT ADVISORY BOARD

Minutes of a meeting of the Student Advisory Board held at 6.30pm on the 7 April 2014 in the Council Room, E11A, Macquarie University.

- PRESENT:**
- | | |
|-------------------------|-------------------|
| Mr Michael Wall (Chair) | Ms Natalie Morton |
| Mr Bel Bailey-Melouney | Mr Nathan Falzon |
| Mrs Gemma Quinn | Ms Nicola Amys |
| Mr Jack Oakley | Mr Richard Seung |
| Ms Lipi Jain | Ms Sarah Bassford |
| Mr Morgan Foulsham | Mr Syed Abbas |
- APOLOGIES:**
- | | |
|-----------------------|----------------------|
| Ms Hannah El-Gashingi | Mr Kristofer Gilmour |
| Mr Jack Morgan | Mr Mark Slaven |
- ABSENT:**
- | | |
|----------------------|---------------------|
| Mr Alexander West | Mr Matthew O'Connor |
| Ms Annaleigh Nash | Ms Melissa Gojer |
| Ms Belinda Slack | Ms Nicole Miles |
| Mr Ben Vassallo | Mr Nigel Khine |
| Mr Edward Lu | Mr Rhys Gill |
| Ms Georgina Rullis | Mr Tim Hendry |
| Mr Jacob Rock | Mr Travis Wearne |
| Ms Jacqueline Olling | Ms Zita Rush |
| Mr Louise Di-Paolo | |
- IN ATTENDANCE:** Ms Angela Voerman, Manager Student Engagement
Mrs Imogen Broomhead, Project Manager Jubilee Celebrations
- SECRETARIAT:** Ms Laura Steele, Executive Officer, DVC Students and Registrar

1 MEETING OPENING

1.1 WELCOME, QUORUM AND APOLOGIES

Mr Wall welcomed the Board to the meeting and noted apologies were received and accepted for Ms Hannah El-Gashingi, Mr Jack Morgan, Mr Kristofer Gilmour and Mr Mark Slaven.

1.2 DECLARATIONS OF INTEREST

There were no declarations of interest.

1.3 CONFIRMATION OF MINUTES

Minutes of the 12 March 2014 Board meeting were accepted as read, subject to the amendment of Ms Bel Bailey-Melouney to Mr Bel Bailey-Melouney.



1.3.1 BUSINESS ARISING FROM THE MINUTES

Ms Voerman spoke to the Board on the actions from the previous meeting, providing an update on the progress of the elections, next steps for the annual report and charter review and the 2014 priorities.

ACTION: Ms Voerman to confirm if the General Reps ballot is preferential voting or first past the post.

Mr Wall confirmed he had spoken with Ms Deidre Anderson, DVC Students and Registrar and discussed the concerns raised by the Board at their last meeting. Mr Wall advised Ms Anderson had confirmed that the Board, as the University's peak consultative body, should be given preference when consultation is required as the University's peak consultative body. Mr Wall also confirmed that any future meetings involving the Board, relating to policy and rules, will be chaired by Ms Anderson.

Mr Wall requested Item 3.1 be brought forward on the agenda.

3.1 JUBILEE CELEBRATIONS – DIGITAL HUB PRESENTATION

Mrs Broomhead, Project Manager Jubilee Celebrations presented to the Board on the progress of the Jubilee celebrations and specifically the digital hub. The Board were encouraged to participate in uploading stories to the hub, and to communicate the opportunity to students.

ACTION: Ms Voerman to investigate the possibility of communicating the digital hub through iLearn, through her role on the iLearn Committee.

ACTION: The Board to send any suggestions for further student focused Jubilee events to Ms Voerman.

Mrs Broomhead left the room at 7.10pm.

2 MATTERS FOR APPROVAL

2.1 2014 SCHEDULE OF BOARD MEETINGS

The 2014 schedule of Board meetings was accepted by the Board. It was noted that any meetings for the Board commencing after the transition in May can be modified by the new Board in consultation with the new Chair.

3 MATTERS FOR DISCUSSION

3.2 UPDATE ON ELECTIONS

Ms Voerman provided an update on the elections during Item 1.3.1.

3.3 UPDATE ON ANNUAL REPORT

Ms Voerman provided an update on the annual report noting that Camus Life were collating the draft documents for the annual report for consultation and input from the Board.



3.4 UPDATE ON CHARTER REVIEW

Ms Voerman confirmed Campus Life were currently meeting with the General Counsel for advice on the Charter Review process.

3.5 2014 PRIORITIES

Ms Voerman provided an update on the 2014 priorities, advising this is an ongoing process.

3.6 STUDENT FEEDBACK DISCUSSION

There was no discussion in Item 3.6.

4 MATTERS FOR NOTING

4.1 COMMITTEE MEETINGS

4.1.1 MUSE

Mr Oakley reported on the most recent MUSE subcommittee meeting, noting all Board members had been invited to attend. Mr Oakley advised Property, Student Connect and Marketing were in attendance and the Committee discussed the use of the space for non-student initiatives and included suggestions of an external IT presentation to post graduate students.

Mr Oakley confirmed that the Committee decided that there should be two (2) major considerations in regards to booking the MUSE space for large student related events. The first consideration was a determination if there is a benefit for students and student engagement in the space for the initiative, and secondly, whether the initiative could be held in an alternate space.

It was noted Ms Kate Henderson, Communications Officer Property and Chair of the Committee requested feedback and guidance from the Board on this item of discussion. Mr Oakley advised that common concerns were echoed by both staff and students and that the University was still canvassing how the space will be used in the future.

It was confirmed the MUSE Instagram competition is still open and should be promoted, architects are involved in judging the competition and that there are cash prizes available of \$100.

ACTION: All to communicate the MUSE Instagram competition to students.

The Board discussed the MUSE room booking system, confirming there is availability for rooms to be booked onsite; the importance of maintaining a clean and technologically based space was noted, but it was agreed at the Committee meeting that there needs to be scope for student 'postering' and protocols need to be developed as to where, when and the level of involvement of cleaners/security.



Mr Oakley encouraged the Board to engage with the MUSE subcommittee.

4.1.2 COMMUNICATIONS AND MARKETING

Mrs Quinn provided an update to the Board, advising there were still issues with the Student Advisory Board logo and that the Committee were making headway with the website however after an informal meeting with Marketing, deadlines had been missed and the Committee expressed their disappointed.

4.1.3 POLICY AND RULES

There was no discussion in Item 4.1.3.

4.1.4 STUDENT EXPERIENCE COMMITTEE

Mrs Quinn provided an update on the Student Experience Committee and advised that Mr Craig Oliver, Director of Campus Life was retaining a consultant to assist in conducting the Charter review. The Board suggested that the review occur before the transition of new Board members occurs in May.

5 MEETING FINALISATION

5.1 OTHER BUSINESS

Ms Voerman indicated to the Board that PUSH Collective in charge of the new University branding project wished to provide the Board with an update on the project and the potential design solutions for the Student Advisory Board web presence. The Board agreed that an update on the branding project would be beneficial.

ACTION: Ms Voerman to send out invitation to the whole SAB to attend a meeting with the PUSH Collective.

Ms Voerman tabled a list of working groups with a range of student members and confirmed working parties were being established to work on the three key areas of Quality, Standards and Analytics; Learning, Teaching and Curriculum and Wellbeing and Support Services.

ACTION: All to send through expressions of interest to be involved in the Student Retention and Progression working groups to Ms Voerman.

The Board had a general discussion and enquired as to if there was an opportunity to paint the concrete buildings on campus, the long term plan to change the feel of the University and the long term plans from Property. It was suggested that Property be invited to the next meeting to discuss the long term building and development plans so the Board can be kept informed and provide their feedback.

ACTION: Property to be invited to the next meeting to discuss the long term building and development plans so the Board can be kept informed and provide their feedback.

There being no further business the meeting closed at 8.00pm.

5.3 ACTIONS TO BE TAKEN

ACTION REQUIRED	RESPONSIBLE	DUE
Ms Voerman to investigate the possibility of communicating the digital hub through iLearn, through her role on the iLearn Committee.	Ms Voerman	Next Meeting
The Board to send any suggestions for further student focused Jubilee events to Ms Voerman.	All	Next Meeting
Ms Voerman to confirm if the General Reps ballot is preferential voting or first past the post.	Ms Voerman	Next Meeting
All to communicate the MUSE Instagram competition to students.	All	Next Meeting
Ms Voerman to send out invitation to the whole SAB to attend a meeting with the PUSH Collective.	Ms Voerman	Next Meeting
All to send through expressions of interest to be involved in the Student Retention and Progression working groups to Ms Voerman.	All	Next Meeting
Property to be invited to the next meeting to discuss the long term building and development plans so the Board can be kept informed and provide their feedback.	Ms Heiniger	Next Meeting

NEXT MEETING

Monday, 5 May 2014 at 6.30pm in the Council Room, E11A, Macquarie University.

CONFIRMED as a true record

MR MICHAEL WALL
CHAIR