

## MACQUARIE UNIVERSITY STUDENT REPRESENTATIVE COMMITTEE

Minutes of a meeting of the Student Representative Committee (SRC) held at 5.30 pm on Thursday 9 March 2017 in the Academic Senate Room, Level 3, 16 Wally's Walk (C8A).

**PRESENT:** Shantell Bailey                      Alistair Booth                      Ryan Thalari  
Yi Wong                                      Jacqueline Olling                      Freya Wadlow  
Courtney Knight                      Lachlan McGrath                      Tristan Warren

**APOLOGIES:** Fiona Reed                      Sherry Shi

**IN ATTENDANCE:** Kim Guerin, Director of Campus Life (Alternate Chair)  
Megan Kemmis, University Committee Secretary and Manager of Secretariat Services  
Cathy Rytmeister, Quality Assurance and Professional Development Lead, Learning and Innovation Hub  
Zoe Williams, Head of Governance Services

**ABSENT:** Kieren Ash                      David Yao  
Elizabeth Carter                      Lachlan Greenberg

**SECRETARIAT:** Air Sinthawalai, Governance Officer

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### 1. WELCOME AND APOLOGIES

Ms Kim Guerin, Director of Campus Life, chaired the meeting noting that Ms Fiona Reed was an apology for this meeting.

The Chair welcomed members and noted that apology had been received from Sherry Shi.

The Chair noted that in addition to the members, the following were in attendance:

- Megan Kemmis - University Committee Secretary and Manager of Secretariat Services
- Cathy Rytmeister - Quality Assurance and Professional Development Lead, Learning and Innovation Hub
- Zoe Williams – Head of Governance Services

A concern was expressed about members' lack of attendance noting that some members have reporting responsibilities feeding in and out of the SRC governance framework. A suggestion raised at the meeting will be forwarded to the Office of General Council (OGC) proposing that the Constitution review to address meeting attendance, requiring justification for apologies and approval of absences.

### 2. DISCLOSURE OF CONFLICTS OF INTEREST

There were no declarations of conflicts of interest.

### 3. ARRANGEMENT OF AGENDA

#### 3.1 ADOPTION OF UNSTARRED ITEMS

All agenda items were addressed.

#### **4. PRESENTATIONS BY INVITED GUESTS**

##### **4.1 ASSESSMENT POLICY IMPLEMENTATION FEEDBACK**

Presented by Cathy Rytmeister, Quality Assurance and Professional Development Lead, Learning and Innovation Hub on behalf of Dr Tanya Rose, Strategic and Innovation Lead, Learning Innovation Hub.

The Chair of SLTC requested formal feedback from students on the impact of the Assessment Policy's implementation and ways in which it could be improved.

Members expressed concerns, including:

- Take home written assessments during the Final Examination period, especially for students with a full study load;
- Hurdle assessments challenge whereby students are required to pass all assessments to pass a unit;
- Weighting of assessments; and
- In some units, the quality of teaching in classrooms does not match the expectations set on the Assessment Policy. The Learning and Teaching component needs to go hand in hand with the policy.

Members suggested reaching out to students for further feedback via social media, such as Grapeshot or MyMQ. Mr Alistair Booth and Ms Rytmeister agreed to meet next week to discuss about SRC social media posts.

*Ms Rytmeister departed the meeting at 6.12pm.*

#### **5. MINUTES OF THE PREVIOUS MEETING**

##### **5.1 THE MINUTES OF THE PREVIOUS MEETING HELD 6 FEBRUARY 2017 ARE PROVIDED**

RESOLUTION:

The Student Representative Committee confirmed the minutes of the 6 February 2017 SRC meeting as a true and accurate record, subject to a minor amendment noting Mr Kieren Ash was absent at the meeting.

#### **6. BUSINESS ARISING FROM THE MINUTES**

##### **6.1 SUMMARY OF ACTIONS FROM THE STUDENT REPRESENTATIVE COMMITTEE MEETING ON 6 FEBRUARY 2017**

Update on the action items from the meeting of 6 February 2017:

- Item 10.4 Chairperson for the Property sub-committee – SRC noted the new Property sub-committee's membership (Lachlan McGrath, Freya Wadlow, Ryan Thalari and Alistair Booth). All current members agreed to appoint Mr Booth as the Chair of Property sub-committee.
- Item 12 Legal Centre and Legal Centre Sub-committee's membership – ongoing, Yi Wong to provide a written report and proposal for the Legal Centre and a list of Legal Centre Sub-committee's members at the next meeting.
- Item 12 SRC honorarium – Members noted that in the SRC Constitution, SRC Members and SRC Treasurer are honorary positions and no remuneration is available to a SRC Member or the SRC Treasurer without the consent of the Vice-Chancellor. However, the University must reimburse a SRC Member for reasonable extraordinary expenses that are approved in advance by the Vice-Chancellor if they are reasonably incurred by the SRC Member in performing their functions as a SRC Member.
- Item 5.1 Minutes of 12 December 2016 Meeting – as the 6 February 2017 SRC meeting was not quorate, it was agreed that members approve the minutes by circular resolution. However, only two responses were received prior to this meeting.

RESOLUTION:

The Student Representative Committee confirmed the minutes of the 12 December 2016 SRC meeting as a true and an accurate record. Moved by Ryan Thalari and seconded Tristan Warren. All in favour.

- Item 9.1 DVC S&R/SRC Discussion on the Constitution Update – as the 6 February 2017 SRC meeting

was not quorate, it was agreed that members endorse the establishment specific roles with dedicated responsibilities to be included in the revised SRC Constitution by circular resolution. However, only two responses were received prior to this meeting.

**RESOLUTION:**

The Student Representative Committee resolved to endorse the establishment specific roles with dedicated responsibilities to be included in the revised SRC Constitution. Moved by Tristan Warren and seconded Freya Wadlow. All in favour with one abstention.

- Item 9.3 Idea Incubator - completed, SRC Secretariat has forwarded the feedback of SRC involvement discussion to Dr Wilkes and Mr Pantenburg.

**ACTION:**

Mr Booth to contact Mr Pantenburg requesting a short summary of what is expected of SRC for determination.

**7. REPORT FROM UNIVERSITY COUNCIL**

The Committee noted that the Council Student Representative was absent (not in attendance) at this meeting.

**8. REPORT FROM STUDENT EXPERIENCE COMMITTEE (SEC)**

A report was not provided as the Student Experience Committee will hold its first meeting on 21 March 2017.

**9. AGENDA ITEMS FOR DISCUSSION**

**9.1 HACKATHON EVENT BY MACQUARIE UNIVERSITY**

The Committee noted the paper submitted by Tristan Warren, Postgraduate Student Representative from the Faculty of Business and Economics.

Members noted the recent successful MPID Healthcare Hackathon event run by MQ and NAB, which provided an opportunity for professional skills development for participating students. As such, this proposal is submitted for initial support of the SRC to sponsor this project.

The Committee expressed interested in supporting this project and noted the approximate financial implications. However, further information on budget, event date and staff arrangement are required before a final determination can be made. Members suggested further consultation with the Faculty of Business and Economics and student groups.

**ACTION:**

Mr Warren to provide detailed documentation on the Hackathon event at the next meeting.

**9.2 ONGOING INVITATION TO GRAPESHOT FOR SRC MEETINGS**

The Committee considered the paper submitted by Lachlan McGrath, Undergraduate Student Representative from the Faculty of Human Science.

Members noted that at the 4 April 2016 SRC meeting, the Committee voted not to support the inclusion of an independent Grapeshot observer at SRC meetings as the SRC was still in a developing phase. Since then, SRC has increased its presence and recognition on campus and improved its relationship with Grapeshot. As such, this motion was put forward for reconsideration.

Members noted that the following points had been raised in a discussion with Grapeshot editors:

- The SRC would be able to nominate one article every month to be published under a nominated SRC member's name.
- The SRC would also have official right-of-reply to any article that features representations of the SRC, subject to the 48-hour right of reply window prior to any online publishing or physical publishing. This reply would be published alongside the original article.

Members actively discussed whether Grapeshot would be a suitable channel to promote SRC. The motion was moved by Lachlan McGrath and seconded by Ryan Thalari. Five votes in favour, three objections and one abstention.

**RESOLVED:**

The Committee resolved to extend a standing invitation to Grapeshot to allow one (1) reporter to attend SRC meetings and report the discussions, actions and successes of the SR. This arrangement provides for Grapeshot agreeing to publish to one article nominated by SRC every month. In addition, the arrangement provides SRC with an official right-of-reply to any article that features representations of the SRC to be completed through a 48-hour right of reply window prior to any online publishing or physical publishing.

### **9.3 SRC CONSTITUTION UPDATE**

Led by Kim Guerin and Zoe Williams.

As previously discussed with the SRC, the Constitution of the SRC is being revised to incorporate additional positions to assist operationalise the decisions of the SRC.

Member's attention was drawn to the following changes which reflect in principle the positions discussed with the Director of Campus Life and the DVC (Students and Registrar) in December 2016 and January 2017:

- Change to the eligibility of Deputy Chair position;
- Function of Secretary by an appointed SRC member; and
- Removal of the Major Student Organisation (MSO) Sub-Committee. Instead, provision has been made for appointment by the selection panel of two MSO representatives.

Members noted that the draft Constitution is being revised by the Office of General Council and will be circulated to members for approval early next week. Additional recommendation by members on the discipline clause regarding member attendance will be forward to the OGC for further amendments.

**ACTION:**

Members to endorse the amended SRC Constitution, by circular resolution, for approval by the SEC at its meeting of 21 March 2017 by circular resolution.

### **9.4 2017 SRC SCHEDULE OF WORK**

The Committee noted the tabled item submitted by Alistair Booth outlining the succession plan for the first half of 2017. Members thanked Mr Booth for collating the information.

**RESOLVED:**

The Committee resolved to approve the SRC Program of Work - January to May 2017 for distribution to the Student Experience Committee Moved by Alistair Booth and seconded Courtney Knight. All in favour.

*Jacqueline Olling departed the meeting at 7.24pm*

## **10. UPDATE FROM SRC TREASURER**

### **10.1 EXPENDITURE REPORT**

The Committee noted the March 2017 expenditure report and that the Queer Collective received \$1000 to assist in paying for a Mardi Gras float that did not eventuate due to personal issues with the Collective member organizing the float. Subsequently, the Treasurer has resolved to seek a return of the grant allocated for the Mardi Gras float. This precedent is important to ensure that societies understand that they are accountable to demonstrate how the SRC grants are spent. This also highlights the need for the SRC to implement follow up procedures to review how funding is being spent.

### **10.2 2016 TREASURERS REPORT**

**RESOLUTION:**

The Committee resolved to approve the 2016 Treasurers Report for distribution to the SEC and publication as part of the minutes for public consumption. All in favour with one abstention.

**11. UPDATE FROM SUB-COMMITTEE**

**11.1 MAJOR STUDENT ORGANISATION (MSO) SUB-COMMITTEE**

The Committee noted that Mr Yao is an absentee for this meeting and there is no report from the MSO.

**11.2 STUDENT SERVICES AND AMENITIES FEE (SSAF), SRC BUDGET AND FINANCE SUB-COMMITTEE**

Please refer to item 10.

**11.3 MARKETING AND COMMUNICATION SUB-COMMITTEE**

The Committee congratulated members on the success SRC stall and significant increase of clicks to SRC Instagram and Facebook during the O-Week.

**11.4 PROPERTY SUB-COMMITTEE**

There is no report provided at this meeting.

**12. QUESTION TIME**

**12.1 SRC Elections**

Members noted the list of positions, term of office and elections timeline tabled at this meeting.

Governance Services will engage with the Group Marketing Team to better utilise internal communication in promoting this student elections. Members are invited to get involved with designing the promoting materials and attend candidates briefing session to share their election campaigning experiences with the candidates.

Ms Booth advised that the SRC elections information can be included in the upcoming MyMQ article about the SRC and the Fairy Lights initiative. Alistair Booth, Freya Wadlow, Ryan Thalari and Shantell Bailey volunteer to assist Group Marketing with the SRC elections promotion.

Members noted that from the 4 January 2017, MGSM has become the identity of Faculty of Business and Economics therefore MGSM students are eligible to run under this electorate.

*Alistair and Shantell departed the meeting at 7.41pm.*

**13. OTHER BUSINESS**

• Complaints submission by an anonymous

The Committee noted the existing Complaints Management Procedure for Students and Members of the Public form on the University website. However, the current complaints framework which has been implemented in 2015, is scheduled to be reviewed in April-May this year to identify various types of complaints and areas for improvement.

For serious staff misconduct allegations, formal investigations are conducted to determine whether they should be referred to the University's Human Resources department for further determination. Students who would like to submit conduct of assessment tasks or academic staff complaints anonymously are encouraged to contact Student Advocacy as the first instance.

**ACTION:**

SRC Secretariat to invite the Student Grievance and Disciplinary Manager to present the Complaints Management Procedure, form and process during Session 2, 2017.

**14. MEETING CLOSE**

There being no further business the meeting closed at 7.52 pm.

**15. NEXT MEETING**

Members are reminded that agenda items for the meeting of Monday 3 April 2017 are due by Monday 20 March 2017, 5.00pm.

**CONFIRMED** as a true record.

**MS KIM GUERIN  
CHAIR (ALTERNATE)**