



Minutes of the meeting of the Macquarie University Student Advisory Board held in E3A 244 at 9:30am on Thursday 23 May 2013.

Present: Mr M. Wall (Chairperson)

Mr S. Abbas
Mr B. Bailey-Melouney
Mr E. Baker
Ms L. Bunnell
Ms M. Burgess
Mr L. Di-Paolo
Mr M. Foulsham
Mr R. Gill
Mr K. Gilmour
Ms M. Gojer
Ms M. Jamieson
Ms J. Kirkness
Ms M. Kwok
Ms E. Liu
Ms S. McGarity
Mr M. O'Connor
Mr J. Oakley
Ms J. Olling
Ms G. Quinn (nee Brooks)
Ms G. Rullis
Ms Z. Rush
Ms B. Slack
Mr M Slaven
Mr T. Wearne
Mr B. Vassallo

In attendance: Mr S. Hearne (Senior Project Manager, Macquarie Property)
Ms K. Lloyd (Academic Director of Participation, Faculty of Arts)

Absent: Mr N. Falzon
Mr T. Hakkinen
Mr T. Hendry
Mr A. Hughes
Mr N. Khine
Mr J. Manning
Ms N. Miles
Mr J. Morgan
Ms A. Nash

Secretariat: Ms M. Myles

1. WELCOME, QUORUM AND APOLOGIES

The Chairperson, Mr M. Wall, opened the meeting at 9:40am and confirmed that a quorum was present. Apologies were noted from Mr T. Hakkinen and Mr A. Hughes. The Chairperson welcomed all the members to the first meeting of the 2013-14 Student Advisory Board, introduced himself and invited the Board Members to introduce themselves.

In relation to the operation of the Student Advisory Board, the Chairperson encouraged the Board Members to use the papers template and submit them on time (2 weeks prior to the date of the meeting) to enable efficient and effective functioning of the Board meetings. He also recommended reviewing the minutes in between meetings and sending any comments through to the secretariat to collate and as required to recirculate. This will allow more time for members to focus on and discuss agenda items and proposals at subsequent meetings.

2. DECLARATIONS OF INTEREST

Ms G. Quinn declared that she is a Director on the Board of U@MQ and also a member of the University Council.

Mr B. Vassallo declared on behalf of Mr M. Foulsham an interest related to a matter to be brought up later in the meeting.

Ms M. Kwok declared position on editorial team of the student magazine (Grapeshot).

Ms L. Bunnell declared that she is currently employed by the University to run large-scale student events.

Ms M. Jamieson declared a position on the sporting committee of one of the colleges

Ms M. Burgess declared her position as Managing Director of Student Sustainability Network on campus

Mr S. Abbas declared a position as Chairperson of a student society

Mr L. Di-Paolo declared a leadership position on the Los Latinos student group

No other declarations of interest were raised.

Mr K. Gilmour left the meeting at 10:00am.

Mr M. Foulsham joined the meeting at 10:00am

3. ITEMS FOR DISCUSSION

Items under 2 and 3 of the agenda were agreed for discussion.

4. C7A REFURBISHMENT PROJECT UPDATE (Agenda item 2.1)

Mr S. Hearne, Senior Project Manager for Macquarie Property, provided an update to the Student Advisory Board on the refurbishment of the C7A ('old library') space. The redevelopment, redesign and repurposing of the full building will take approximately 5 years to complete. However, in the intermediate period, the courtyard and Wally's Walk levels of the old library space will be refurbished and redesigned as an additional study area for students (with the tagline of MUSE (Macquarie University Spatial Experience)). As part of this first phase of the refurbishment, furniture will be replaced and new study and seating areas will be created. It is expected that the first phase of the redesigned student space will be completed during session 2, 2013.

Flexibility of the space was identified as critical, with the ability to manipulate and change it over time and in response to different requirements during the academic calendar. Student feedback has also been important and the project team facilitated three meetings with the interim Student Advisory Board during the development of the architectural plans to consult on the space. The interplay with the other main student spaces on campus – the library for quiet study and the campus hub for social interaction – was highlighted as important to bear in mind.

In the discussion after the presentation, the following points were made (and questions asked) by the Board Members:

- A concern was raised about spaces being used by students to sleep rather than study and it was asked whether there will be any kind of function in the C7A space to address this issue. Mr S. Hearne responded that the intention for this space is that it will be self-managed by students and the Student Advisory Board will play a key role in defining the rules for the space and how those rules will be enforced, with support from the University.
- A suggestion was made to store extra desks and chairs nearby that can be brought into the space if required during peak times. Mr S. Hearne agreed that this would be relatively easy to consider once the space has opened and added that there will be close to 750 seated spaces in MUSE.
- A permanent presence in the C7A space (an office) for the Student Advisory Board was requested. Mr S. Hearne responded that the Student Advisory Board will be able to book spaces in MUSE for consultation, and that the University will assist with signage and other communications to make students aware of their location, but that there are no office spaces in the plans for MUSE.
- In response to questions about whether any part of the MUSE project was being funded from revenue from the Student Services and Amenities Fee or any discretionary budget available to the Student Advisory Board, Mr S. Hearne stated that funding for the project is being provided for out of the budget of Macquarie Property.
- Responding to a question it was confirmed that there will be mobility (wheelchair) access to the deck area on the Courtyard level.
- In order to showcase the flexibility of the new space, a suggestion was made that digital information boards and signage be installed so as to encourage students to move the furniture around to suit their purposes. It was noted that students had not, and apparently were unaware they were able to, move around the furniture within the C10A space.

Mr S. Hearne encouraged the Student Advisory Board members to contact him directly (scott.hearne@mq.edu.au) with any further questions, feedback or comments on the redesign of the old library. He also confirmed that the University will continue to work with the Student Advisory Board on the re-development of the space.

Mr M. Slaven arrived at 10:10am

Ms M. Gojer arrived at the meeting at 10:15am

5. PACE OVERVIEW AND PARTICIPATION UNIT BRIEFING (Agenda item 2.2)

Ms K. Lloyd presented an overview of PACE and spoke about a consultation paper that is open for comment and submission, on the PACE research and evaluation strategy.

Ms Lloyd emphasised that 'Participation' is the third element of the new undergraduate curriculum (with People and Planet and being the other key aspects). She said that the key role of participation is to facilitate and enable mutually beneficial learning and engagement between students and partner organisations. Macquarie University is implementing Participation units this across the institution and it will be a requirement for all undergraduate degrees by 2016.

Through their role on the Student Advisory Board, all Board Members have the opportunity to count their service towards a Participation Unit during Session 2, 2013. Interested students are encouraged to contact Ms K. Lloyd directly (kate.lloyd@mq.edu.au).

In the discussion after the presentation, the following main points were made by Board Members:

- More information was requested in relation to what controls the University has put in place to monitor that students are developing the targeted skills in their participation activities. With many students on individual internships, it would be challenging for one unit convenor to monitor all and ensure the quality of the internship. Ms K. Lloyd responded that the University is aware of this challenge and is working towards establishing ethical partnerships that will support domestic participation projects for larger cohorts of students and enable more effective compliance monitoring. International internships are organised through a third party (AVI) who conduct rigorous screening of students and partners.
- Concerns were raised about the capacity of the University to guarantee a quality placement to all students, especially once the initiative is compulsory for all undergraduate students. Quality was noted as critical, especially given students are required to pay for their Participation Unit as per the rest of their units.
- The coordination of compulsory participation units for distance students was raised. Ms K. Lloyd responded that the participation units can be enrolled in externally and the relevant unit convenors will work with distance students to establish an agreement either online or in their location. Workshop content will also be recorded to enable distance students to listen to the course materials.
- The support structures in place for students with a disability to engage in the participation units were questioned. Ms K. Lloyd replied that, as

much as possible, disability support has been integrated into the units and that there has been a deliberate focus on this in the design of the program.

- It was asked whether international students will be allowed to complete a participation unit in their home country. Ms K. Lloyd replied that this is allowed as long as it is established and agreed in advance. Individual international student placements are not required to be organised through AVI.

Ms K. Lloyd Kate also spoke to the PACE Research and Evaluation Strategy that is open for consultation and requested and encouraged Board Members to provide any comments or submissions (including identifying any areas of concern, barriers or resourcing issues mentioned during the board discussion) in writing to pace.research@mq.edu.au.

Mr M. Slaven and Ms B. Slack left the meeting at 10:55am.
Ms K. Lloyd left the meeting at 11am.

6. HANDOVER FROM THE INTERIM STUDENT ADVISORY BOARD (Agenda item 2.3)

Mr M. Foulsham provided an overview of the activities undertaken by the interim Student Advisory Board. In the limited time of the interim Student Advisory Board, the group consulted on the C7A space, obtained feedback from approximately 250 students regarding the Senate proposal to cut the mid session break from two weeks to one and raised the issues of student parking and wifi access on campus. The Board was also heavily involved in O-Week and other student-focused events such as Women's Day.

Mr M. Foulsham encouraged the Student Advisory Board Members to develop papers for discussion and voting on matters that they feel will improve the student experience. He also encouraged Board Members to start consulting widely with the student population as the success of the Board includes greater awareness of what the Board is doing and engagement with students on what they want.

7. ASPIRATIONS FOR THE STUDENT ADVISORY BOARD (Agenda item 2.4)

Mr M. Wall invited the members of the Student Advisory Board to share their aspirations for the future of the Board.

Mr M. Foulsham raised for discussion the issue of remuneration for Board members. In the Charter, positions on the Board are honorary and there is no remuneration, however under the MUSRA model there was payment. The Chairperson suggested that a working party be convened to discuss the matter in more detail and bring a proposal back to the Student Advisory Board for discussion at a future meeting.

Ms L. Bunnell raised MacFest as an excellent opportunity to raise awareness of the Student Advisory Board brand with the student population. Concerns about capacity and willingness of Board Members to man a stall, as well as the value delivered by manning a stall, were expressed. The Board was encouraged to think broadly and creatively about how they engage with students during this event. It was agreed that an informal meeting of the Student Advisory Board would be convened to progress this matter.

**8. CONFIDENTIALITY DEED POLL
(Agenda item 3.1)**

In alignment with Schedule 1 of the Student Advisory Board Charter, The Chairperson distributed copies of a Confidentiality Deed Poll. Feedback from the Student Advisory Board Members was that they required more information and questioned some of the content of the agreement. The Secretariat undertook to work with the Office of General Counsel on this matter and provide an update at the next meeting of the Student Advisory Board.

9. OTHER BUSINESS

No other business was raised.

CLOSURE

There being no further business, the meeting concluded at 11:45am.

Chair

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