

MACQUARIE UNIVERSITY STUDENT REPRESENTATIVE COMMITTEE

Minutes of a meeting of the Student Representative Committee (SRC) held at 1:00 pm on Monday 11 May 2020, via Zoom.

PRESENT:

Mr Max Gale (Assistant Chair)	Ms Laura Middleton
Mr Shubham Agrawal	Ms Jade Quisumbing
Mr Shlomie Bension	Ms Ateka Rajabi
Ms Anna Cheng	Ms Hannah Reeve
Mr Alex Cullen	Mr Daniel Roberts
Mr Jarod Cunningham	Ms Jane (Thi Minh Tam) Tran
Ms Neenah Gray	Mr Angus Webber
Mr Alexander Hablutzel	Mr Jayden Whaites
Ms Maria Koutsouklakis	

APOLOGY:

Ms Susannah Lynch (Chair)	Ms Liz Vrazas
Mr Ibrahim A Ibrahim	Ms Georgia Weeden
Ms Marlene Khouzam	

IN ATTENDANCE:

Ms Gail White, Executive Director (Student Engagement and Registrar)
Ms Kylie Ebert, Director, Student Life
Ms Lilia Draganov, Acting Associate Director, Student Engagement
Ms Melissa Ryan, Director of Incubation and Entrepreneurship
Ms Ainslee Harvey, Incubator Manager
Ms Linda Breen, Head of Corporate Secretariat and Governance Services
Megan Kemmis, University Committee Secretary and Manager of Secretariat Services
Ms Jodie Ramodien, Deputy editor of Grapeshot
Ms Kimberly La, SRC Project Officer

SECRETARIAT: Ms Air Sinthawalai

1. ACKNOWLEDGEMENT OF COUNTRY

The Assistant Chair confirmed that the meeting was quorate and opened the meeting by inviting Mr Alexander Hablutzel to acknowledge the traditional custodians of the land.

2. WELCOME AND APOLOGIES

The Assistant Chair welcomed everyone to the meeting, noting that members had been encouraged to join this meeting via Zoom to meet the University's social distancing obligations due to the impact of COVID-19.

The Assistant Chair welcomed:

- Ms Gail White, Executive Director (Student Engagement and Registrar);
- Ms Kylie Ebert, Director, Student Life;
- Ms Lilia Draganov, Acting Associate Director, Student Engagement, for item 3.2;
- Ms Melissa Ryan, Director of Incubation and Entrepreneurship, and Ms Ainslee Harvey, Incubator Manager, for item 3.1;
- Ms Linda Breen, Head of Corporate Secretariat and Governance Services;
- Megan Kemmis, University Committee Secretary and Manager of Secretariat Services;
- Ms Jodie Ramodien, Deputy Editor of Grapeshot;
- Ms Kimberly La, SRC Project Officer;
- Four new members of the Committee:
 - Mr Shubham Agrawal, Postgraduate Student Representative from the Macquarie Business School;
 - Ms Maria Koutsouklakis, Postgraduate Student Representative;
 - Ms Jane (Thi Minh Tam) Tran, Overseas Students Representative; and
 - Ms Hannah Reeve, Undergraduate Student Representative from the Faculty of Medicine, Health and Human Sciences.

Apologies were noted from Mr Ibrahim A Ibrahim, Ms Marlene Khouzam, Ms Liz Vrazas and Ms Georgia Weeden.

3. PRESENTATIONS BY INVITED GUESTS

3.1 Incubator Program

The Assistant Chair invited Ms Ryan and Ms Harvey to speak to the item. Ms Ryan provided a brief overview of the Incubator and the 2020 student programs that the team is developing, such as the Innovation Day with Global Leadership Program and Exchange Challenge with Hong Kong University of Science and Technology.

The Incubator would like to partner with the SRC to deliver the Design Thinking Program and the MQ Pitch Program; which develop key competencies across a broad range of areas to complement the rich discipline knowledge acquired by students in their chosen field of expertise. These form part of a transferable skillset which ultimately enhance the employability and the student experience of Macquarie graduates.

The Design Thinking Program develops a transferable skill set and encourages outside the box thinking. An 'introduction to Design Thinking' is the first part of the program which consists of 5 modules. Each module consists of the following:

- 30- 45 minutes of online video learning covering the why, what and how of that mode; and
- 60-90 minutes of self-paced practical individual and team homework.

Modules 3-5 will also feature 120 minutes of facilitated workshops, covering learning reviews and live practice; run by expert practitioner-trainers. Members noted the overview of the 5 modules as outlined in the paper.

The MQ Pitch Program teaches skills in how to create a structure for a convincing pitch, techniques of how to sell a service/idea/product, creating an emotional connection with the audience and how to communicate with them successfully. The program consists of 2 phases:

- Phase 1: filmed content delivered online and self-paced learning over a two week period; and
- Phase 2: blended learning of online and real-time virtual coaching over a three to four week period.

The program will be opened to Undergraduate and Postgraduate students.

Completion of Incubator programs will be recognised on the Australian Higher Education Graduation Statement (AHEGS) which can be viewed by students' future employers. The SRC members noted the benefits of the programs and the budget breakdown provided. Ms Harvey reminded the Committee that the initial upfront development costs are expected to decrease over time.

The SRC members supported the initiatives in principle however were aware that \$70,000 is a significant ongoing amount of funding. It was noted that the ongoing costs, such as virtual training sessions, will be passed on to participating students if the SRC cannot provide funding in the following years.

Ms Ryan and Ms Harvey departed the meeting at 1:39 pm.

RESOLUTION SRC 20/09:

The Student Representation Committee resolved to delegate to the Student Services and Amenities fee (SSAF), SRC Budget and Finance Subcommittee to seek further discussion with the MQU Incubator around the nature of financial support which the SRC can provide to the programs. Fourteen (14) votes in favour and one (1) abstention.

ACTION:

Student Services and Amenities fee (SSAF), SRC Budget and Finance Subcommittee to seek further discussion with the MQU Incubator before the next SRC meeting.

3.2 SSAF Survey Results

The Assistant Chair invited Ms Lilia Draganov, Acting Associate Director, Student Engagement, to speak to the item.

The survey was launched on 1 October 2019 and closed on 31 October 2019. An invitation to participate was sent to 34,789 enrolled students who were eligible to pay the SSAF fee. A total of 6,735 responded to the survey, representing a valid sample of student opinion upon which to act.

The survey was divided into three distinct sections:

- In Part A, students were asked to select one category only from the 19 allowable categories for SSAF expenditure that they considered the most important to receive SSAF funding in 2020;
- In Part B, students were asked to indicate their priorities regarding whether particular services should receive SSAF funding in 2020; and
- Part C was an Open Comments section where students may provide any further detail or ideas for services.

The majority of students classified student health and welfare, as well as obtaining employment and/or career advice as stand out features of SSAF services. Despite this positive regard, students also commented that they would like to see increased resources given to services regarding health and welfare. Many students noted a lack of information as to what services existed and, requested the promotion of what and where SSAF services were available to aid their University experience.

The Committee is strongly encouraged to further engage with student community and raise its profile. Members suggested that SRC and PG conference grant schemes should be better promoted through student club and societies. Although the SRC budget is relatively small, the Committee have a strong voice. The SRC should prioritise its effort on what they would like to do and submit their requests to the University on behalf of MQ students. In regards to broken furniture and study space matters, Student Life will raise the specific issues with Property directly.

Ms Draganov departed the meeting at 2:00 pm.

4. ARRANGEMENT OF AGENDA

4.1 Disclosure of conflicts of interest

Mr Jayden Whaites and Mr Max Gale declared a perceived conflict of interest on item 12.6.1.

4.2 Adoption of unstarred items

RESOLUTION SRC 20/10:

The Student Representation Committee resolved that the items not starred for discussion (item 7.1, 14.1 and 14.2) be noted, and where appropriate, adopted as recommended.

5. MINUTES OF THE PREVIOUS MEETING

5.1 The Minutes of the previous meeting held 30 January 2020 are provided.

RESOLUTION SRC 20/11:

The minutes of the SRC meeting held 30 January 2020 were confirmed and approved as a true and accurate record of proceedings.

6. BUSINESS ARISING FROM THE PREVIOUS MINUTES

6.1 Summary of Outstanding Action Items

The Committee noted updates on the following items:

- Student elections: ongoing, further information to be provided to the SRC at a future meeting;
- Accessible Exchange Programs: progressing, current work is conducted with Macquarie International and Student Wellbeing;
- SRC Financial Support for Tayla King: ongoing, the proposal will be discussed at the next SRC meeting;
- Student Consultation on Changes: ongoing, further information to be provided to the SRC at a future meeting; and
- SRC Spokesperson vacancy: the Expression of Interest was called for on 12 December 2020. However, no nominations were received. Should anyone be interested in this position, please contact the SRC Secretariat.
- Incomplete PG conference grant applications from 30 January 2020 meeting: completed.

#	Name	Amount	Update
36	Ms Somayeh Mirlohi for International cannabinoids research society	\$5,000.00	Ms Mirlohi is going to re-apply for the grant once she gets clarity on the status of her conference.
38	Ms Rita Kaluzny for 8th International Conference on Hypertension and Healthcare	\$4015.00	Ms Kaluzny did not respond to the Treasurer's request. The application has been rejected.

7. UPDATE FROM SRC TREASURER

7.1 January – March 2020 SRC and PG Grant Expenditure Reports

The Committee noted the SRC January – March 2020 Expenditure Report as outlined.

11. AGENDA ITEMS FOR DISCUSSION

11.1 Revision of the Guidelines for PG Conference Grants

Paper submitted by Ms Liz Vrazas, Postgraduate Representative from the Faculty of Medicine, Health, and Human Sciences and, Mr Alex Cullen, Distance Student Representative.

The Assistant Chair noted that Ms Vrazas is an apology for this meeting and invited Mr Cullen to speak to the item. The Committee noted that many conferences are being held via an online format due to the COVID-19 pandemic and social distancing rules. As such, the amendment has been proposed to include a clause to address online conferences in the process and guidelines for clarity. This includes noting the requirement for SRC ratification of recommended applications identified by the SSAF, SRC Budget and Finance Subcommittee. The revised document also includes new dates for additional application rounds.

The Committee noted that most of the PG Conference Grant applications are expected to be received by the deadline and be reviewed via the outlined approval process. However, the SRC members also discussed the process to review and approve urgent applications.

RESOLUTION SRC 20/12:

The Student Representation Committee resolved to:

1. approve the proposed PG conference grant project that allows for grants to be provided for online conferences and sets out additional application rounds; and
2. note and endorse that the SRC Treasurer may exercise their authoritativeness, should the SSAF, SRC Budget and Finance Subcommittee cannot meet to review urgent PG conference grant applications.

Fifteen (15) votes in favour and two (2) abstentions.

8. UPDATE FROM SRC SPOKESPERSON

The SRC Spokesperson thanked Ms Kimberly La for monitoring the SRC social media platforms and directing enquiries to the relevant respondents. Ms La has also been providing great administrative support to the SRC between meetings.

Ms Ramodien left the meeting before the next item be discussed.

10. REPORT FROM STUDENT EXPERIENCE COMMITTEE (SEC)

The Assistant Chair noted that Ms Weeden is an apology for this meeting and invited other SEC members to provide the updates.

The SEC met on 24 March 2020 and discussed the following:

- There is strong evidence that PACE is being implemented effectively with minor improvements required. Students and partners are highly satisfied with the program. The PACE experience will be underpinned by the new Learning and Teaching Strategic Framework to strengthen the employment outcomes of MQ graduates, and the development of workplace skills as well as a knowledge base.
- University Operating Plan 2020-2024 and University responses to COVID-19. The SEC noted a range of activities undertaken to address the impact of COVID-19, including loans/grants schemes for students who suffer financial hardships as a result of COVID-19.

The SRC members noted Mr Hablutzel's apology for this SEC meeting due to the impact of COVID-19 and interstate travel restrictions.

9. REPORT FROM UNIVERSITY COUNCIL

The University Council met on 20 February and 2 April 2020, and discussed the following:

- University responses to COVID-19: The University Council resolved to allow students to withdraw from Session 1, 2020 units without academic penalty and special consideration processes are still in place. Applications will be flexibly assessed to support students as much as possible. It was noted that Fail grades will not be recorded in this session. Students who are struggling financially as a result of COVID-19 can apply for MQ Student Success Support package.

- Operating Plan 2020-2024: The University plans to invest in digital enablers for learning, teaching, assessment and feedback, and digital tools and platforms to allow improvements in communication and engagement with students. The key areas of focus are:
 1. Students first
 2. Coursework suite and delivery
 3. Focused investment in research
 4. Our people
 5. Ways of working
 6. Digital transformation

Ms Ramodien rejoined the meeting.

7.2 SRC Students and Societies Grant Approval Process

Paper submitted by Mr Whaites, SRC Treasurer.

Earlier this year, the SRC agreed that an online grant form would be a better solution to make the SRC grant application process smoother for students. The SRC members noted the proposed SRC Students and Societies grant approval process and criteria, as outlined.

Ms Ebert raised a question to ask what assurance the SRC has that the approved funds will be utilised in compliance with the SSAF legislation. Although the proposed criteria outlined that the applicants must be authorised representatives from a student group affiliated with Macquarie University and that the approved funds must be used within 60 days of the event or returned to the SRC, the SRC members agreed that additional criteria in relation to compliance with the SSAF legislation should be included.

RESOLUTION SRC 20/13:

The Student Representation Committee noted and endorsed the updated SRC students and societies grant approval process and criteria. Fifteen (15) votes in favour and two (2) abstentions.

ACTION:

The SSAF, SRC Budget and Finance Subcommittee to review additional criteria regarding compliance with the SSAF legislation aspect and provide updates at the next SRC meeting.

Mr Alex Cullen departed the meeting at 2:30 pm.

11.2 Proposed Capacity Building for the SRC

Paper submitted by Ms Ebert, Director, Student Life.

The SRC currently operates as a group of committed and dedicated student members who serve in a volunteer capacity. The SRC is heavily reliant on the Student Life team in EDSER and the SRC Secretary from Corporate Secretariat and Governance Services to progress business and implement new initiatives. With the transfer of secretariat responsibilities from Corporate Secretariat and Governance Services to Student Life, and the demonstrated success of the SRC's Project Officer position in 2019, it is proposed that there will be a range of new positions, funded by the University to further support the operations of the SRC.

As such, the University is now proposing to appoint the following roles to provide SRC with consistent, part-time operational support:

1. **Executive Officer, SRC** – this role will look after the overall management of SRC administration function that includes planning, finance, project management, relationship development with various stakeholders and reporting. Along with the Secretary, this position will assist the SRC Officer Bearers to meet their governance / reporting responsibilities to the Student Experience Committee (SEC). It is proposed for the position to be at HEW 5 on a part-time basis at 17 hours per week.
2. **Project Officer, SRC** – this role will look after the general administrative tasks and will report to the Executive Officer. This role will complement and collaborate with the existing project officer and will be advertised at HEW3. It is suggested for the position to be also part-time at 15 hours per week.
3. **Secretary, SRC** – this role will provide secretarial support and it is proposed to be advertised at HEW5. The Secretary will work closely with the Executive Officer and the Project Officers but most importantly, will liaise with the Chairperson and Officer Bearers to set agenda items and a relevant cycle of business that reflects student issues. The role will be mentored by relevant University staff to ensure that it operates in line with constitutional requirements. It is proposed for this position to be also part-time at 17 hours per week.

The Committee noted that these positions will be offered to current MQ students and recruit through the Student Employment Program. Draft position descriptions are currently under development. It is suggested that these can be reviewed in detail by the SRC Office Bearers and approved between meeting cycles in order to facilitate a timely recruitment process through Macquarie Student Employment.

Ms Ebert and SRC members agreed that the 'Secretary' position title should be amended as it is overlapped with the existing positions set out under the SRC Constitution. The SRC members appreciated the additional administrative support to execute their initiatives, however are concerned whether these positions will create further complications to the current SRC structure. Although their work will be directed by the SRC, the independency of these positions was also questioned as they are reporting to Student Life.

RESOLUTION SRC 20/14:

The Student Representation Committee resolved to review and endorse the proposal to establish a range of new positions which will enhance the SRC's operational capacity and autonomy. Fourteen (14) votes in favour and two (2) abstentions.

Mr Cullen rejoined the meeting at 3:01 pm.

12. UPDATE FROM SUBCOMMITTEES

New SRC members will receive the information about the SRC subcommittees and how that can join any of them after this meeting.

12.1 Equity and Diversity Subcommittee

There were no substantive matters reported at this meeting.

12.2 Infrastructure Subcommittee

There were no substantive matters reported at this meeting.

12.3 Marketing and Communication Subcommittee

There were no substantive matters reported at this meeting.

12.4 Orientation Subcommittee

There were no substantive matters reported at this meeting.

12.5 Student Elections Subcommittee

The subcommittee will provide an update on the outstanding action item at the next SRC meeting.

Ms Linda Breen, Ms Gail White, Ms Hannah Reeve, Ms Jane Tran, Ms Laura Middleton departed the meeting at 3:04 pm.

12.6 Student Services and Amenities fee (SSAF), SRC Budget and Finance Subcommittee

Due to a perceived conflict of interest, item 12.6.1 was chaired by Ms Neenah Gray.

12.6.1 January – March 2020 Grant Applications

Paper submitted by Mr Whaites, the SRC Treasurer.

Mr Whaites spoke briefly to the six PG Conference Grant applications which have been approved. All of these grants were taken into consideration about the impact of COVID-19; whereby a number of approved funds have been adjusted to reflect the updated virtual conference costs. Grant applicants have been recommended to reapply if the conferences / events have been postponed or change to online mode.

The five SRC Student & Societies Grant applications are forwarded to the SRC for consideration as the Treasurer has declared a perceived conflict of interest.

RESOLUTION SRC 20/15:

The Student Representation Committee resolved to:

1. ratify the SRC Treasurer's approval of six (6) and Postgraduate grant applications:

	Date received	Type	Name	Amount
1	09/02/20	PG Conference Grant	Anthony Lanati – Goldschmidt (Online Conference)	\$220.00
2	12/02/20	PG Conference Grant	Joshua Shea – Goldschmidt (Online Conference)	\$220.00
3	11/02/20	PG Conference Grant	Hojabr Kakavand - Australian Lung Cancer Conference	\$750.00
4	13/02/20	PG Conference Grant	Nabil Mohammed - IECON 2020	\$1,500.00
5	20/02/20	PG Conference Grant	Hossai Gul - 3rd UK Implementation Science Research Conference (Online Conference)	\$300.00
6	27/02/20	PG Conference Grant	Julianna Kadar	\$1,500.00

; and

2. approved five (5) SRC grant applications:

	Date received	Type	Name	Amount
7	19/02/20	SRC Student & Societies Grant	Actuarial Students Society for Sports Gala Day	\$1,460.00
8	18/02/20	SRC Student & Societies Grant	Debating Society for "Easters" Debating Competition	\$2,000.00
9	02/03/20	SRC Student & Societies Grant	Macquarie University Law Revue for Law Revue	\$2,000.00
10	17/03/20	SRC Student & Societies Grant	Adventist Students for Outdoor Water-skiing	\$1,300.00
11	27/03/20	SRC Student & Societies Grant	Enactus Macquarie for Nhuubala Yugal Night School Visit	\$6,133.65

Twelve (12) votes in favour and two (2) abstention.

Mr Shubham Agrawal departed the meeting at 3:06 pm

13. QUESTION TIME

13.1 Engagement with the Vice-Chancellor

The SRC previously had the opportunity to meet with the Vice-Chancellor and noted the Operating Plan 2020-2024 which the SRC may have another opportunity to engage with. Ms Ebert will follow on this matter.

13.2 Student Success Support Package (SSSP)

Over 4,100 applications have been received since the SSSP was launched on 14 April 2020, of which over 75% are from International students. Over \$400,000 has been distributed in emergency support vouchers and over \$2 million in fee refunds. Grants have been prioritised to International students and domestic students who cannot seek Centerlink assistance. Further budget proposal will be discussed with the Executive.

Student Life also conducted outbound calling and refer students to support services, survey with students and preparation of study space when the restrictions are eased.

The University met with the accommodation partners to address the rent issue; whereby students who wish to return home temporarily cannot terminate their contracts. The Macquarie University Village has reviewed and changed the policy to allow contract termination with four weeks' notice. However, the other accommodation partners are dealing with the matter on a case by case basis. Students should contact the Accommodation Team to negotiate with the other accommodation partners on their behalf.

13.3 SRC support to students who are affected by COVID-19

The SRC members sought feedback from Ms Ebert on how the SRC can contribute to University responses to COVID-19. The SRC does not only have a role to provide funding on student projects, it also has a role to be the voice of students by letting the University know of student needs.

14. OTHER BUSINESS

14.1 Program Beacon Update

The Student Representation Committee noted the updates on Program Beacon, as outlined.

14.2 SRC Membership and Vacancy

The Student Representation Committee noted and welcomed four (4) new members to the Committee.

14.3 Upcoming SRC reports

Members to be reminded that the following reports are due for SRC August meeting:

1. Midyear report from the SRC on 2020 projects (all SRC)
2. draft 2021 SRC budget and program of work; and
3. draft SRC annual report.

14.4 Transport Concessions

Transport NSW has recently advised Universities to continue endorsing students who would normally be eligible for travel concessions, regardless of the number of hours on campus. This means that students enrolled as distance students are still not eligible for travel concessions. Mr Cullen will continue to follow up on their policy reviews.

15. MEETING CLOSE

There being no further business the meeting closed at 3:22 pm.

16. NEXT MEETING

The next meeting of the Student Representative Committee will be held on Thursday 2 July 2020.

Agenda items are due by Thursday 18 June 2020. However, members are encouraged to submit the papers before the exams period, commencing on 9 June 2020.

CONFIRMED as a true record.

MR MAX GALE

SRC ASSISTANT CHAIRPERSON