MACQUARIE UNIVERSITY STUDENT REPRESENTATIVE COMMITTEE

Minutes of a meeting of the Student Representative Committee (SRC) held at 5.30 pm on 27 June 2016 in the Academic Senate Room, Level 3, Lincoln Building (C8A), 16 Wally's Walk, Macquarie University.

PRESENT:

Fiona Reed (Chair)	Tung Dinh	Sinead Simpkins
Shantell Bailey	Lachlan Greenberg	Yi Wong
Alistair Booth	Budhaditya Majumdar	David Yao
Andrew Brennan	Lachlan McGrath	Timothy Zhang
Elizabeth Carter	Sherry Shi	

APOLOGIES:

Sita Khiani	Jacqueline Olling	Freya Wadlow
Janson Lim	Ryan Thalari	

IN ATTENDANCE:
Natalie Dainer, Campus Engagement Manager
Cassie Khamis, Orientation Program Manager
Shannon Kliendienst, Director Communications
Zoe Williams, Head of Governance Services
Professor Sherman Young, Pro Vice-Chancellor (Learning and Teaching)
Simon Populin, Academic Senate Student Representative
Samuel Palmer, Academic Senate Student Representative
Chui-Ann Lee, Major Student Organisations member

ABSENT:

Kieren Ash	Stefanie Costi	Eleanor Sanderson

SECRETARIAT: Air Sinthawalai, Governance Officer

1. MEETING OPENING

1.1 WELCOME, QUORUM AND APOLOGIES

The Chair welcomed members and noted that apologies had been received from Sita Khiani, Janson Lim, Jacqueline Olling, Ryan Thalari and Freya Wadlow.

The Chair noted that in addition to the members, the following were in attendance:
- Natalie Dainer – Campus Engagement Manager
- Cassie Khamis - Orientation Program Manager
- Shannon Kliendienst - Director Communications
- Zoe Williams - Head of Governance Services
- Professor Sherman Young, Pro Vice-Chancellor (Learning and Teaching)
- Simon Populin - Academic Senate Student Representative
- Samuel Palmer - Academic Senate Student Representative
- Chui-Ann Lee, Major Student Organisations (MSO) member

The Chair noted that the meeting was not quorate and the agenda was rearranged accordingly. The meeting achieved a quorum during Item 4.2 and the Minutes are recorded in order of the Agenda.

ACTION:
Notification letters to be circulated to all members who have failed to meet the attendance requirements outlined in the Constitution and who had failed to provide an apology and justification for their absence to the SRC Secretariat.

1.2 DECLARATIONS OF INTEREST

There were no declarations of interest.

1.3 CONFIRMATION OF MINUTES

ACTION:
The SRC Secretariat to circulate the minutes of the 26 May 2016 meeting for ratification by flying minute.

1.3.1 BUSINESS ARISING FROM THE MINUTES

Update on the action items from the meeting of 27 October 2015:
- Item 3.8 Fridges for student groups – ongoing, Natalie Dainer to follow up with David Yao.

Update on the action items from the meeting of 30 November 2015:
- Item 3.5 Legal Service Centre at Macquarie University – progressing, expected to be established by the end of July.

Update on the action items from the meeting of 4 April 2016:
- Item 3.1 Revised associated documents to the SRC Constitution – on going, all SRC/MSO members were reminded to sign the consent to become a member form and to submit the form to the SRC Secretariat as soon as possible.

Update on the action items from the meeting of 26 May 2016:
- Item 1 Member attendance – upon receipt of an apology, SRC members are provided with a reminder of the attendance requirements specified in the SRC Constitution by the SRC Secretary.
- Item 2 Report from Student Experience Committee – refer to item 4.2. The Chair noted that she would review the justification for the absence.
- Item 3.1 Constitutional recognition of the Senate Student Representatives on SRC – the recognition has been addressed with the Chair of Academic Senate. The constitution is being revised and will be presented to the SRC in late 2016.
- Item 4.1 SRC and MSO Membership – Governance Services confirmed that Macquarie University Postgraduate Representative Association (MUPRA) and Macquarie University Student Representative Association (MUSRA) were replaced by the former Student Advisory Board, established in 2012.
- Item 4.2 Student Services and Amenities Fee (SSAF) Sub-Committee – Ms Kim Guerin to provide an update on the Scholarship funds at the next meeting. An update from the Treasurer is provided under agenda item 5.
- Item 4.4 Marketing and Communication Sub-Committee and Allegations of Misconduct – members were advised of how student discipline matters are reported and managed. Members were invited to provide evidence of the alleged breach of the Student Code of Conduct. Feedback will be sought from the SRC Chair before proceeding to the UHC meeting for determination.

Sherri Shi arrived and joined the meeting at 5.59pm

- Item 5 Approved proposal for funding of student group technological needs – the Committee noted that the approved $8,000 will be taken from the 2016 budget. Members discussed whether the motion should be amended.

  ACTION:
  SRC Secretariat to provide members with the paper originally submitted to the 12 November 2014 meeting and the extract of the meeting minutes on the resolution for reconsideration.

1.3.2 STUDENT REPRESENTATIVE COMMITTEE AND MAJOR STUDENT ORGANISATION STANDING COMMITTEE MEMBERSHIP

The Committee noted that the SRC and MSO membership lists have been circulated to all members as part of the documentation for this meeting.

2.   QUESTION TIME

Members raised concerns over the processes supporting the election for two new MSO representatives on the SRC.

Members noted that at the close of voting at 4.00pm on Sunday 26 June 2016, the following MSO members were elected to sit on the SRC:
- Ruby Li
- David Yao

The Chair noted that the meeting was not quorate and that consideration of this matter should therefore be deferred until a quorum was achieved

This discussion resumed after the agenda item 5 when a quorum was achieved.

Several SRC members expressed concern over the approach to the nomination and voting process and noted that as the SRC Constitution is silent on the process to elect the MSO representatives, the SRC should endorse the election methodology. Members noted the unconventional voting methodology and sought advice from Governance Services on the term of office of the previous MSO representatives elected in May 2015.

The Committee was informed that the Constitution does not confirm the duration of the term of office and the May 2015 election of MSO representatives did not prescribe the duration of the term of office. However, at the 4 April 2016 meeting, the SRC resolved that:

> MSO sub-committee must re-elect 2 MSO representatives to the SRC every one year and the existing MSO representatives on the SRC can be re-elected for the position on the second year.

Timothy Zhang left the meeting at 7.54pm

The Chair informed the Committee that the meeting was no longer quorate.

ACTION:
Governance Services to review the method used for the nomination and election process conducted by Campus Engagement and recommend a course of action to the next meeting.

4.   AGENDA ITEMS FOR DISCUSSION

4.1   COMMUNICATIONS AND ENGAGEMENT WITH UNIVERSITY CHANNELS

Presented by Shannon Kliendienst, Director Communications.

The Committee noted the presentation and that all members are invited to participate in this project. Members suggested that a fortnightly or monthly meeting be held between Ms Kliendienst and the Marketing sub-committee.

After the meeting between Ms Kliendienst and Campus Engagement, Ms Natalie Dainer will provide further information for SRC members who are interested in getting involved with communications and engagement through Ms Kliendienst.

Mr Lachlan Greenberg arrived and joined the meeting at 6.34pm. The quorum was achieved.

Mr Andrew Brennan arrived and joined the meeting at 6.36pm.

Ms Kliendienst left the meeting at 6.38pm.

4.2   SESSION 2 ORIENTATION PLAN

Presented by Cassie Khamis, Orientation Program Manager

The Committee noted the presentation and that the enrolment process has undergone significant improvement in recent sessions. In S2 2016, all enrolment activity will be centralised in MUSE. Orientation

information has been advertised via the website mq.edu.au/orientation. Many sessions are scheduled to promote student connections and cultural diversity. Members noted that more academic staff and student representative involvement with an 'Ask me stall' is needed.

The Chair suggested that SRC members meet with Ms Khamis and further discuss the details of the orientation plan. Any members who would like to get involved should contact Ms Khamis directly.

Ms Khamis left the meeting at 6.50pm.

4.3   AN INTRODUCTION TO THE NEW ASSESSMENT POLICY

Presented by Simon Populin, Academic Senate Student Representative

The Committee noted the new Assessment Policy, which will be implemented from S2 2016, and the presentation. Mr Populin provided members with background to the development of the new policy including the feedback and input from students. Members were provided with a detailed overview of the Policy and the individual schedules, which accompany the Policy.

Professor Sherman Young, Pro Vice-Chancellor (Learning and Teaching), welcomed feedback from the members. The discussion centred around the provision of feedback to students and the hurdle assessment requirements as outlined in the policy. Members sought confirmation as to the University's approach to scaling and Professor Young confirmed that scaling does not exist and outlined how a standard numerical grade (SNG) is determined. Members were advised that one of the benefits of the new Assessment policy is a greater level of transparency as to how grades are awarded based on individual marks for assessment items.

Members sought advice as to how to address issues of a lack of feedback or no feedback from a Unit Convenor and were advised that in the first instance these issues could be raised with Faculty Student Administration Managers, the Associate Deans Learning and Teaching or Student Advocacy and Support.

It was suggested that all SRC members should be provided with basic training on key policies and procedures so that they could assist other students with university forms/applications, such as Disruption to Studies or grade appeal applications.

ACTION:
Student Connect be invited to organise a compulsory basic administrative training session for all SRC members.

Mr Samuel Palmer and Professor Young left the meeting 7.20pm

3.   REPORT FROM STUDENT EXPERIENCE COMMITTEE (SEC)

Mr Alistair Booth provided an overview of the SEC and the specific issues discussed at the meeting held on 21 June 2016.

The Council representatives sitting on the SEC conveyed the importance of the SRC forming a productive working relationship with Grapeshot as an essential part of the SRC promoting its activities to the student body.

The SEC suggested that one way of achieving this objective was to agree on the resolutions of each meeting at the meeting, have the Chair sign off on the resolutions and then have a nominated member of the SRC meet with Grapeshot soon after to provide the key decisions of the meeting. The SEC had discussed the establishment of a mentoring relationship between the SRC and Marketing and the Chair would raise this with the Deputy Vice-Chancellor (Students and Registrar).

Mr Booth undertook to provide a proposal on how to address this feedback to a future meeting.

4.4   REPORT FROM THE DEPUTY VICE-CHANCELLOR (STUDENTS & REGISTRAR) RETREAT
From 1-3 June 2016, several members of the SRC attended the Deputy Vice-Chancellor (Students and Registrar) retreat. The Retreat was attended by members of the leadership team of the Deputy Vice-Chancellor (Students and Registrar) and key internal stakeholders, such as the University Librarian and Pro Vice-Chancellor Learning and Teaching.

The retreat was a good opportunity to be involved in crafting the realignment of the DVC S&R Strategy. Mr Booth informed the Committee that co-creation with students was a key theme, in terms of the shape and look of the SRC and this will need to be a focus for the SRC in the future.

ACTION:
The Chair suggested that a paper be submitted to the next meeting in order to progress this issue.

4.5 **'CO-CREATION' AND THE STUDENT REPRESENTATIVE COMMITTEE MODEL**
The Chair advised members to submit the information and recommendation in writing as this will enable SRC members to properly consider the proposals or information and to have an informed discussion/debate about the relevant issue being raised.

4.6 **STUDENT REPRESENTATIVE COMMITTEE POSSIBLE RETREAT 2016**
This discussion is to be deferred until the next meeting.

4.7 **FAME / CONCEPTION DAY / MQ EVENT 2016 UPDATE**

Members were advised of a Town Hall meeting where the alternatives to Conception Day were discussed. Mr Booth informed the Committee that there is very low student engagement on planning the event despite the demands to maintain a 'Conception Day' like celebration. He suggested that more involvement by the SRC members to keep the working group progressing is essential and that presently the responsibilities are falling to a few members of the SRC to maintain momentum.

Ms Elizabeth Carter expressed her interested in being a part of the project.

Members were advised that the Conception Day branding cannot be reintroduced due to University concerns about student safety and risk taking behaviour associated with the event.

ACTION:
Mr Booth to advise all members of the meeting date to discuss the plan of this event.

5. **UPDATE FROM SUB-COMMITTEES**

The Chair noted that that whilst it is appropriate for the Treasurer to present the financial report at this meeting, all other sub-committee updates are to be deferred until the next meeting.

The SRC Treasurer provided the SRC budget updates and advised that the 2016 budget was to be re-forecast in accordance with timelines set by Financial Services.

There was general discussion around the need for a written report to support re-forecasting, however members noted the challenges of managing University deadlines for budget submissions, deadlines for SRC agendas and the support the Treasurer required to achieve this expectation.

The Chair reminded the Treasurer that any financial report and update are to be presented before the Committee in writing and Ms Dainer advised that she should assist the Treasurer in relation to the 2016 re-forecast and reporting to the SRC moving forward.

ACTION:
The SRC Treasurer to provide the guidelines and criteria for Student Group grant funding and to provide the SRC re-forecasting budget report in writing, with support from Campus Engagement.

6. **OTHER BUSINESS**

- Presentations by invited guests at SRC meeting
  Several members questioned the number of presentations by the invited guests at this meeting.
  Members noted that typically no more than two presentations, with the maximum of 10 minutes each, were allowed and the invited guests must agree to comply with the SRC procedures and meeting guidelines. However, in the circumstances of this meeting where no papers or agenda items were raised prior to this meeting, it was appropriate to allow the presentations on matters relevant to the student body.

ACTION:
Ms Williams to provide the guidelines for presentations by invited guests.

- <u>Updates from the University Council</u>
Members noted that there had been gaps in reporting on University Council meetings to SRC.

  ACTION:
  Updates from the University Council representative is to be listed as a standing item on future SRC meetings.

- <u>Fairy Lights on Wally's walk</u>
The Committee noted that the University's budget for fairy lights has increased to $100,000 and SRC is not required to contribute to this budget.

7.   MEETING CLOSE

There being no further business the meeting closed at 8.17 pm.

8.   NEXT MEETING

Members are reminded that agenda items for the meeting of 28 July 2016 are due by Monday 11 July, 5.00pm.

CONFIRMED as a true record.

MS FIONA REED
CHAIR