

## MACQUARIE UNIVERSITY STUDENT REPRESENTATIVE COMMITTEE

Minutes of a meeting of the Student Representative Committee (SRC) held at 5:40 pm on Monday 2 December 2019 in the Conference Room E, Level 3, 18 Wally's Walk.

<b>PRESENT:</b>	Max Gale (Assistant Chair)	Didhiti Girdhar	Jade Quisumbing
	Ibrahim A Ibrahim	Neenah Gray	Daniel Roberts
	Shlomie Bension	Alexander Hablutzel	Nadya Rykina-Tameeva
	Alex Cullen	Marlene Khouzam	Emily Ward
	Jarod Cunningham	Laura Middleton	Georgia Weeden
	UK (Utkarsh) Gautam	May Thet Naing	Jayden Whaites-Fruitrich
<b>APOLOGY:</b>	Susannah Lynch	Ateka Rajabi	Angus Webber
	Anna Cheng	Liz Vrazas	
	Francisco Gutierrez	Masumi Parmar	
<b>IN ATTENDANCE:</b>	Ms Kylie Ebert - Director, Student Life		
	Ms Megan Kemmis - University Committee Secretary and Manager of Secretariat Services		
	Ms Nicole Saunders - Associate Director, Student Engagement		
<b>SECRETARIAT:</b>	Air Sinthawalai		

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### 1. ACKNOWLEDGEMENT OF COUNTRY

The Assistant Chair provided an Acknowledgement of Country on behalf of the SRC.

### 2. WELCOME AND APOLOGIES

The Assistant Chair welcomed all members and noted the apologies outlined above. The Assistant Chair also noted that in addition to the SRC members, the following were in attendance:

- Ms Kylie Ebert - Director, Student Life;
- Ms Megan Kemmis - University Committee Secretary and Manager of Secretariat Services;
- Ms Nicole Saunders - Associate Director, Student Engagement

and that the quorum was met.

### 3. ARRANGEMENT OF AGENDA

The Assistant Chair noted a number of late papers for inclusion on this agenda and reminded members of the appropriate submission timeframe.

#### 3.1 Disclosure of conflicts of interest

There were no statements of conflict of interest.

#### 3.2 Adoption of unstarred items

All items were starred for discussion.

### 4. MINUTES OF THE PREVIOUS MEETING

#### 4.1 The Minutes of the previous meeting held 24 October 2019 are provided.

#### RESOLUTION:

The minutes of the SRC meeting held 24 October 2019 were confirmed and approved as a true and accurate record of proceedings.

*Ms Marlene Khouzam joined the meeting at 5:42 pm.*

## **5. BUSINESS ARISING FROM THE PREVIOUS MINUTES**

### **5.1 Summary of Outstanding Action Items**

The Committee noted updates on the following items:

- Student elections: ongoing, Mr Alexander Hablutzel and Mr Jayden Whaites have engaged with the Director of Governance Services and Deputy Registrar for consultation. Further information to be provided to the SRC at future meeting;
- Accessible Exchange Programs: progressing, current work is conducted with Macquarie International and Student Wellbeing. The University is developing some resources for students to go on exchange programs. Updates on streamlining the process to be provided at future meeting;
- SRC social media use guidelines: completed, the Assistant Secretariat has circulated the SRC Communication Framework with Student Publications to all SRC members;
- Better lighting on campus: completed, updates from the Property were forwarded to the SRC members on 30 October 2019;
- O-Week subcommittee to propose a detailed O-Week budget: ongoing, the proposal to be discussed at future meeting;
- Additional SRC meeting: Given the Chair's availability and MQ examinations period, this additional meeting couldn't be scheduled before 2 December 2019; and
- Incomplete PG grant applications from 24 October 2019 meeting: The Treasurer has followed up on the incomplete applications and processed them respectively.

## **6. UPDATE FROM SRC TREASURER**

Treasurer provided information on the current grant application process which currently has overlapping jurisdiction, disorganisation of paperwork, insufficient supporting documents, limited communication with student community and lack of transparency. Currently, only a number of members have access to the SRC mailbox to view application enquiries. Consultation work took place with the SRC Project Officer, Ms Kimberly La, to develop an alternative process - online platform for application submission. The Treasurer suggested trialling the process with PG grant application via focus groups and collecting feedback from users and SRC members.

## **7. UPDATE FROM SRC SPOKESPERSON**

Mr Alex Cullen provided a summary as listed below:

- The Department of Education issued invite to respond on testing for education students which has been referred to relevant Academic Senate and Faculty of Human Sciences (FHS) representatives to get to education students;
- Request to advertise a professional development workshop opportunity via LGBTIQ club;
- Prospective student enquiries via SRC Facebook; and
- Further consultation with the Director of Student Life on how to better utilise SRC digital space for SRC promotion.

Members were reminded to contact SRC Secretary if they are expecting to graduate at the end of this year.

## **8. REPORT FROM UNIVERSITY COUNCIL**

The University Council met on 24 October 2019 and discussed the following:

- FHS disestablishment due to the budget cut and lower enrolment numbers. Council discussed strategic approach for sustainable environment for FHS students and staff. There is also a hiring freeze which will be used to ensure current FHS staff can be re-deployed as much as possible;
- Positive updates on gender equity at the university;
- Dr Martin Parkinson is appointed as the Chancellor; and
- Report from Academic Senate covered discussion on contract cheating.

## **9. REPORT FROM STUDENT EXPERIENCE COMMITTEE (SEC)**

The SEC met on 28 November 2019 and discussed the following:

- Presentation of Indigenous core curriculum in 2020 as part of the elective space, including building the culture values. The document provided at SEC will be sourced for distribution to SRC members;
- Government's funding to universities based on performance. It was noted that Macquarie University has not done well in teaching quality (QILT); and
- Reports on 2019 SRC initiatives and acknowledgement of previous SRC's initiatives. The SEC congratulated SRC on its success and members can contact Mr Gale for a copy of the reports.

*Ms Didhiti Girdhar and Ms Georgia Weeden joined the meeting at 6:12 pm.*

## **10. AGENDA ITEMS FOR DISCUSSION**

### **10.1 Updates on 2020 SRC Postgraduate Funds' Plan**

Paper submitted by Mr Cullen, Distance Student Representative.

The Committee noted the updates on 2020 Postgraduate funds' plan as outlined below:

- Key priorities relate to space on campus, conference grants and community building for clubs and societies.
- Postgraduate Space on campus will not be in the scope of this project of works due to the complexity of the change required and will be progressed as a separate initiative. Consultation with Property Services showed support for the proposal but noted that most new buildings had space allocated 4-5 years ago. The most likely path forward is co-opting an existing space on campus. However further work is required to build a business case and gain executive support to help the proposal proceed ahead of a long list of other requests for space.
- Grant application requests will be improved with more clearly defined processes and requirements. This includes, but not limited to:
  - Application Windows to consider all applications together to provide fairer outcomes rather than rewarding first-in first served;
  - Capping subsidies for non-fixed costs such as flights and accommodation. Capping total subsidies per individual at a lower amount to maximise the number of grants awarded; and
  - Improving application forms to understand break points for applicants where it is not possible to award full subsidy to level of demand and budget constraints.
- Seed Grants will replace Shark Tank as an ongoing process to encourage Clubs to develop sustainable initiatives to build their Postgraduate communities.
- Further planning required to identify overarching aims/priorities to help ensure additional initiatives are fulfilling a specific goal (e.g. around capability building or community building).
- Skill development is also highlighted as an area of interest. Further work is required to determine the best approach for this without duplicating existing services or funding pools.
- Work in progress to develop communication and engagement plans to ensure more effective reach of initiatives and to maximize success.

The proposed budget will be put up at first meeting of 2020 for approval. The Director of Student Life and SRC acknowledged Mr Cullen's engagement with other members and university stakeholders for ongoing consultation, planning and implementation of this initiative.

### **10.2 SRC 2020 Meeting Schedule**

Paper submitted by Governance Services.

The Assistant Chair reminded that SRC members are expected to attend as many SRC meetings as possible. Apology submitted on the same day as the meeting date due to work may not be approved as members are notified of SRC meeting schedules well in advance. Members proposed the meetings commence at 6:00 pm; allowing sufficient travelling time from work.

#### **RESOLUTION:**

The SRC unanimously resolved to hold 2020 SRC meetings on the proposed dates, commencing at 6:00 pm:

- Thursday 30 January (Session break)
- Monday 2 March (Session 1, Week 2)
- Thursday 9 April (Session 1, Week 7)
- Monday 11 May (Session 1, Week 10)
- Thursday 2 July (Session break)
- Monday 3 August (Session 2, Week 2)
- Thursday 10 September (Session 2, Week 7)
- Monday 12 October (Session 2, Week 10)
- Thursday 3 December (Session 3, Week 1)

Moved by Mr Whaites and seconded by Ms May Thet Naing.

### 10.3 SRC Financial Support for Tayla King

Paper submitted by Ms Neenah Gray, Aboriginal & Torres Strait Islander representative.

Ms Tayla King is a Postgraduate coursework student who also works part-time with Walanga Muru. Ms King has held a high ranking national title and for the first half of this year, scored well enough to qualify for the Olympic Games. To be considered for the Olympics in 2020 she was required to hold that ranking, in conjunction with having a full time job and studying. The funding would support purchase of equipment and attendance at qualifying competition leading to Olympics.

The Treasurer confirmed the remaining 2019 SRC budget is \$11,055.02. Members noted there are no other financial proposal for this meeting and the current year's budget cannot be forwarded to 2020's. Should the SRC wish to spend 2019 budget on this initiative, the grant needs to be paid out by 6 December 2019.

#### RESOLUTIONS:

The SRC unanimously resolved to commit \$11,055.02 from 2019 SRC budget (effectively paying out 2019 budget) to support Ms Tayla King, an aspiring archer, in her journey for the upcoming 2020 Olympic Games in Japan, with a further motion to pay the remainder from PG grants to come to first meeting of 2020. Proposed by Mr Whaites and seconded by Mr Hablutzel.

#### ACTION:

Ms Gray to submit a further motion to pay the remainder from PG grants; for approval at the first meeting of 2020.

*Ms Jade Quisumbing joined the meeting at 6:40 pm.*

### 10.4 Student Consultation on Changes

Paper submitted by Mr Cullen, Distance Student Representative.

On 28 October 2019, Faculty of Human Sciences staff followed by the broader staff community at Macquarie were notified of the University's plan to commence a process to disestablish the Faculty of Human Sciences and relocate Departments into other Faculties. The staff community were later provided a further update from the Vice-Chancellor explaining the rationale for changes and a further Town Hall event was held with staff. These communications and events are in addition to meetings and consultation occurring between the Faculty, Departments and University.

However there has been limited communication and engagement with the Student Body. On 22 November 2019, SRC representatives were invited to meet with the Vice-Chancellor to discuss the issue. Student representatives noted the lack of information currently being provided to students which has allowed for proliferation of information that is incomplete as well as misinformation. The Vice-Chancellor has expressed willingness to more closely engage the SRC and have open lines of communication and to take on board feedback around improving communication to the Student Body, both on this issue and more generally.

Members noted the information provided by the Vice-Chancellor on the FHS disestablishment and that a copy of the change paper can be accessed via SRC Assistant Secretary. Mr Hablutzel reminded members that, as an ex-officio on the SRC, he develops and maintains the connection between SRC, SEC, Academic Senate and University Council. Members are welcome to reach out to Mr Hablutzel for matters discussed by SEC, Academic Senate and University Council.

#### RESOLUTION:

The SRC resolved to call for further communication to the Student Body on the proposed changes and rationale. Proposed by Mr Cullen and seconded by Mr Hablutzel. All votes in favour with one (1) abstention.

#### ACTION:

1. Mr Cullen to engage with Governance and other stakeholders to review change and consultation processes to identify areas for improvement relating to SRC consultation; and
2. Mr Hablutzel to actively follow up with the office of the Vice-Chancellor to continue engagement on this matter after the release of the Formal Change Paper.

## 11. UPDATE FROM SUBCOMMITTEES

### 11.1 Equity and Diversity Subcommittee

Mr Gautam is currently working with Ms Ebert on complaints from students regarding accommodation access.

### 11.2 Infrastructure Subcommittee

The SRC noted the Infrastructure Subcommittee's meeting minutes from the meeting held on 23 October 2019. The following items were discussed:

- Mr Whaites has been appointed as the new Chair, following Mr Angus Webber's resignation;
- 24/7 library;
- ATM on campus;
- Improving the availability of outdoor powerpoints on campus;
- Utilisation of coffee cups on campus; and
- SRC Room Use guidelines.

### 11.3 Marketing and Communication Subcommittee

Mr Hablutzel provided a brief update on communication concerns and Project Officer's output ensuring Ms La's responsibility does not overlap with what other SRC office bearers are doing.

### 11.4 Orientation Subcommittee

Expression of interest to join this subcommittee will be circulated to members shortly.

### 11.5 Student Elections Subcommittee

The SRC noted the Student Elections Subcommittee's meeting minutes from the meeting held on 14 August and 10 October 2019. Members reviewed the appointment process for SRC Equity & Diversity representative positions and noted that action items are opened.

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

The SRC noted the Student Elections subcommittee's meeting minutes from the meeting held on 23 August, 10 October and 22 October 2019.

The subcommittee also met on 14 November 2019 to review and make recommendation on the following grant applications based on the criteria outlined on the application form:

- Su Yee Khoo - Email correspondence to request more information;
- Leanne Freame - Passed - \$750.20;
- Leanne Freame - Passed - \$980 (No Transport grant);
- Angus Gill - Email correspondence to request airfare details, otherwise happy to approve;
- Aanchal Shankar - Passed - \$730 ~ (No Transport grant);
- Samuel Grant - Email correspondence to request more information;
- Somayeh Mirlohi - Passed - \$3,750 (Airfare, Accommodation, Conference);
- Noushin Poursafar - Passed - \$2,250 (No VISA application / No Transport Grant);
- Niranjanaa Shenoy - Passed - \$2,940 ~ \$2,980 (No Transport grant);
- Sebastian Murk - Passed - \$2,070 (No Transport grant);
- Saba Akbar - Passed - \$1,460 (No Transport grant);
- Ariella Hefferman-Marks - Passed - \$800;
- Ariella Hefferman-Marks - Passed - \$900; and
- Stephen Lui - Passed but email correspondence for Airfare and Accommodation required for price estimations.

Mr Hablutzel addressed the constant absences with no apology and a member having missed 3 meetings with the subcommittee.

## **12. QUESTION TIME**

### **12.1 Required supporting documentation for special consideration due to a loss in the family**

Ms Ebert appreciated members' feedback on required supporting documentation for special consideration due to a loss in the family and will pass on this feedback to Student Connect and Student Advocacy for policy review and follow up on what advice is provided to students. Members noted that NSW statutory declaration form is an alternated supporting documentation for the circumstances that are of a sensitive nature. Members recommended additional day for JP on campus.

### **12.2 Accessibility service for students will different type of disabilities.**

Ms Ebert referred to policy reviews and advised that the work is being done to review disability services with changes being introduced for Session 1 2020. This will include streamlining provision of documentation by students so it minimises the number of times students have to submit items.

### **12.3 Post implementation review on 24/7 library hour**

Members noted the following:

- Monday nights to Tuesday morning were not popular;
- On average, the usage was good up to 3 am with peak at 1 am. The numbers dropped off at 3 am and then picked up again from 6 am;
- Almost 1,100 coffee sold after hours and 400 sales from vending machines. Ubar also gave away 233 free coffees;
- 14,040 packets of instant noodles were given away;
- Facebook posts about 24/7 library reached 46,000 people and examination timetable reached 15,000 people;
- Support dogs were very popular; and
- Examinations Unit conducted a briefing session with exam invigilators to be mindful of how stressful students can be during exams period.

### **12.4 SSAF update**

More than 6,700 responses from students on SSAF survey. Advice on employment services, mental health and academic support were the top priorities. The consolidated report will be shared with SRC when available.

## **13. OTHER BUSINESS**

### **13.1 SRC engagement with student community**

Ms Weeden suggested members get together to discuss roster, one hour per week per member, allowing students to ask questions, inquire about SRC activities, and to propose initiatives to their respective representatives. In doing so, SRC members should be equipped with consistent information they need to know as student representatives. A conversation have been had with Student Engagement about facilitating workshops for 2020 SRC strategic planning.

Ms Ebert reminded SRC to think about where they can best add value instead of taking general enquiries that can be answered by AskMQ. Members noted that Student Connect receives more than one million emails a year and whether it is a good use of SRC's time to answer these enquiries when the information changes regularly. Ms Ebert suggested SRC increasing its visibility by participating in O-Week activities such as 'Meet your SRC representatives' session with new students.

## **14. MEETING CLOSE**

There being no further business the meeting closed at 7:46 pm.

## **15. NEXT MEETING**

The next meeting of the Student Representative Committee will be held on Thursday 30 January 2020.

**CONFIRMED** as a true record.

**MR MAX GALE**

**SRC ASSISTANT CHAIRPERSON**