

MACQUARIE UNIVERSITY STUDENT REPRESENTATIVE COMMITTEE

Minutes of a meeting of the Student Representative Committee (SRC) held at 5.30 pm on Thursday 31 May 2018 in the Meeting Room 4, Level 4, MUSE Building, 18 Wally's Walk.

PRESENT:	Fiona Reed (Chair) Alex Cullen Amanda Fotheringham Leanne Freame	Aidan Galea Alexander Hablutzel Sam Hurrell Mahyar Pourzand	Paul Russell Anthony Ryan Aditya Srivastava
APOLOGIES:	James Cummins Kimberly La Heather Lockwood	Sarah McCabe Suren Missaghi Maddison O'Gradey-Lee	Caitlin Rhodes Dee Zegarac
ABSENT:	Timothy Mathew Samuel Palmer	Tamara Paulin Zwe Paing Sett	Cissy Shen
IN ATTENDANCE:	Nicole Saunders, Manager, Campus Engagement Zoe Williams, Head of Governance Services		
SECRETARIAT:	Air Sinthawalai		

1. **ACKNOWLEDGEMENT OF COUNTRY 5.40pm**

Ms Amanda Fotheringham provided an Acknowledgement of Country on behalf of the SRC.

ACTION:

Mr Mahyar Pourzand will provide the Acknowledgement of Country at the next SRC meeting, 2 July 2018.

2. **WELCOME AND APOLOGIES**

The Chair welcomed members and noted the apologies outlined above.

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

- Lilia Draganov - Senior Project Officer, Office of the Deputy Vice-Chancellor (Academic)
- Nicole Saunders – Manager, Campus Engagement
- Zoe Williams – Head of Governance Services

and that the meeting was not quorate and all matters would be considered by circular resolution.

3. **ARRANGEMENT OF AGENDA**

3.1 Disclosure of conflicts of interest

The following conflicts of interest were declared:

- Ms Fotheringham on agenda item 11.2 and 12.5.1 (National NAIDOC Indigenous Women's Conference);
- Mr Paul Russell on agenda item 12.5.1 (2018 Queer Collaborations Conference) being the Macquarie University Queer Collective's member;
- Mr Anthony Ryan on agenda item 12.5.1 (National Indigenous Students Conference (NISC) being one of the grant recipients.

3.2 Adoption of unstarred items

The items not starred for discussion were noted, and where appropriate, adopted as recommended.

4. PRESENTATIONS BY INVITED GUESTS

The Committee noted that Ms Gail White is unable to attend this meeting and her presentation be postponed.

4.1 Student Experience Framework

Present by Lilia Draganov, Senior Project Officer, Office of the Deputy Vice-Chancellor (Academic) on behalf of Ms Gail White, Executive Director, Student Engagement and Registrar.

Whilst the renewal of the Macquarie University curriculum architecture is taking place, the Student Experience Framework is also being developed to complement the academic experience of students. Staff and students will need to be engaged in the creation of the Framework in order for it to be effective. The first step in achieving this engagement is a series of workshops and focus groups with staff and students by early June. The draft Framework will be presented to the Executive Group in August and subsequently be endorsed by September. The final version is expected to be approved by the University Council on 25 October 2018.

Members noted the challenge of international and distant students' involvement in this project and suggested a digital communication channel, such as iLearn, to gather their feedback. Mr Alex Cullen volunteered to engage with Ms Draganov as the Distant Students Representative.

ACTION:

SRC Secretariat to provide Mr Cullen with Ms Draganov's contact details.

5. MINUTES OF THE PREVIOUS MEETING

5.1 Minutes of the Meeting held 30 April 2018

ACTION:

The SRC to approve the minutes of the meeting held 30 April 2018 as a true and accurate record (by circular resolution).

6. BUSINESS ARISING FROM THE PREVIOUS MINUTES

6.1 Summary of Outstanding Action Items

The Committee noted updates on the following items:

- The University's Parking Strategy: the proposal is under the Executive Group's consideration and an update would be available by the next SRC meeting.

ACTION:

Mr John Durbridge, Campus Security Manager, to be invited for presentation at the next SRC meeting.

- Academic Misconduct matters handling: once a breach of University policy or regulation by a student is reported to the University, the matter may be dealt with within the Faculties or escalated to the University Discipline Committee depending on the severity of the alleged misconduct. The student notifier will receive an email acknowledging the receipt of their allegation and will be informed that an investigation will take place. However, consistent with the student respondent's right to privacy, any action taken by the University against the student respondent for a breach of a University Regulation is confidential and is not released to the notifier. Governance Services acknowledged the concerns of an incident where an allegation was reported to the Unit Convenor however no action was taken, and the student notifier's expectation of an investigation and outcome of their allegation, as well as the need for misconduct matter handling guidelines for academic staff. Governance Services assured members that extensive training surrounding student discipline is provided to the academic departments and Faculty Standard and Quality Committees and is monitored by the Head of Departments.
- Power points at FMHS Student Services: FMHS Student Services Team confirmed that all power points have been fixed and the SRC recommendation has been passed on to Property;
- Subcommittees' minutes: minutes are being forwarded to the SRC Secretariat for record keeping;
- Student Elections Subcommittee membership: ongoing, members are to confirm their membership with the SRC Secretariat;

- SRC Approved Grant Process: the information has been distributed to student groups and societies;
- Update on releasing the number of sexual harassment and sexual assault complaints and incidents: members noted that a statistic report was presented at the Student Experience Committee (SEC) meeting this week. An update will be provided under item 10; and
- Letter to the Minister for Transport: The letter was sent and an acknowledgement was received to expect a delay in response due to the high volume of enquiries.

7. UPDATE FROM SRC TREASURER

7.1 April 2018 Expenditure Report

The Committee noted the report which includes the additional expenses from O-Week and remaining SRC budget and grant pool figures; subject to the approval of all funding applications passed at this meeting.

8. UPDATE FROM SRC SPOKESPERSON

Members noted the online enquiries, through SRC social media channels and src@mq.edu.au, supported by Campus Engagement. The SRC Spokesperson is in the progress of building a relationship with student publications.

9. REPORT FROM UNIVERSITY COUNCIL

The Committee noted that no meeting of Council has been held since the last SRC meeting.

10. REPORT FROM STUDENT EXPERIENCE COMMITTEE (SEC)

Mr Alexander Hablutzel provided a verbal report from the SEC meeting of 29 May 2018 on the following items:

- Presentation on the Respect. Now. Always. (RNA) project and the University's commitment to preventing and responding to sexual assault and sexual harassment across the University and its entities. The University is dedicated to shaping a culture of safety and respect at Macquarie by improving student awareness of supports related to sexual violence as well as accessibility of information about how to report sexual assault or harassment. The first draft of the Sexual Assault and Harassment Policy which will apply to all University activity is being developed and consultation with students and staff is scheduled to commence by September 2018.
The Consent Matters online module will be launched in Session 2 2018 via iLearn RNA. Moreover, RNA runs [workshops](#) that provide opportunities for all Macquarie students to explore important topics such as respectful relationships, consent, sexual ethics, and how to take positive action in situations that involve sexual assault and/or sexual harassment.
- Orientation Session 1 2018 report includes social and transition activities before O-Week to feature cohorts on different days. The events break down into Family and Program welcomes, Student Cohort welcomes, Transition sessions and Social Activities and Tours. The activities include welcome sessions, learning skills opportunities, careers sessions, and social and orientation activities. Over 7,000 students attended the Orientation Session with positive feedback. Suggestions were made to improve the student communication regarding activity sessions, more learning and study experience and more engagement with student groups. Faculty welcome sessions were well received with a strong attendance rate although some student feedback indicated that a more personalised approach could be introduced such as meeting their respective lecturers.
- SEC paid a great interest in the SRC's 2018 schedule of works and congratulated the SRC on its contribution and proactive approach to student events, in particular the Mental Health Week event.
- The charging stations proposal has been followed up with the Director of Property.

ACTION:

RNA to be invited for presentation at the next meeting.

11. AGENDA ITEMS FOR DISCUSSION

11.1 Contribution to the Student Group Awards Night After Party 2018

Paper submitted by Sam Hurrell, Undergraduate Representative from Faculty of Medicine and Health Sciences.

SEC previously commented that this was one of the best SRC-run events in 2017 and generates publicity and positive light for the SRC. Members noted that this event relies solely on SRC funding and the same financial amount was contributed in 2016 and 2017.

E&D members were advised that SRC has put aside an E&D grant pool for its funding applications and more funding can be sourced from other areas of the University. However, it was noted that a guideline and criteria for the E&D funding approval process should be established and focus more on events/ activities that benefit a larger group of students rather than individual students.

ACTION:

The SRC to contribute \$10,000 to the Student Group Awards Night after-party event (by circular resolution).

11.2 Affiliation with the Union of Aboriginal and Torres Strait Islander Students (UATSIS)

Paper submitted by Ms Fotheringham, Student Representative for Aboriginal and Torres Strait Islander Students.

This proposal aims to extend the affiliation at no cost which was passed earlier this year. During the three months of affiliation, Ms Fotheringham received great support from the President of UATSIS which also extended to all Aboriginal and Torres Strait Islander students at Macquarie University.

The Committee acknowledged the urgency to consider this motion as Ms Fotheringham is the current Chair of the NSW UATSIS branch and she is attending the National Indigenous Students Conference (NISC) on 18-20 July 2018.

ACTION:

The SRC to extend the affiliation with the UATSIS until 31 December 2018 free of financial implication (by circular resolution).

ACTION:

Subject to the approval of this motion, regular update from Ms Fotheringham will be provided at SRC meetings (every second meeting).

11.3 Standards and Dispute Resolution for University Funded Publications

Paper submitted by Mr Cullen, Distant Students Representative, Ms Fotheringham, Student Representative for Aboriginal and Torres Strait Islander Students, Mr Russell, Student Representative for GLBTIQ Students and Mr Ryan, Student Representative for Students with a Disability.

The Committee was advised that currently there is no clear act of journalistic standards for publications at Macquarie University or a reporting process should a breach occur. It was also noted that no SRC E&D representatives are included on the current Editorial Review Board to provide input on the E&D portfolio. By formalizing the standards there is a clearer expectation of behavior in reporting for both contributors and for the student body.

Campus Engagement advised of training being developed for student publication writers and Editorial Review Board members.

11.4 Grapeshot Election Reform Review

Paper submitted by Mr Cullen, Distant Students Representative.

The Committee noted the existing appointment process for the Grapeshot editorial team conducted by Campus Engagement under the Executive Director, Student Engagement and Registrar's guidance.

11.5 Editorial Review Board Reform

Paper submitted by Mr Cullen, Distant Students Representative, Ms Fotheringham, Student Representative for Aboriginal and Torres Strait Islander Students, Mr Russell, Student Representative for GLBTIQ Students and Mr Ryan, Student Representative for Students with a Disability.

Given that this meeting is not quorate, the Chair recommended further information gathering and understanding of the current appointment process be undertaken prior to bringing the matter back before the Committee.

ACTION:

The proposers of item 11.3, 11.4 and 11.5 to meet with Ms Nicole Saunders, Campus Engagement, and gather more information of the timeline and processes required to appoint the Grapeshot editorial team and establish the Editorial Review Board.

11.6 Restoration of Equity and Diversity Members to Editorial Review Board

The committee noted that this motion is withdrawn.

12. UPDATE FROM SUBCOMMITTEES

12.1 Equity and Diversity Subcommittee

Members decided to arrange a rotating Chair and appointed Mr Ryan as the permanent Secretary. They discussed the E&D funding applications and E&D Representatives on the Editorial Review Board. Mr Pourzand will chair the next meeting.

12.2 Infrastructure Subcommittee

The Subcommittee have not met due to a quorum issue. However there will be a circular resolution regarding the SRC room use guideline prior to the next meeting in Semester 2.

The Gender Neutral Bathrooms Working Group have not met since there's no further communication from Property on this project.

12.3 Marketing and Communication Subcommittee

A meeting was held on 14 May 2018 to review and approve the \$5,000 funding application for the Indigenous Nationals event. The Subcommittee determined to contribute an additional \$5,000 to the event and the fund will be drawn from the marketing budget and awareness events.

Members are still waiting for social media training and is arranging a professional university photographer for SRC Facebook pictures. More SRC t-shirts will be printed for the new members.

12.4 Student Elections Subcommittee

The Committee noted that members have not met however they are scheduled to meet on 26 June 2018.

12.5 Student Services And Amenities Fee (SSAF), SRC Budget And Finance Subcommittee

Members met to discuss all funding applications outlined below:

12.5.1 May 2018 Funding Applications Recommendation

Paper submitted by Ms Dee Zegarac, Undergraduate Representative for Arts and SRC Treasurer.

The Committee was informed that one of the grant recipients for the 2018 Queer Collaborations Conference application has withdrawn and therefore the fund is to be decreased to \$2,145.

ACTION:

The SRC to approve the following funding applications as recommended (by circular resolution):

- 2018 Queer Collaborations Conference - \$2,145 to send students to the 2018 Queer Collaborations Conference in July 2018. The grant recipients to present at the next SRC meeting.
- Indigenous Nationals – Hosted At Macquarie University - \$10,000 to assist Walanga Muru in hosting the Indigenous Nationals at Macquarie University in June 2018 with recommendation to change the 'October Fest' event name.
- MQ World Cup Futsal Tournament - \$9,010 to assist in costs to hold an MQ World Cup Futsal Tournament.

- National Indigenous Students Conference (NISC) - \$2,200 to send students to the NISC.
- National NAIDOC Indigenous Women's Conference - \$2,150 to subsidise cost for five Indigenous students to attend the conference.

Mr Hablutzel departed the meeting at 7:30 pm.

13. QUESTION TIME

No questions were raised.

14. OTHER BUSINESS

14.1 Re-conception Steering Committee meeting

The last meeting discussed a one day event at the Central Courtyard. Members are encouraged to attend the next meeting on 26 June 2018.

14.2 SRC Room Use Guidelines

The draft SRC Room Use Guidelines were tabled at this meeting and circulated on the Facebook group for member's feedback.

ACTION:

Members to provide feedback to Mr Ryan as soon as possible prior to any discussion outside the SRC forum.

ACTION:

Ms Chen to update members' access to the Facebook group.

14.3 Session 2 2018 O-Week

A call for meeting will be circulated to members shortly.

14.4 Breakfast Bar

Planning for a free BBQ. A call for meeting will be circulated to members shortly.

15. MEETING CLOSE

The Chair wished everyone a good luck with their examinations. There being no further business the meeting closed at 7:50 pm.

16. NEXT MEETING

The next meeting of the Student Representative Committee will be held on Monday 2 July 2018.

CONFIRMED as a true record.

MS FIONA REED

CHAIR