

MACQUARIE UNIVERSITY STUDENT REPRESENTATIVE COMMITTEE

Minutes of a meeting of the Student Representative Committee (SRC) held at 6:00 pm on Monday 3 August 2020, via Zoom.

PRESENT:	Susannah Lynch (Chair) Shubham Agrawal Shlomie Bension Alex Cullen Jarod Cunningham Neenah Gray Alexander Hablutzel Ibrahim A Ibrahim Maria Koutsouklakis Laura Middleton	Jade Quisumbing Ateka Rajabi Daniel Roberts Jane (Thi Minh Tam) Tran Liz Vrazas Emily Ward Angus Webber Georgia Weeden Jayden Whaites
APOLOGY:	Anna Cheng Marlene Khouzam	Hannah Reeve
IN ATTENDANCE:	Kylie Ebert, Director, Student Life Linda Breen, Director, Governance Services Megan Kemmis, Manager, Governance Secretariat Antonia Dykes, Project Officer, Governance Services Betty Opacic, SSAF co-ordinator for EDSER Kimberly La, SRC Project Officer Xuan Luu, Education Officer from the Student Equity and Diversity Unit	
SECRETARIAT:	Air Sinthawalai	

1. ACKNOWLEDGEMENT OF COUNTRY

Chair confirmed that the meeting was quorate and opened the meeting by inviting Ms Georgia Weeden to acknowledge the traditional custodians of the land.

ACTION:

Ms Laura Middleton to provide the Acknowledgement of Country at the following SRC meeting on 10 September 2020.

2. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting, including the following staff members:

- Ms Kylie Ebert, Director, Student Life;
- Ms Linda Breen, Director, Governance Services;
- Ms Megan Kemmis, Manager, Governance Secretariat;
- Ms Antonia Dykes, Project Officer, Governance Services, for item 3.1;
- Ms Betty Opacic, SSAF co-ordinator for EDSER, for item 3.2;
- Ms Kimberly La, SRC Project Officer; and
- Mr Xuan Luu - Education Officer from the Student Equity and Diversity Unit, as an observer.

Apologies were noted from Ms Anna Cheng, Ms Marlene Khouzam, Ms Jade Quisumbing and Ms Hannah Reeve, and a resignation letter from Mr Max Gale were received. Mr Gale had been an invaluable member of the Committee. On behalf of the SRC, the Chair thanked Mr Gale for his service and contribution to the Committee over the past fourteen months.

A call for nominations to fill the Assistant Chairperson position will be circulated to current SRC members on Wednesday 5th August 2020.

3. PRESENTATIONS BY INVITED GUESTS

3.1 Review of Assessment Policy and Survey Promotion

The Chair invited Ms Antonia Dykes, Project Officer from Governance Services, to present.

The Committee was advised that all policies at the University undergo a regular review, in keeping with the Policy Framework Policy. As the last review of the Assessment Policy was completed and approved by Academic Senate in April 2016, the policy is due to be reviewed again.

The review commenced in March 2020, with a working group including student representatives, under the remit of the Senate Learning and Teaching Committee and a survey has been established to collect feedback from staff and students. This survey will be advertised in the student newsletter and through MQ social media channels. Ms Dykes has also contacted the SRC Spokesperson and Ms Maria Koutsouklakis to raise awareness of this review via SRC social media channels and with the MBA student group.

Resolution SRC 20/29:

The Student Representation Committee noted the review underway of the Assessment Policy and the invitation to provide any feedback by filling in the student survey or emailing the Senate Learning and Teaching Committee at sltc@mq.edu.au by 5 pm Friday 7 August 2020.

Ms Dykes departed the meeting at 6:11 pm.

3.2 Updates on SSAF 2020 and COVID-19 Response

The Chair invited Ms Betty Opacic, SSAF co-ordinator for EDSER, to present.

Ms Opacic had been invited to provide updates on SSAF expenditures, including the upcoming expenditure planned for the remainder of 2020 at this meeting. Members noted the outlined expenditures of the ongoing SSAF initiatives which include the following:

- 20,000 MQ 2020 diaries which have been provided to students in both Session 1 and Session 2;
- Web Project which creates more than 50 paid positions for students to work on tasks associated with optimizing the University webpage;
- My Legal Mate app which is now available in 7 different languages and includes information relating to COVID-19;
- Wellbeing App which aims to connect students with the services provided by the University;
- 8 content creators who will aim to improve student communications with more interesting content;
- MQSCOOP with 12 student bloggers; and
- Pitch Project with the Incubator.

The SSAF budget is not only utilised for promoting student employability but also additional resources in the key areas aligned with the category of funding, such as employing Mandarin speakers as student counsellors. Members questioned and noted the responsibilities of Student Bloggers and Content Creators which will not overlap with what Grapeshot provides to the student community.

Ms Opacic departed the meeting at 6:22 pm.

4. ARRANGEMENT OF AGENDA

4.1 Disclosure of conflicts of interest

The Chair called for members to disclose any conflicts of interest. There were no statements of conflict of interest declared.

4.2 Adoption of unstarred items

The Committee noted that item 10 is unstarred as the Student Experience Committee (SEC) has not met since June 2020.

Resolution SRC 20/30:

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

5. MINUTES OF THE PREVIOUS MEETING

- 5.1 The Minutes of the previous meeting held 2 July 2020 were provided.

The SRC Project Officer sought clarifications from the Chair on action items delegated to certain individuals and the level of participation by other SRC members in those tasks. The Chair reminded that those delegated members own the responsibility to complete the actions and requested members to indicate that they wished to participate in any action during the discussion of the relevant agenda item.

Resolution SRC 20/31:

The minutes of the SRC meeting held 2 July 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:

Actions from previous meetings	Comments/Status
<u><i>Student elections</i></u> The incoming SRC members to discuss alternative selection processes for the SRC representative on the Selection Panel.	In progress, will be addressed in the overall review of the SRC Constitution.
<u><i>Accessible Exchange Programs</i></u> The Equity and Diversity (E&D) Subcommittee to engage in further consultation with University stakeholders including the Accessibility Services and bring back to the SRC further information and recommendation at the future meetings.	In progress, no students are on international exchange programs due to COVID-19 and travel restrictions.
<u><i>Student Consultation on Changes to the SRC Constitution</i></u> 1. Mr Alex 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 Alex Hablutzel to actively follow up and continue engagement with the office of the Vice-Chancellor on this matter after the release of the Formal Change Paper.	In progress, see item 11.1.
<u><i>SRC Students and Societies Grant Approval Process</i></u> 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.	Completed, the Treasurer had met with the SSAF coordinator to ensure grant approval process are in compliance with the SSAF legislation.
<u><i>Meeting SSAF coordinator from the office of EDSE</i></u> SRC Secretariat to invite Ms Betty Opacic to the next meeting on 3 August 2020.	Completed
<u><i>Council of International Students Australia (CISA) Membership</i></u> The E&D Subcommittee, with support of the SRC Project Officer, Ms Kimberly La, to: <ul style="list-style-type: none">• conduct further consultation with a broader group of MQ international students via an online survey; and• collect feedback from the other CISA associated members.	Completed, see item 11.4
<u><i>Condemnation of University Fee Increases</i></u> Ms Georgia Weeden and Mr Max Gale, with support of the SRC Project Officer, to engage with the student community for further consultation.	In progress, updates will be provided at the next SRC meeting.

7. UPDATE FROM SRC TREASURER

- 7.1 June 2020 SRC and PG Grant Expenditure Reports

The Committee noted the SRC remaining budget and that further clarification is required from Student Engagement on the PG grant pool incorrect balance.

Resolution SRC 20/32:

The Student Representation Committee resolved to note the June 2020 SRC and PG Grant Expenditure Reports as outlined.

8. UPDATE FROM SRC SPOKESPERSON

The Committee noted the following updates from the SRC Spokesperson:

- general enquiries have been received and forwarded to the relevant SRC members or staff;
- queries on SRC casual vacancy positions have been received and forwarded to the Electoral Officer; and
- Discussion on SRC social media content with the SRC Project Officer.

9. REPORT FROM UNIVERSITY COUNCIL

The Committee noted the following updates from Mr Hablutzel:

- The University's response to COVID-19 and its financial position;
- The launch of the new Arts Precinct;
- The Central Courtyard is close to completion; and
- Operating Plan 2020 – 2024.

10. REPORT FROM STUDENT EXPERIENCE COMMITTEE (SEC)

No report, as the Student Experience Committee has not met since the last SRC meeting.

Ms Jade Quisumbing joined the meeting at 6.37 pm.

11. AGENDA ITEMS FOR DISCUSSION

11.1 Review of the SRC Constitution and Associated Instruments

Paper submitted by Mr Cullen, Distance Student Representative.

The Committee was advised that the SRC Constitution and its associated instruments are currently under review and this working group is established to support that activity. The main responsibility of this working group is to review constitutional changes endorsed by the SRC since the last review of the Constitution as well as taking any further suggestions from this SRC membership and student community.

Members noted the Term of Reference and activities timeframe, and that the recommendations and report are scheduled to be finalised by 2nd October 2020 for consideration at SRC's October meeting. The endorsed recommendations to improve the processes and functions of the SRC will then be forwarded to the Student Experience Committee for further consideration and approval. Any members who would like to join this working group or submit suggestions should contact src@mq.edu.au.

Members also discussed the possibility of including an SRC representative on Academic Senate but noted the different functions and responsibilities of the two groups. Whilst the SRC focuses on student life and campus experience, the Academic Senate's focus is on academic matters. However, it was noted that the Academic Senate are considering SRC input and participation in their initiatives; such as the review of the Assessment Policy policy.

Resolution SRC 20/33:

The Student Representation Committee resolved to approve the establishment of a working group to conduct a review of the SRC Constitution and Associated Instruments per the attached Terms of Reference.

Proposed by Mr Jayden Whaites and seconded by Mr Alex Cullen. All in favour.

11.2 Request for SRC Feedback on the SRC Student Elections Subcommittee Report

Paper submitted by Mr Cullen, Distance Student Representative and Chair of the Student Elections Subcommittee.

The members are invited to review the draft report and provide any feedback prior to a final report being presented to the SRC at the next meeting. Concerns of sensitive and confidential data on students held by the University and how they can be used were raised. So far, there are limitations to information on students with disabilities, LGBTIQ-identifying students, and MSOs.

Resolution SRC 20/34:

The Student Representation Committee noted the draft report and request to provide any feedback to the Student Elections Subcommittee, via src@mq.edu.au, prior to Friday 7th August 2020.

ACTION:

Mr Cullen to seek further information on other E&D positions from relevant university stakeholders.

11.3 Resource List: Indigenous Education

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

In order to convey SRC support of the Aboriginal and Torres Strait Islander culture, it was proposed that the resource list be published on the SRC Facebook page. Most links for documentaries/films have come from SBS and ABC iView, as well as another source called 'Kanopy'. Kanopy allows students from universities across Australia access to valuable educational resources.

Resolution SRC 20/35:

The Student Representation Committee resolved to support and contribute to the publication of an Indigenous Resource List on SRC social media platform.

Proposed by Ms Georgia Weeden and seconded by Ms Neenah Gray. All in favour.

11.4 Council of International Students Australia (CISA) Membership

Paper submitted by Ms Gray, Chair of Equity and Diversity Subcommittee and Aboriginal & Torres Strait Islander Students Representative.

Following the last SRC meeting, a survey was conducted with international students of Macquarie University to find out more about their needs and concerns of studying abroad. The SRC members considered the survey results and noted that most of the students who responded agreed to the affiliation with CISA but were not aware of CISA or its services for international students in Australia. The results also showed that students prefer tuition fee reductions and accommodation support which could be assessed at the University level.

The Director of Student Life, Ms Kylie Ebert, advised that representatives from Study NSW are actively working with the new CISA executives to improve its reputation. Ms Ebert has requested regular updates while building a relationship with the new CISA executives.

Resolution SRC 20/36:

The Student Representation Committee voted to re-affiliate membership with Council of International Students Australia (CISA), with the cost of membership covered by Campus Engagement.

Proposed by Ms Neenah Gray and seconded by Ms Georgia Weeden. Five (5) votes in favour, eleven (11) votes against and two (2) abstentions. The motion did not pass.

The Committee would like to monitor CISA's performance under the new executives' leadership and evaluate this student body after six to twelve months. In the meantime, the SRC will research for alternative organisations which support international students in Australia. Based on the results of the 2019 SSAF survey, the Committee is strongly recommended to improve its presence and keep the student community informed of organisations/student bodies that the SRC affiliate with.

ACTION:

- SRC Spokespersons and the Chair of E&D Subcommittee, with support from the SRC Project Officer, to communicate the outcome to students who participated in the survey;
- Overseas Students Representative to communicate the outcome to CISA; and
- Equity and Diversity Subcommittee and the Overseas Students Representative to continue monitoring CISA's performance and research for alternative organisations which support international students in Australia during the meantime.

12. UPDATE FROM SUBCOMMITTEES

12.1 Equity and Diversity (E&D) Subcommittee

The E&D Subcommittee met on 28 July 2020 to discuss the CISA matter but the meeting was not quorate. Ms Gray reminded members to participate in subcommittee meetings and be more engaged with current E&D matters.

12.2 Infrastructure Subcommittee

The subcommittee is still following up with Property on the broken furniture issues.

12.3 Marketing and Communication Subcommittee

Mr Daniel Roberts and Mr Whaites had met with the SSAF coordinator to discuss the SSAF breakdown and how it is utilised for student communication purposes. Mr Roberts also reached out to the SRC Project Officer about getting the Marketing and Communication subcommittee involved in content for SRC social media channels.

12.4 O-Week Subcommittee

Mr Whaites provided updates on SRC financial contribution to O-Week. The Committee noted that Mr Whaites, Mr Cullen and a number of other club executives participated in the Get Involved sessions which were very successful events, with more than 100 participants in each session.

12.5 Student Elections Subcommittee

The Student Elections subcommittee met on 20 July 2020 and discussed the draft report on E&D election processes and the demographic data held by the University for this purpose.

Resolution SRC 20/37:

The Student Representation Committee resolved to note the minutes from the Student Elections Subcommittee meeting held on 20 July 2020.

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

No grant applications have been received for approval or ratification at this meeting. However, there is a repurposed grant application from PG conference grant pool.

Resolution SRC 20/38:

The Student Representation Committee resolved to ratify the changes to Mr Armin Kavehei PG conference grant request as follows:

Application Type	Name	Amount of fund approved previously	New amount of fund endorsed by SSAF, SRC Budget and Finance Subcommittee and approved by SRC Treasurer
PG Conference Grant	Armin Kavehei	\$750 for the costs related to International Conference on Environment Pollution and Prevention (http://www.icepp.org/) – online conference	\$470 for the Society of Environmental Toxicology and Chemistry (https://fortworth.setac.org/) – online conference

13. QUESTION TIME

13.1 Open Letter from HDR Students

HDR students expressed concerns about the level of support for their cohort and whether the University is planning to establish a financial package scheme specifically for them. Ms Ebert advised that there is no specific support package scheme for HDR students currently. However the Vice-Chancellor and senior staff acknowledged the open letter and referred it to the Office of HDR (Training and Partnerships). Ms Ebert assured members that the University takes HDR students into consideration when reviewing support services for MQ students. The University is going to make an announcement of ongoing financial support in Session 2 2020.

HDR Students would like to seek SRC assistance in channelling this open letter through SRC social media platforms. Ms Koutsouklakis will circulate the letter to SRC members for consideration.

13.2 Updates on COVID-19 Safe Events on Campus

The Committee noted that club executives have been informed of the University protocols for COVID-19 Safe Events on Campus.

13.3 Online Class Delivery

The University has returned to on campus teaching for small group classes such as tutorials and seminars in Session 2, but students will also have an online option. Lectures and large classes will remain fully online during this session.

13.4 SRC Financial Support for the Student Success Support Package (SSSP)

The results of the recent survey conducted with international students of Macquarie University showed that students are struggling financially due to COVID-19. Ms Ebert advised that MQ is one of the first universities to collaborate with FoodBank as well as working with several community organisations that distribute hampers on campus. By the end of July, the University had distributed approximately \$12.9 million via the SSSP. The University is continuing to explore other support options; such as meal packages through campus outlets. At the same time, the SRC could consider utilising the remainder of its 2020 SRC budget on student support initiatives.

Members were advised that tuition fee reduction would not have given students the real funds that they received from the SSSP. Whilst some questions were raised on the approval process of SSSP applications, Ms Ebert affirmed that all 7,000 applications were assessed on the basis of the information provided by applicants. The decisions on the amount of money approved were made by reviewing individual cases and supporting documentation, and ensuring that students have enough money to cover their costs over a period of time. Students most in need are given priority access to the support and 97% of these 7,000 applicants have received some form of support under the SSSP. The other 3% of the applications were rejected as the information provided was not sufficient or the applicants did not respond to the offer of support.

The Committee noted suggestions on publishing student success stories but noted that many students have been stressed by the current situation and are not necessarily interested in being spokespeople for SSSP. However, the University will look into improving SSSP information on the University website.

Mr Shubham Agrawal departed the meeting at 7.30 pm.

14. OTHER BUSINESS

14.1 SRC Grant Information on SRC Webpage

The Committee noted the suggestion made by the SRC Project Officer on including SRC grants for students and societies information on the SRC webpage.

14.2 SRC Reports for the Next Meeting

As part of the SRC reporting requirements to the SEC, the following reports are due for approval at the next SRC meeting:

- Midyear reports from the SRC on 2020 projects
- draft 2021 SRC budget and program of work
- draft SRC annual report

Mr Whaites and Ms Weeden will discuss the plan to develop these reports with SRC members following this meeting.

14.3 Updates on Mental Health First Aid Course Application

So far, five applications for Mental Health First Aid courses have been received. However with the social media promotions, more applications are expected to be received before the next SSAF, SRC Budget and Finance Subcommittee. Should the Committee like to allocate additional PG funds for this initiative, a written proposal will be required for discussion and approval.

15. MEETING CLOSE

There being no further business the meeting closed at 7:39 pm.

16. NEXT MEETING

The next meeting of the Student Representative Committee will be held on Thursday 10 September 2020. Agenda items are due by Thursday 27 August 2020.

CONFIRMED as a true record.

MS SUSANNAH LYNCH
SRC CHAIRPERSON