

MACQUARIE UNIVERSITY STUDENT ADVISORY BOARD

Wednesday 11 December 2013, 3.00-5.00pm

Council Room, E11A Level 2

MINUTES

Chair: Mr M. Wall

Members:

Mr B. Bailey-Melouney	Mr L. Di-Paolo	Mr J. Morgan	Ms M. Jamieson
Ms J. Olling	Ms N. Miles	Mr K. Gilmour	Mr N. Khine
Mr A. Hughes	Ms L. Bunnell	Ms A. Nash	Ms M. Kwok
Mr N. Falzon	Mr R. Gill	Mr M. O'Connor	Ms S. McGarity
Mr M. Foulsham	Mr E. Baker	Ms G. Quinn	
Mr T. Hendry	Mr M. Slaven		

Apologies:

Mr S. Abbas	Mr J. Oakley	Mr A. West	Mr M. O'Connor
Mr B. Vasallo	Ms G. Rullis		

Absent:

Mr T. Wearne	Ms B. Slack	Ms M. Gojer	Ms Z. Rush
Mr T. Hakkinen	Ms E. Liu	Mr J. Manning	Ms M. Burgess

Secretariat: Laura Steele

1. Procedural Items

1.1. Welcome, Quorum and Apologies

The Chair welcomed attendees and noted the apologies.

1.2. Declarations of Interest

The Chair called for any declarations of interest and no interests were declared.

1.3. Acceptance of the Previous Minutes

The previous minutes were accepted as a true and accurate record of proceedings

1.4. Review of Action Points

All action points were identified as completed.

2. For Feedback: SAB Strategy Day Document

2.1. The Committee noted the SAB Strategy Day summary document which had been circulated. It was agreed that the document provided a useful summary by the facilitator and a framework which reflects the contribution of the SAB members on the day.

2.2. The Committee recommended that the document be circulated to the Student Experience Committee of Council with the above description.

Action: SAB to organise a meeting to operationalize the strategy day document

3. Suggested Next steps

- 3.1. The Committee noted the document tabled by Laura Steele, who proceeded to provide the Board with a summary of suggested actions based on the feedback obtained from the SAB Strategy Day.
- 3.2. In the context of the suggestion of SAB Mentors from within the University and Alumni, it was stressed by the Committee that developing working relationships was of primary concern. This could be achieved through the avenue of formal mentoring or more informal relationship building across the University. It was suggested that an event be organised including the VC, Deans, mentors, and SAB members in order to improve the standing of the SAB and facilitate the building of professional academic relationships with the SAB. The nature of the advice to be provided by mentors was discussed along with the need for ensuring institutional memory and continuity across boards. It was also suggested that a SAB alumni group be established, and a database be collated of alumni of boards or similar who would be prepared to provide advice.
- 3.3. It was suggested that as part of induction SAB members be provided with a University organisational chart and a basic outline of the University structures and reporting lines. This could be achieved through guest workshops by Student Administration Managers or University Executives.
- 3.4. It was suggested that a register of initiatives be kept by the secretariat alongside the minutes.

Action: L. Steele to add "Student Feedback" as a standing agenda item and attribute it sufficient time for discussion

4. 2014 SAB priority areas for providing advice & SAB Consultation Strategies

- 4.1. It was suggested that the goal was to first determine student concerns or needs and advise relevant groups.
- 4.2. It was agreed that the SAB should be responsible for determining the wants and needs of constituents and provide feedback to relevant university groups. A consultation strategy should be developed to address this priority.
- 4.3. It was identified that anecdotal evidence would more likely be accepted in high levels of the University once the SAB position, effectiveness and credibility are built up. Successes should be documented on the SAB website, and victories should be properly acknowledged. This could be further improved through the SAB taking an approach which prioritises impact and makes the most of opportunities for change. Positive interactions with University staff was agreed on as a priority.
- 4.4. It was requested that an information session or a forum be arranged for the SAB to allow the Committee to be informed enough to valuably comment or give feedback on an issue.
- 4.5. The priorities of the SAB and how the priorities will be acted upon is a matter for discussion online over the break and will form the basis of the discussion at the first SAB meeting.

5. Student Groups Funding Committee

- 5.1. The Committee noted the tabled proposal and Nigel Khine, Lauren Bunnell, Gemma Quinn and Bel Bailey volunteered to be involved on the Student Groups Funding Committee and the Grapeshot Editorial Review Board.

6. O Week proposal

- 6.1. The Committee discussed the idea of a SAB presence at O-Week. It was agreed that engagement with first year experience may be an important point of contact for new students. It was highlighted that it may be beneficial for the SAB to distinguish itself from general student groups, with the suggestion to have a tent the week following O-Week.
- 6.2. An alternative suggestion was a SAB presence at enrolment week.

7. Student Group Database proposal

- 7.1. The Committee noted the tabled proposal which discussed the lack of precision in the excel data for the administering of student groups. It was agreed that SAF funding should be used if possible to provide this service and obtain database software.

8. Standing Agenda Item: Reports from SAB Sub-Committees

- 8.1. MUSE Sub-Committee

- 8.2.** Communications Sub-Committee: A verbal report was provided on the need for a SAB marketing plan and consistent PR campaign and messaging.
- 8.3.** Entrepreneurship Sub-Committee: The subcommittee was convened to provide input into a new initiative taking place at the DVC level to develop a student entrepreneurship incubator on campus. The subcommittee will provide the board with regular updates as the project progresses.
- 8.4.** Gemma Quinn provided the Board with a verbal update on the Student Experience Committee of Council.

9. Tabled Reports for Noting

- 9.1.** The Committee noted the tabled extract from the Council minutes on the Student Code of Conduct.

10. Upcoming Events

- 10.1.** Place Making Workshop: MQ Property (Feb). Macquarie University Property are proposing to conduct a Place Making Workshop, led by Place Partners that will further inform our Master Plan going forward. Property invited SAB members to participate in a 2 hour workshop.
- 10.2.** Media Training (Dec): The Committee was reminded of upcoming Media Training facilitated by Richard Morecroft. Additional training was requested to be provided in 2014.

11. Other Business

12. Meeting Close 5.30pm