



MACQUARIE UNIVERSITY STUDENT REPRESENTATIVE COMMITTEE

Minutes of a meeting of the Student Representative Committee (SRC) held at 5.30 pm on 17 November 2016 in the Academic Senate Room, Level 3, 16 Wally's Walk (C8A).

PRESENT:

Fiona Reed	Courtney Knight	Ryan Thalari
Kieren Ash	Chui-Ann Lee	Freya Wadlow
Shantell Bailey	Lachlan McGrath	Tristan Warren
Alistair Booth	Jacqueline Olling	Yi Wong
Elizabeth Carter	Sinead Simpkins	David Yao

APOLOGIES:

Andrew Brennan	Janson Lim	Timothy Zhang
Lachlan Greenberg	Budhaditya Majumdar	
Sita Khiani	Sherry Shi	

IN ATTENDANCE: Natalie Dainer, Campus Engagement Manager
Professor Catherine Dean, Associate Dean, Learning and Teaching
Esther Frazer, Project Manager, Office of the Director Student Services
Megan Kemmis, University Committee Secretary and Manager of Secretariat Services
Cathy Rytmeister, Quality Assurance and Professional Development Lead

SECRETARIAT: Air Sinthawalai, Governance Officer

1. WELCOME AND APOLOGIES

The Chair welcomed members and noted that apologies had been received from Andrew Brennan, Lachlan Greenberg, Sita Khiani, Janson Lim, Budhaditya Majumdar, Sherry Shi and Timothy Zhang.

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

- Natalie Dainer - Campus Engagement Manager
- Professor Catherine Dean - Associate Dean, Learning and Teaching, FMHS
- Esther Frazer - Project Manager, Office of the Director Student Services
- Megan Kemmis - University Committee Secretary and Manager of Secretariat Services
- Cathy Rytmeister - Quality Assurance and Professional Development Lead

The Chair confirmed that a quorum was achieved.

2. DISCLOSURE OF CONFLICTS OF INTEREST

There were no declarations of interest.

3. ARRANGEMENT OF AGENDA

3.1 ADOPTION OF UNSTARRED ITEMS

RESOLVED:

The Committee resolved that the items not starred for discussion (Items 5.1, 7, 8, 10 and 11) are noted and, where appropriate, adopted as recommended.

4. PRESENTATIONS BY INVITED GUESTS

4.1 NEW ACADEMIC PROGRESSION POLICY AND PROCEDURE

Presented by Esther Frazer, Project Manager, Office of the Director Student Services.

Members noted the papers provided and that the new Academic Progression policy and procedure have been

approved at Academic Senate on 13 September 2016 and presented to the University Council on 27 October 2016. This new policy will take effect from session 1, 2017 and apply to all students; excluding those who enrol in non-standard, research, professional or non-awarded degrees.

This new policy will support students through their studies with advice on their academic standing at the end of each study period. The fundamental aim of this policy is to ensure students progress successfully throughout their study and that they are aware of the academic supports available.

Shantell Bailey arrived and joined the meeting at 5.45pm. Kieren Ash arrived and joined the meeting at 5.54pm.

Members are encouraged to provide further feedback on this policy and procedure to Ms Frazer directly or via the SRC Secretariat.

Ms Frazer departed the meeting at 5.58pm.

4.2 FACULTY LEVEL QUALITY INDICATORS FOR LEARNING AND TEACHING

Presented by Professor Catherine Dean and Cathy Rytmeister, on behalf of the Institutional Quality Indicators Working Group.

The Committee noted the papers provided, including the additional document circulated at the meeting. Professor Dean advised that a set of indicators within the following seven domains of teaching practice has been drafted:

- Governance, support and resourcing;
- Staff capability and staffing capacity;
- Effective teaching;
- Curriculum and assessment;
- Learning environment and Technology enhanced learning (TEL);
- Student engagement and experience;
- Student and graduate outcomes.

The working group is currently working on the risk management framework and matrix which cover the graduate outcomes.

Members who would like to participate in the student focus group to discuss the key questions which are outlined in the paper or to provide feedback about the indicators are requested to contact Ms Rytmeister directly.

Professor Dean and Ms Rytmeister departed the meeting at 6.13pm.

5. MINUTES OF THE PREVIOUS MEETING

5.1 THE MINUTES OF THE PREVIOUS MEETING HELD 17 OCTOBER 2016 ARE PROVIDED

RESOLVED:

The Committee resolved to approve the minutes of the meeting held 17 October 2016 as a true and accurate record.

6. BUSINESS ARISING FROM THE MINUTES

6.1 SUMMARY OF ACTIONS FROM THE STUDENT REPRESENTATIVE COMMITTEE MEETING ON 17 OCTOBER 2016

Update on the action items from the meeting of 27 October 2015:

- Item 3.8 Fridges for student groups – completed, see item 11.1.

Update on the action items from the meeting of 4 April 2016:

- Item 3.1 SRC Consent to become a SRC/MSO member form – completed, all SRC and MSO members have submitted their consent forms.

Update on the action items from the meeting of 28 July 2016:

- Item 9.2 Future of the Breakfast Bar – The Committee noted that SRC has yet to come to an agreement with Locavores and therefore is postponing this project until further notice.

7. REPORT FROM UNIVERSITY COUNCIL

The Committee noted that the University Council met on 27 October 2016 and the Re:conception event was warmly received by the members of Council. The Committee acknowledged the SRC's contribution to this event.

8. REPORT FROM STUDENT EXPERIENCE COMMITTEE

The Committee noted that the next and last meeting of the Student Experience Committee (SEC) in 2016 will be held on 29 November 2016.

Members were reminded of the 2017 SRC program of works and budget reporting requirements. Members are required to provide matters for both items to Mr Booth and Mr McGrath prior to the SEC meeting.

9. AGENDA ITEMS FOR DISCUSSION

9.1 CIRCULATION OF INFORMATION FOR NOTING BY THE SRC

The Committee noted the paper submitted by Governance Services seeking member's decision of how to deal with requests to circulate information for noting by SRC.

RESOLVED:

The Committee resolved that items for information be circulated with meeting agenda papers but not be listed on the agenda.

9.2 PROPOSAL OF NEW SRC MEMBERSHIP

The paper submitted by Sinead Simpkins, Postgraduate Representative from the Faculty of Arts, was noted.

Members supported the motion that Macquarie Graduate School of Management (MGSM) students should be able to participate in the SRC Elections and have a MGSM member on the SRC. However, the members expressed concern regarding the MGSM study period and whether it would fit into the SRC term of office and the election schedule.

Members were informed that MGSM is under transition to become a school within the Faculty of Business and Economics (FBE) from 2017. Based on the new information provided, Ms Simpkins proposed the withdrawal of this motion.

9.3 SRC 2017 ELECTIONS TIMEFRAME

The paper submitted by Governance Services was noted.

Members provided feedback and suggested that the nomination period should be opened until post census date to ensure that the eligibility check can be conducted thoroughly, including the enrolment status of nominees, prior to the voting period commencement.

ACTION:

The SRC Secretariat to present the amended election timeframe at the next SRC meeting.

9.4 SRC 2017 MEETING SCHEDULE

The paper submitted by Governance Services was noted.

The SRC determined to hold the first meeting of 2017 on Monday 6 February and maintain the current frequency of SRC meeting schedule; being every four weeks. The Committee to discuss the rest of the 2017 meeting schedule, subject to the dates presented at the next SRC meeting.

ACTION:

The SRC Secretariat to present the 2017 meeting schedule dates at the next SRC meeting.

9.5 SRC WEBSITE

The paper submitted by Chui-Ann Lee, Representative from the Major Student Organisations Standing Committee, was noted.

Mr McGrath advised that the Marketing Sub-committee have met with the MQ Central Marketing Team who is in the process of updating and aligning the Macquarie website in accordance with the MQ brand, including the SRC webpages. Based on the new information provided, Ms Lee proposed the withdrawal of this motion.

9.6 END OF YEAR STUDENT FEEDBACK SESSION

The paper submitted by Chui-Ann Lee, Representative from the Major Student Organisations Standing Committee, was noted.

The Chair noted the significant budget proposals for the item 9.6-9.9 whilst the information provided is limited for members to make informed decisions at this meeting.

Ms Lee advised that the proposed dinner event will be arranged in an open forum style, with all students invited to attend and provide feedback on the SRC's performance as well as their other issues or concerns. Ms Lee proposed to amend the event date from 5 December 2016 to the beginning of 2017; date to be determined.

The SRC Treasurer informed that the SRC has sufficient 2016 budget should members agree to approve the item 9.6 -9.9 proposals.

RESOLVED:

The Committee resolved to approve to spend up to \$3,000 for the Student Feedback Session dinner event, subject to itemisation of this project before the next SRC meeting. Proposed by Chui-Ann Lee and seconded by Ryan Thalari. All in favour with one abstention.

9.7 STUDENT REPRESENTATIVES DISCUSSION NIGHT

The paper submitted by Chui-Ann Lee, Representative from the Major Student Organisations Standing Committee, was noted.

Ms Lee proposed a buffet style dinner discussion night for all student members on Academic Senate, SRC and Faculty Boards (both 2016 and 2017) to meet and discuss the plans for 2017.

The SRC Treasurer questioned whether it is appropriate to spend such a significant amount of the SRC budget for this event as the SRC schedule of work planning is part of all SRC representatives' responsibility.

RESOLVED:

The Committee resolved to approve to spend up to \$1,500 for Student Representatives Discussion Night event, subject to the itemisation of this project before the next SRC meeting. Proposed by Chui-Ann Lee and seconded by Ryan Thalari. All in favour with three abstentions.

9.8 FEEDBACK SESSION/ LUNCH WITH THE DEPUTY VICE CHANCELLORS (DVC's)

The paper submitted by Chui-Ann Lee, Representative from the Major Student Organisations Standing Committee, was noted.

Ms Lee advised that although SRC works quite closely with the DVC Students and Registrar, members do not have the opportunity to meet other DVCs to develop a relationship nor to provide feedback from the student point of view.

RESOLVED:

The Committee resolved to approve to spend up to \$1,500 for Feedback session/Lunch with the Deputy Vice Chancellors event, subject to the itemisation of this project before the next SRC meeting. Proposed by Chui-Ann Lee and seconded by Ryan Thalari. All in favour with one vote against.

9.9 MEET AND GREET WITH STUDENTS

The paper submitted by Chui-Ann Lee, Representative from the Major Student Organisations Standing Committee, was noted.

Ms Lee addressed the issue of communications between SRC representatives and students and proposed a meet and greet event where all SRC, Academic Senate, Faculty Board student members can meet with students at the beginning of a new study period. The proposed timeframe of this event is either during O-week or Week 1.

RESOLVED:

The Committee resolved to approve up to \$5,000 for the meet and greet event subject to the itemisation of this project. Moved by Ryan and Seconded by Chui. All in favour with 1 abstention.

9.10 STUDENT ADVISORY GROUP ON ACADEMIC INTEGRITY

The paper submitted by Kerri Mackenzie, Project Officer to Academic Senate, was noted.

Members are asked to submit self-nominations for membership on the Student Advisory Group on Academic Integrity. As well as providing feedback and guidance on a range of Academic Integrity issues, the Group will be charged with developing a commonly held definition and an associated statement of academic integrity principles and responsibilities at Macquarie. This statement will ultimately shape and influence the Academic Integrity messaging used at Macquarie moving forward.

Courtney Knight, Freya Wadlow, Elizabeth Carter and Chui-Ann Lee expressed their interest in joining this working group. Should any other members wish to partake in this project, a self-nomination should be submitted directly to Ms Mackenzie no later than close of business Friday 25 November 2016.

Kieren Ash departed the meeting at 7.15pm

9.11 SRC STRUCTURAL REFORM

The paper submitted by Lachlan McGrath, Undergraduate Representative for the Faculty of Human Sciences, was noted.

Members were advised at the October meeting that it would be in the SRC's best interest if members met outside of this forum and came to an agreement of what SRC wants to proceed with before continuing this discussion at the SRC meeting forum. The Chair noted that this did not happen.

The Chair suggested that the paper submitted should at least provide options of models for members to continue the discussion so all members are appropriately informed. A complaint in relation to SRC members' engagement outside the SRC meetings was raised and the Chair was informed that the SRC meeting is the only forum members attend.

RESOLVED:

The SRC resolved to vote that the current SRC structure should be reformed. Nine votes in favour with four abstentions.

Members suggested a model with the following new elected positions from student members:

- Deputy Chair who represents the SRC at the other University bodies.
- Secretary who follows up on SRC project progressions with SRC members.
- Directors of Equity and Diversity, Marketing and Events, Property and Major Student Organisation (MSO)

There was general discussion with various viewpoints expressed, both favourable and against. Members requested that a few workshops be held between SRC members, Governance Services and Campus Life representatives to discuss and facilitate the development of a new SRC model and consideration of constitutional changes that may be required.

10. UPDATE FROM SRC TREASURER

The October 2016 expenditure report was noted.

11. UPDATE FROM SUB-COMMITTEE

11.1 MAJOR STUDENT ORGANISATION (MSO) SUB-COMMITTEE

The Committee noted that fridges and a freezer are now available for student group use. Rob Ephraums, Campus Engagement Team Leader, is assisting the MSO with a proposal of use and Ms Chui-Ann Lee is looking up the health information.

11.2 STUDENT SERVICES AND AMENITIES FEE (SSAF), SRC BUDGET AND FINANCE SUB-COMMITTEE

2016 SSAF figures have been finalised and published on the [MQ webpage](#).

11.3 MARKETING AND COMMUNICATION SUB-COMMITTEE

The Sub-Committee has not met since the previous SRC meeting and therefore there is no report.

11.4 PROPERTY SUB-COMMITTEE

The Fairy lights project is in progress and expected to completed by 22 November 2016.

12. QUESTION TIME

No questions were raised at this meeting.

13. OTHER BUSINESS

- December meeting agenda item
Members requested to include the O-week planning as a major discussion item at the next SRC meeting.
- Postgraduate online event
A Professional Development online event for Postgraduate students was successfully organised and had approximately 70-80 people participated.

14. MEETING CLOSE

There being no further business the meeting closed at 8.02 pm.

15. NEXT MEETING

Members are reminded that agenda items for the meeting of Monday 12 December 2016 are due by Wednesday 30 November 2016, 5.00pm.

CONFIRMED as a true record.

**MS FIONA REED
CHAIR**