

STUDENT SENATE

Subject	Student Senate Meeting 6/2021 (SS6)
Chair	Kyle Jackson (he/him)
Present	<p>Representatives: Aditi Suman (she/her), Ainsley Lindsay, Harpreet Kaur Rai (she/her), Heba Abdulrahman (she/her), Jalen Ong (he/him), Janelle Moyes (she/her), Kyle Jackson (he/him), Laura Benney (she/her), Lizzie Tongway (she/her), Sage Akouri (they/them), Tristan Sicari (he/him).</p> <p>Guests: Ankit Tyagi, student observer; Teresa Tjia, Senate Advisor; Tom Brooker, Executive Officer</p>
Apologies	Courtney Dodson
Absent	Tanvi Mahajan, Declan Hanrahan
Venue	Online, Microsoft Teams
Date	17 th August, 2021
Runtime	5:00pm – 7:30pm

Meeting actions

1.3 Senate to provide ongoing feedback to Teresa on how students are experiencing return to campus process and the communications they are receiving from the University.	Ongoing. Check for feedback each meeting.
1.6 Honour Code Working Group update.	Ongoing. Tracking.
2.1 Teresa will bring Sage, Lizzie, and Heba into a working group for student communications once new Coordinator of Communications is appointed.	Ongoing. Changes in structure of student communications team. Tom has passed names of interested students to Teresa.
2.4 Members to share any ideas in Microsoft Teams for training or PD opportunities they might be interested in.	Ongoing. Tom will continue to update Senate.
5.1: Representatives to provide a brief 'bio' for the website.	Ongoing. Tom to request members write bio.
5.2: Kyle to email the residence proposal to Teresa for her review.	Closed. Completed. Tracking outcomes in proposal section.
5.3: Teresa, Kyle, and Ainsley to meet and workshop the improvement of residence welfare services proposal.	Closed. Completed. Tracking workshop outcomes in proposal section.
5.4: Tom to organise anonymous voting and feedback options to run during the Senate meeting.	Closed. Completed. Tom will explore a Teams Polly license.
5.5: Representatives to further discuss in Teams the possibility of a cooling-off period for further comment on proposals or changing votes.	Ongoing. Kyle will start this discussion in Teams.
6.1 Tom to email Teresa the Fieldwork Proposal and she will follow up with relevant staff.	
6.2 Ainsley to connect Laura with student who had difficulties with their education placements and Laura to follow up.	
6.3 Kyle to open a conversation in Teams with a view to organising a placements experience survey.	

6.4 Tom to organise a workshop for the SEITPS internship opportunities proposal.	
6.5 Tom to explore a Polly license for Senate meetings, to allow timely and responsive anonymous voting and commentary.	
6.6 Tom to organise a workshop for the School Groups proposal.	
6.7 Senate Executive Officer and Chair to urgently submit the School of Arts on-campus assessment proposal to Teresa, so she can raise it with the COVID Work Group.	
6.8 Policy: Tom to submit representative commentary on Academic Integrity Policy, find out when CG1992 AoD Policy is up for review and organise for Lizzie to submit feedback on the Grievance Policy.	
6.9 Senate Executive to review Senate meeting format with a view to improving engagement, particularly noting the feedback and suggestions from representatives in SS6.	
6.10 Kyle to assemble amenities suggestions from Senate representatives in Teams by SS7 for submission to Teresa for consideration in the 2022 SSAF budget.	

Retreat actions for tracking

Action	Due / Notes
R.1 Kyle Jackson to develop “speak to your representative” posters for distribution to all campuses. Kyle to organise distribution.	SS8 or SS1, 2022 Postponed till after election season.
R.3 Tom to organise a “talk to your reps” Moodle banner	SS8 or SS1, 2022 Postponed till after election season.
R.4 Janelle Moyes to discuss the possibility of transgender awareness training for the Senate with Sage Akouri.	SS8, August 17th Postponed as Heather has left. Sage and Tom collaborating.
R.5 Aditi, Ainsley and Heba to collaborate and develop ground rules and a model for regular student-run social debriefing, advice, and peer support session for students in leadership and volunteer roles. (Potentially involving Social Work students.)	SS6, August 17th Ongoing.
R.6 Tom, Teresa, and Lucinda Bilney to explore the possibility of EAP or professional “supervision” style model for student leaders and volunteers handling difficult disclosures, etc.	SS6, August 17th Teresa and Lucinda exploring with EAP provider. N.B. if students are staff they can already access EAP.

R.7 Tom and Ellen Sabo to capture all student ideas from the “better University” session and table these for responses from relevant areas. Responses will be shared with the Senate.	Closed. Teresa presented at this meeting.
R.8 Representatives to collaborate and create a schedule for Semester Two student forums by campus (and online).	Closed. Berwick and Mt Helen forums organised for August.
R.9 Tom to uncover if focus group training can be arranged for the Senate to improve their ability to gather unbiased and diverse feedback during forums and possibly run their own more targeted focus groups.	Closed. Tom found free online training and will share with reps.
R.10 Tom to organise Indigenous Cultural Awareness training with the AEC for Student Senate.	SS6, August 17th Kyle advised the AEC recommended reps take the existing online training.

Proposal & Project Tracking

SSAF Proposal

Agreed actions	Status
Teresa to update the Senate as SSAF data is published to the website.	Tracking.
Tom to update the Representative’s Guide/Senate training to give more information about SSAF and its relevance to the Senate.	Closed. Complete.
The Senate to receive regular SSAF updates and opportunities to comment on SSAF expenditure.	Ongoing.

Residence Welfare Proposal

Agreed actions	Status
The Manager of Health and Wellbeing and Dean of Students will meet again with Kyle and Ainsley in late September to: <ul style="list-style-type: none"> - update on progress against new roles. - process around FedLiving maintenance issues. - Track ongoing and emerging issues. - Continue consultation on improving residence. 	Due Sept 30th. Report on progress to Senate at final meeting, SS8.

Meeting Minutes

The meeting did not achieve quorum, but was run without voting until quorum was achieved. **Kyle Jackson**, Chair, gave the Acknowledgement of Country and opened the meeting as a non-quorum advisory session at 5:10pm.

Resolution 6.1.21: *that the Senate ratify the minutes of the meeting held July 20 as an accurate record.*

Senate Advisor update

Teresa Tjia gave an update on SSAF and University-wide matters. Teresa discussed:

- lockdown a difficult time, open invitation to give feedback
- ongoing restrictions, implications for teaching
- labs and pracs can continue for most campuses and TAFE
- open counters and service centres at Gipps, Mt Hel, SMB, Bris
- steady stream of students using these, but majority of teaching is online.

The University is undertaking significant transformation agenda to ensure sustainable. Significant financial pressure from lack of student revenue and limited government funding. How can we transform, improve, be financially sustainable?

To innovate, the University is undertaking several major projects:

- Academic program renewal project: about keeping programs attractive and relevant.
- Golden thread passport project: about tracking and enhancing the skills students are acquiring.
- Work opportunities project: about work integrated learning and options for paid work during study.
- FedOnline – programs and courses delivered wholly online.
- Retention – how can we ensure students remain and are successful? (not a new project)

Teresa invited representatives to let her or Tom Brooker know if they want to get involved. Teresa noted the University is also looking at Industry engagement, making sure there's input into courses, relevance. Two student surveys going out shortly. We need lots of promotion and support. (1) Student Experience Survey (annual all-Uni survey about current experience and goes to QILT and Good Universities Guide). (2) Student Safety Survey around sexual harassment and assault, which is a refreshed version of the Respect. Now. Always. Both these will only go to a sub-set of students, not all.

We can invite people from those projects to come and speak, meet the Senate. If you want that just say. Tom can organise this with Teresa.

Kyle Jackson indicated his interested in joining the project groups.

During this item, the Senate achieved quorum.

Student Services & Amenities Fee (SSAF) Report

See SS6.R2 SSAF Report

Teresa Tjia presented the 2020 – 2021 SSAF report to the Student Senate. The report was in draft form, with some small late updates to give more information based on student feedback still pending. A final version of the report will be released to the website shortly.

Representatives asked if they could get more input into SSAF allocation. Teresa explained that a huge chunk of SSAF is fixed due to contracts locking in staff wages and regular rises in staff wages. Budget is therefore mostly already set each year. However, there is a flexible element and the Senate can get involved in those discussions and talk about projects and brainstorm what they see as important.

Representatives asked what the meaning of consultation was, if so much budget is pre-set. Teresa pointed to the legislation which requires the University consult, but gives the University the ultimate say in how the budget is allocated. Teresa indicated the University could do better on consultation, and she wanted to explore how the University could do better with the Senate.

Several representatives thanked Teresa for the comprehensive nature of the report.

Retention Project Feedback

See SS6.R8 Workshop Summary and SS6.R9 Workshop Actions Summary

Teresa presented the summary of the recent staff and students retention workshops. See attached. Representative feedback was very positive.

Proposal: Fieldwork Placement

See SS6.R3 Fieldwork Placement Proposal

Aditi Suman presented her proposal to improve systems around, and availability of, placements for students. **Heba Abdulrahman** was a co-author for the proposal.

Based on feedback from **Janelle Moyes** the proposal was expanded (prior to the meeting) to include consideration of *all* placements. Aditi noted the issues she was aware of:

- Poor geographic distribution of placements
- High waiting times for placements and slow application processes
- Poor communication between placement staff and students
- Confusion and distress for students
- Financial impacts for international students who have to extend CoE and visa when placements are delayed.

Laura noted she was not aware of any systemic issues around education placements, and felt the proposal should focus on allied health and issues particular to Berwick. Ainsley noted she was aware of one education student who'd had great difficulty with their placements. Ainsley will follow up with Laura about this and encourage the student to speak with Laura.

Representatives proposed a survey to find out which disciplines have been impacted by placement issues.

Motion passed.

Resolution 6.2.21: *that the Senate recommend the University collaborate with more agencies for field placements and quicken the processes time of applications.*

Action 6.1: *Tom to email Teresa the Fieldwork Proposal and she will follow up with relevant staff.*

Action 6.2: *Ainsley to connect Laura with student who had difficulties with their education placements and Laura to follow up.*

Action 6.3: *Kyle to open a conversation in Teams with a view to organising a placements experience survey.*

Proposal: improve internship opportunities for School of EITPS

See SS6.R4 SEITPS Internship Proposal

Aditi Suman presented her proposal to expand the range of internship opportunities offered for students studying with the School of Engineering, IT and Physical Sciences (SEITPS). The proposal was developed based on feedback from the recent Postgraduate Student Forum.

Students of this School, particularly international students, raised feedback with Aditi that industry experience opportunities and internships are difficult to find. They are keen for more of these kinds of opportunities. This feedback also came from offshore students. Can the University do more to assist?

Motion passed.

Resolution 6.3.21: *that the Senate recommend the University help international students studying with the School of Engineering, IT and Physical Sciences to find internship opportunities.*

Motion passed.

Action 6.4: *Tom to organise a workshop for the SEITPS internship opportunities proposal.*

The free Polly license expired.

Action 6.5: Tom to explore a Polly license for Senate meetings, to allow timely and responsive anonymous voting and commentary.

Proposal: School reference groups

See SS6.R5 School reference group proposal

Kyle Jackson presented a proposal to establish School Reference Groups composed of and led by students to gather and provided feedback by school.

Kyle suggested that having a single student representative on a School Board is intimidating for the student. Lots of students have feedback relevant for School Boards, but won't want to take-up the full-blown responsibility of joining the Senate. Thus, the current model alone can diminish the prospect of quality feedback and interaction.

Kyle suggested that instead casual *ad-hoc* groups be formed by school, which any student from that school may attend or contact to share their feedback and then there's a process to allow this feedback be communicated to the School Board. He suggested the groups could exist in a dedicated Teams space to permit easy and casual discussion. He suggested each group have a staff member present who can respond.

Teresa asked if he was proposing to replace or supplement the existing School Board representative model. Kyle clarified he intended this model to supplement, not replace.

Motion passed.

Resolution 6.4.21: *that the Senate recommend the University to provide infrastructure, establish and communicate with school-based reference groups.*

Action 6.6: *Tom to organise a workshop for the School Groups proposal.*

Proposal: Final year School of Arts staff and students return to campus

See SS6.R10 AA Campus Return Proposal and SS6.R11 Restrictions Change

Jalen asked to present an urgent proposal not listed in the agenda. The Senate agreed.

Jalen raised a proposal that students and staff with assessment tasks best conducted on campus be permitted to return, under strict guidelines and perhaps while isolating together on Camp St residences, for the purposes of completing these tasks. In particular, Jalen suggested the final year

performances for performing arts students were worthy of special consideration by the University as a form of study and assessment that could not be meaningfully conducted online.

Teresa agreed with the urgency of the proposal, and suggested the Senate ask relevant parts of the University to further investigate and assess – rather than to use ‘you must’ language. Jalen and the Senate agreed to reword the proposal.

Several students agreed with the proposal, if it could be achieved in alignment with COVID restrictions and health advice. Jalen noted that several staff had assisted him in developing this proposal and they were as passionate and concerned about another year without an in-person final performance. He noted that if the performance could not be in-person, many students were considering deferring.

Lizzie noted the bias against Arts as a serious and important domain of study might be a factor and a difficulty.

Ainsley asked if the production could be deferred. Jalen indicated at this time it seemed most likely to be a wholly online performance, recorded in Zoom.

Motion passed.

Resolution 6.5.21: that the Senate recommend the University investigate allowing staff and students from the Arts Academy to return to campus from Melbourne for assessment activities that cannot be performed online for students in their final semester.

Action 6.7: Senate Executive Officer and Chair to urgently submit the School of Arts on-campus assessment proposal to Teresa, so she can raise it with the COVID Work Group.

Consider commenting on policy under review

See SS6.R6 Policy Report August

Members were invited to review and comment on University policy coming up for or currently under review. Kyle requested he be notified when CG1992 Alcohol and Other Drugs Policy is up for review. Lizzie Tongway noted she'd like to find out more about the grievance policy and offer feedback.

Several representatives discussed the Academic Integrity Procedure, noting they would like to see a move away from punitive responses and a focus in the procedure on educative responses. The policy/procedure should have consideration around how we steer people away from plagiarism in the first place, and that sufficient supports are available. In short: less punitive, more support.

Action 6.8: Policy. Tom to submit representative commentary on Academic Integrity Policy, find out when CG1992 AoD Policy is up for review and organise for Lizzie to submit feedback on the Grievance Policy.

Reports

See SS6.R7 Portfolio and member reports

Aditi Suman	Submitted.	Jalen Ong	Submitted.
Ainsley Lindsay	Submitted.	Janelle Moyes	Submitted.
Courtney Dodson	Submitted.	Kyle Jackson	Not submitted.
Declan Hanrahan	Not submitted.	Laura Benney	Submitted.
Lizzie Tongway	Not submitted.	Olivia Carey	Not submitted.
Geeta Naralasetty	Not submitted.	Sage Akouri	Submitted.
Harpreet Kaur Rai	Not submitted.	Tanvi Mahajan	Submitted.
Heba Abdelrahman	Submitted.	Tristan Sicari	Submitted.

Aditi recently ran a very successful postgraduate student forum. Forums for Mt Helen and Berwick are

coming up soon.

Ainsley is working with the University's Careers and Development team to design online leadership training.

Jalen is consulting with University Security to improve lighting and perceptions of safety on Camp St campus, as well as meeting with City of Ballarat to discuss parking.

Janelle noted the Dean of Health had recently emailed students informing them vaccines would be mandatory for their participation in placements, and that a large group of students seeking legal advice and who have sent a joint letter to the Dean about this decision.

Sage has been working on LGBTQIA+ training with Tom.

Tristan and Jalen will be meeting with CoB about parking in a few days.

Heba noted the Multifaith Reference Group have had two meetings, and spent some time sharing about what faith means for each other.

Any other business

Lizzie noted she was the longest-serving Senate member and would put together a reflection on her experiences, as the next meeting is her second-to-last.

Kyle intends to review how the meetings are organised with a view to making them more engaging. He noted the action section as particularly slow point. He asked for feedback from representatives.

Sage noted as a visual person, they concentrated better when there was something to look at. They asked if a slide could always be onscreen to show where we are up to with the agenda, with the action written on the slide as well to help focus.

Janelle noted Senate meetings *need* to be profession and formal – even though this can diminish engagement. She suggested a technique she’s used before: at the start of the meeting after the Acknowledgement of Country, we go around and everyone shares their top two priorities (can be unrelated to Uni) right now. She suggested this would give us all more connection and insight into each other, and bring us into the conversation.

Kyle agreed. He asked if perhaps the general discussion section could be more engaging or casual as opposed to the rest of the meeting. Ainsley suggested the formal meeting could be closed, but members could stay on to chat more informally, casually, and socially. The conversation could still be Senate related, or not.

Kyle reiterated the importance of SSAF and Senate consultation with the SSAF. He asked representatives to pass on any feedback they had him about SSAF, so he might raise it with Teresa.

He specifically suggested feedback about new amenities or amenities in need of update of improvement. A list he could submit to Teresa for consideration in the 2022 SSAF budget.

***Action 6.9:** Senate Executive to review Senate meeting format with a view to improving engagement, particularly noting the feedback and suggestions from representatives in SS6.*

***Action 6.10:** Kyle to assemble amenities suggestions from Senate representatives in Teams by SS7 for submission to Teresa for consideration in the 2022 SSAF budget.*

The Chair, Kyle Jackson, declared the meeting closed at 7:05pm.

The next meeting will be 5pm, September 21st 2021.

APPENDIX I: SENATE MEMBERSHIP

 As of July 20th, 2021: 36 roles, 16 occupied, 20 vacant.

Name (pronouns)	Representative for
Kyle Jackson (he/him)	Aboriginal & Torres Strait Islander Students
<i>Vacant</i>	Academic Board
<i>Vacant</i>	Ballarat Residence Students
Tanvi Mahajan (she/her)	Berwick Campus Students
Courtney Dodson (she/her)	Berwick Campus Students
<i>Vacant</i>	Berwick Residence Students
<i>Vacant</i>	Brisbane Campus Students
Tristan Sicari (he/him)	Camp St – Performing Arts Students
<i>Vacant</i>	Camp St – Visual Arts Students
Ainsley Lindsay	Clubs and Societies
Heba Abdelrahman (she/her)	Distance and Online Students
Janelle Moyes (she/her)	Distance and Online Students
Sage Akouri (they/them)	Equality, Diversity and Social Inclusion
<i>Vacant</i>	FedCollege Students
<i>Vacant</i>	Gippsland Campus Students
<i>Vacant</i>	Gippsland Campus Students
<i>Vacant</i>	Gippsland Residence Students
<i>Vacant</i>	Horsham Campus – Higher Ed. Students
<i>Vacant</i>	Horsham Campus – TAFE/VCAL Students
<i>Vacant</i>	International Students
<i>Vacant</i>	Learning and Teaching Quality Assurance Committee
<i>Vacant</i>	Mt Helen Campus – Higher Ed. Students
Harpreet Kaur Rai (she/her)	Mt Helen Campus – Higher Ed. Students
<i>Vacant</i>	Mt Helen Campus – TAFE Students
Aditi Suman (she/her)	Postgraduate Students
Jalen Ong (he/him)	School of Arts Board
Declan Hanrahan (he/him)	School of Business Board
Laura Benney (she/her)	School of Education Board
<i>Vacant</i>	School of Engineering, IT and Physical Sciences Board
<i>Vacant</i>	School of Health Board
<i>Vacant</i>	School of Science, Psychology and Sport Board
Lizzie Tongway (she/her)	SMB Campus Students
<i>Vacant</i>	SMB Campus Students
<i>Vacant</i>	Sports
Olivia Carey (she/her)	Sustainability
<i>Vacant</i>	TAFE Board