

STUDENT SENATE

Subject	Student Senate Meeting 6/2020 (SS6)
Chair	Marlee Bourke
Present	<p>Representatives: Ayush Dahiya, Beau Frichot, Lizzie Tongay, Fiona Archer, Gautam Pal, Geeta Naralasetty, Heba Abdelrahman, Janelle Moyes, Jen Davis, Kyle Jackson, Mehar Deepak Chaganti, Melanie Bellingham, Nadine Wilkinson, Olivia Carey, Rasika Singla, Sam McKeegan, Sanjam Kaur, Senim Genc, Verana Hunter Raye.</p> <p>Guests: Ainsley Linsey (RA), Prof. Wendy Cross (Advisor), Greg Jakob (Advisor), Tom Hodgson (Executive Officer), Penny Corser-Hatten (Guest), Ellen Sabo (Guest)</p>
Apologies	Jo van Son, Tanvi Mahajan,
Venue	Online, Adobe Connect
Date	18 st August 2020
Runtime	5:00pm – 7:30pm

Meeting Actions

Action 6.1: Greg to work with Facilities and work out how outcomes from student participation with Gippsland master planning are conveyed to the Senate.	
Action 6.2: Greg to discover progress of International Student Services (ISS) project to improve definitions and information on residence facilities for students and report to Senate.	
Action 6.3: Greg to discuss with Academic Workgroup if the Special Consideration parameters will be more flexible or nuanced for students with COVID-related issues.	
Action 6.4: Greg and Tom to provide, in Teams, the Senate with clear statements from the University about the SI grade and GPA opt-out.	
Action 6.5: All representatives to assist in the promotion of Senate applications by providing some content for social media and speaking to students about the opportunity.	
Action 6.6: Tom to assist Ellen to set up a small workgroup on a student academic feedback mechanism.	
Action 6.7: Tom to set up a workshop for the interested members to discuss fee reduction.	
Action 6.8: Tom to update and rerelease advocacy flowchart with new complaints process included.	
Action 5.1: Greg to explore possibility of a virtual end of year exhibition for Arts students with DVCA and Lizzie Tongway.	Ongoing. Waiting for DVC A Andy to return at end of month. Will occur early September.
Action 5.2: Heba and Tom to send Prayer Room guidelines to Anandh.	Closed.
Action 5.3: Tom to create annual Senate meeting plan with key areas invited to update on a schedule.	Closed.
Action 5.4: Lucy, Tom and Jo to workshop the Camp St proposal.	Ongoing. Will organise prior to SS7.

Action 5.5: Tom to get an update from Nina Fotinatos on new standards for S2 and the Senate an opportunity for feedback.	Closed.
Action 5.6: Olivia, Jo and Tom to workshop lecture timeframe proposal.	Ongoing. Meeting held, Ellen Sabo, Fiona, and Olivia to work together on student feedback mechanism for academic matters.
Action 5.7: Representatives to discuss succession planning in Teams. Executive to develop strategy.	Ongoing. Marlee will do this in coming weeks.
Action 5.8: Tom to commence process for seeking and selecting Residential Advisors.	Closed.
Action 5.10: Ayush's CISA project.	Ongoing. Ayush discussing with Luke from ISS. Ayush to continue to update Senate.
Action 4.1: Tom will work with the Residential Advisor to create a list of issues, and give this to Greg. The Senate will review progress at the next meeting.	Ongoing. Item remains open to track progress. See Member Reports for Residential update.
Action 3.5: The Senate to consider the need for additional financial support and fee reduction once the new University financial support schemes have more chance to affect students.	Ongoing. Tracking this issue. See VC Letter and Proposal in SS6.
Action 2.7: Tom to invite International Admissions to update the Senate on the accommodation scholarships process and messaging for international students.	Closed. Greg presented on this.

Facilities Consultation Proposal

Agreed actions	Who?	Status
Discover how student facilities might be distinguished in existing systems and hold discussion on seeking Senate input as procedure on: <ul style="list-style-type: none"> - Master-planning - Specific projects 	Greg Jakob and Facilities.	Closed. Hereafter Facilities will present to Senate around the May and Nov meetings. The meeting will cover current and planned works, and identify projects Facilities should be consulting with students on. Also, see Action 6.1.

University Residence Proposal

Agreed actions	Who?	Status
Undertake a project to increase up-front transparency for all applicants to student residences.	Jo van Son	Ongoing. Tracking. This forms part of an International Student Services (ISS) project. Greg will report on this, see Action 6.2.

Professional Year Proposal

Agreed actions	Who?	Status
Investigate if the University has considered a Professional Year offering before, and the outcome.	Greg Jakob	Ongoing. Tracking. Greg has advised this is not a priority for the University at this time. It may be possible to

		consider for 2022 and that he will check if there's any planning for it.
Consider if a pilot project (particularly for IT students) is viable in light of prior University considerations.	Ayush, Greg, Jo, Tom	Due on completion of above. Awaiting completion of the above action.

Industrial Year Proposal

Agreed actions	Who?	Status
Survey release and promotion.	Tom Hodgson	Closed. Survey is occurring now. Results will feed into Careers team's audit. Limited feedback so far.
Desktop audit of existing industrial engagement opportunities, identifying gaps.	Jo van Son & Liana Brennan	Due for report at SS7.

Prayer Room and Multi-Faith Advisory Committee

Agreed actions	Who?	Status
Identify prayer spaces across all campuses.	Heba Abdelrahman and Tom Hodgson.	Closed.
Liaise with Multicultural Services and Equity, and draft Multi-Faith Advisory Committee terms of reference.	Tom Hodgson and Jo van Son.	Due SS8.
Call for applications and launch Multi-Faith Advisory Committee.	Tom Hodgson and Heba Abdelrahman.	Due SS1, 2021.

Meeting Minutes

Marlee Bourke, Chair, opened the meeting at 5:00pm and gave an acknowledgement to country.

Resolution 6.1: That the Senate ratify the minutes for SS1, 2, 3, 4, and 5 as a true and accurate record of their meetings.

Motion passed.

University update: Greg Jakob and Penny Corser-Hatten

Greg Jakob, Advisor, discussed the VCs response to the fee reduction request. See SS6.R4.

He overviewed the adaptations and extra expenditure across student services to support students, and suggested the Senate help promote upcoming Wear It Purple events.

Representatives asked about:

Fee instalments:

Greg advised this was an option, students need to speak with finance or support services to access this.

Where should representatives refer students: the same services as usual.

Will special consideration be more generous than usual: Greg will take this up with Academic Workgroup.

Action 6.3: Greg to discuss with Academic Workgroup if the Special Consideration parameters will be more flexible or nuanced for students with COVID-related issues.

Will the GPA opt-out be extended to S2: Academic Board rep checking with Academic Board.

Action 6.4: Greg and Tom to provide, in Teams, the Senate with clear statements from the University about the SI grade and GPA opt-out.

Penny Corser-Hatten, Coordinator of Careers and Employability, gave an overview of the work of her area. Penny is standing in for Jo who is unavailable for this meeting.

Tom Hodgson, Senate Executive Officer, asked the representatives to assist in the promotion of the Senate applications.

Action 6.5: All representatives to assist in the promotion of Senate applications by providing some content for social media and speaking to students about the opportunity.

Academic update: Ellen Sabo

Ellen explained how the surveys conducted by the University and Senate fed into the infographic and recommendations to improve teaching quality for Semester 2. She asked all representatives to provide any suggestions they had for how staff might address the feedback on Semester 1.

Ellen talked about the five learning and teaching approaches for 2021 and asked the students their thoughts.

Ellen talked about known issues and complaints around the slow release and update of some Moodle content. She explained the two part plan to address this:

1. Restoring the Moodle Course Readiness Report, which allows Schools to gather data and track the readiness of Moodle shells in the leadup to Week 1.
2. Developing a clear process for students to report when they are unhappy with aspects of their course.

She asked students to volunteer to join her in brainstorming the process. Olivia Carey and Fiona Archer volunteered to join.

Action 6.6: Tom to assist Ellen to set up a small workgroup on a student academic feedback mechanism.

Student enquiries portal: Tom Hodgson

Tom introduced the new student enquiries portal. He asked the questions raised by ITS.

Name suggestions:

QHUB, FEDBOT, FRED, FedQuery, Find It FED, Auntie Fed, BottyMcBotFace, Fix It FED!, FEDUPFIX

Volunteers for user testing:

Lizzie Tongway, Rasika Singla, Ayush Dahiya, Verana Hunter-Raye

Specific features they'd like to see:

- Automated chat-bot. Based on keywords.
- How will we help existing students get trained and supported?
- Could we promote in the Moodle banner?
- Every time a job closes, can it email you summary so you have it in your emails in a single document?

Greg suggested the Senate receive regular feedback from students on their experience with this system, and updates from ITS on the rollout.

Proposal: Reduce student fees for international students

Gautam Pal introduced the proposal. **See SS6.R2.**

Gautam, speaking on behalf of several Senate representatives, advised they wanted to students to vote on this proposal, as all students are suffering. Gautam acknowledged they had received the VC's letter to all students advising the University would not be considering fee reduction for a number of reasons, including that it could not afford to. Gautam said they also wanted to get a break down from the University of expenditure and some data to show they could not afford the reduction of fees.

Greg said he felt it was hard for him to advise the Senate on this issue. He said one element is the question of what the role and function of the Senate is here. Regarding costings, he said the

University would not provide such data and such data was very complex. The University is accountable to the community and the government on how they spend their money, and this data is given transparently in the annual report. For expenditure, the University is only accountable to the Senate in regards to SSAF.

Greg suggested an action, the Senate agreed.

Action 6.7: Tom to set up a workshop for the interested members to discuss fee reduction.

Student complaints process: Simone McInnes

Simone McInnes, Student Integrity Officer, introduced her role and the new complaints process and software. The online form to submit complaints can be found at www.federation.edu.au/complaints

Students asked:

Q: How are advocacy/support people captured in the form?

A: That can be written into the free text field.

Q: How are Learning Access Plans (LAP) incorporated into the process?

A: Data can be captured from MyStudentCentre and linked with the student if the complaint isn't anonymous, this can include a LAP.

Q: Can you take group complaints?

A: No. Group complaints are difficult because even though students may superficially share the same grievance, their ideal outcome may be different. Bringing the complaint as a group may stymie the effectiveness of the complaints process. We don't want to provide one-size-fits-all solutions.

Q: Can you take anonymous complaints?

A: Yes. But there's a lot we cannot do with anonymous complaints, and the student submitting of course will get no feedback about any resolution. We strongly encourage non-anonymous complaints.

Tom introduced the updated Advocacy Flowchart. See **SS6.R5**. He recommended representatives use this when handling student issues. He will update it to include the new complaints process.

Action 6.8: Tom to update and rerelease advocacy flowchart with new complaints process included.

Member Reports

See SS6.R3.

Geeta identified that some students were frustrated by how long they had to wait on responses for their eligibility for funding from the Victorian Government scheme. Greg apologised and explained they had to work with the Vic government to recommend adjustments to the criteria as it was initially too limited. The government accepted the changes, but this took time. They had been waiting for the final criteria to be settled before announcing outcomes to students. Most had received an answer by now, but a small group were still waiting and he hoped to get an answer to them soon.

The Portfolio Chairs were invited to update on the work of their areas. Sam McKeegan was absent.

Lizzie noted Mel's excellent work on social media, but said they'd not been able to organise a meeting.

Fiona noted:

- Lucy's work on intimacy protocols for PA students and cultural sensitivity training for AA staff. Waiting on feedback and updates.
- Heather Marsh, Manager Equity, had joined their team.
- They had gotten involved with the Disability Action Planning.
- A student member had joined their portfolio and would be assisting.
- They are trying to find gender and sexually diverse students to join the University's Pride Steering Group.

Ayush noted:

- We cemented our meeting process after the mid-year review.
- We're working with Careers team. I hope to have more update next meeting.
- Hardeep has left, Bijay has joined.

Olivia spoke on behalf of Sam to explain they hadn't met, and had no report to offer.

Janelle raised a concern about COVID-themed coursework stressing students out. Greg asked her to email him and he would follow up.

Other Business

The Chair, Marlee Bourke, declared the meeting closed at 7:30pm.

1. APPENDIX I: SENATE MEMBERSHIP

As of August 24th.

Name	Representative for
Althea Alpitsis	TAFE Board
Ayush Dahiya	Mt Helen Campus (HE)
Beau Frichot	Gippsland Campus
Bijay Neupane	Brisbane Campus
Lizzie Tongway (Portfolio Chair)	SMB Campus
Fiona Archer (Portfolio Chair)	School of Health and Life Sciences (UG)
Gautam Pal (Portfolio Chair)	International Students
Geeta Naralasetty	Academic Board
Harvinder Singh	School of Nursing & Healthcare Professions Board
Heba Adelrahman	Distance & Online
Janelle Moyes	Distance & Online
Jennifer Davis	Learning & Teaching Committee
Kyle Jackson	Aboriginal & Torres Strait Islander
Lachlan Francis	School of Education Board
Lucy Payne	Camp St Performing Arts
Marlee Bourke (Chair)	School of Arts Board
Chaganti Deepak	School of SEIT Board
Melanie Bellingham	School of Business Board
Nadine Wilkinson	Gippsland Campus
Olivia Carey	Sustainability
Rasika Singla	Mt Helen Campus (HE)
Sam McKeegan (Portfolio Chair)	Sports
Sanjampreet Kaur	Clubs and Societies
Senim Genc	Postgraduate
Tanvi Mahajan	Berwick Campus
Verana Hunter-Raye (Vice-Chair)	Western Campuses (HE)

Student Representative Vacancies

- Berwick Campus
- Horsham Campus (TAFE/VET/VCAL)
- SMB Campus (1 of 2 filled)
- Camp St (Visual Arts)
- FedCollege
- Mt Helen Campus (TAFE)
- Equity, Diversity and Social Inclusion
- School of Health and Life Sciences (PG)