

STUDENT SENATE

Subject	Student Senate Meeting 2/2020 (SS2)
Chair	Marlee Bourke
Present	<p>Representatives: Hardeep Singh, Tanvi Mahajan, Jen Davis, Beau Frichot, Emma Hunt, Nadine Wilkinson, Verana Hunter-Raye, Olivia Carey, Sam McKeegan, Ayush Dahiya, Gautam Pal, Melanie Bellingham, Rasika Singla, Marlee Bourke, Fiona Archer, Saleem Malik, Senim Genc</p> <p>Guests: Jo van Son (Advisor), Tom Hodgson (Executive Officer)</p>
Apologies	Lizzie Tongway, Darren Holland
Venue	Berwick 901 245, Churchill 5N 158, Horsham C100, Mt Helen T103, Online
Date	17 th March 2020
Runtime	5:00pm – 6:44pm

Meeting Actions

SS2

<p>Action 2.1: Chair to compose a letter to Vice-Chancellor on behalf of students seeking answers to student questions regarding COVID-19. Also, requesting more detail in University communications including releasing responses to their questions.</p>	
<p>Action 2.2: Jo will seek advice for international students regarding health insurance coverage for COVID-19. Advice will be circulated to students.</p>	
<p>Action 2.3: Representatives to discuss in Teams which SSAF expenditure ideas are low or high priorities during the outbreak.</p>	
<p>Action 2.4: Tom to investigate and set-up a live-streaming/online forum model.</p>	
<p>Action 2.5: Chair will post to Teams calling on members to comment if they wish any proposals to be rated as 'High' priority. Otherwise, all will be rated 'Low'.</p>	
<p>Action 2.6: Senim asked to submit the recommendations regarding room inspections on residence in her report in the form of a proposal.</p>	
<p>Action 2.7: Tom to invite International Admissions to update the Senate on the accommodation scholarships process and messaging for international students.</p>	

SS1

Action 1.1: Senate to discuss ideas for SSAF expenditure in Teams, and update Jo van Son on their ideas and any priority areas at next meeting.	Closed. Ideas submitted to Jo.
Action 1.2: Portfolio Chairs to organise a recurring monthly meeting for their Portfolio and inform Tom Hodgson and Marlee Bourke of the date.	Closed. All portfolios holding regular meetings.
Action 1.3: Tom Hodgson to request a stipend statement from Scholarships.	Closed. Scholarships will provide when able.
Action 1.4: Tom to create survey and organise devices.	Closed. Tom to share results in Teams.
Action 1.5: Gautam to write a proposal regarding representatives having a discounted stay on residence and email to Tom to submit to CampusLife.	Closed. Submitted and CampusLife have responded.

Actions carrying from 2020

Action 6.3: Mark Clarkson to raise the SMS Alerts proposal with the Director of ITS.	Closed. Awaiting response from ITS. Moved to proposal tracker.
Action 5.2: Jerry and Sheena to investigate resolving the issue of some nursing students being sent on multiple distant placements, while others are sent on only local placements.	Closed. Awaiting response from School of Nursing & Healthcare Professions. Moved to proposal tracker.

Meeting Minutes

Marlee Bourke, Chair, opened the meeting.

University update

[\[19.3.20: Please note the following advice given by Jo on 17.3 may be superseded by more recent University announcements. Check this link for the latest from the University.\]](#)

Jo van Son provided Darren's update in his absence. The University is receiving at least daily updates from the Government regarding COVID-19. The University is working hard to respond to this changing landscape.

Jo asked the members if they had any questions regarding the outbreak, either for themselves or questions they were hearing from students and Jo responded where able.

After the following discussion, the Senate agreed to write a formal letter to the Vice-Chancellor.

Action 2.1: Chair to compose a letter to Vice-Chancellor on behalf of students seeking answers to student questions regarding COVID-19. Also, requesting more detail in University communications including releasing responses to their questions.

Will classes be running next week?

No classes cancelled. We follow Department guidelines. No events over 500 people. An individual teacher might get ahead of themselves, and we want to know about that so we can report it and be clear and consistent. Over 500 cancelled, so graduations postponed.

If you see in the news the government announces universities closing, then you know we will. We have to follow the government, we're government funded.

What will happen if they get cancelled? Will they go online?

It's in University interest to continue as many students as possible in study. Where possible students will be given an online option. There will be some where it is not possible and the individual academic and their Dean will be asked to make that decision.

Are events cancelled?

Some have been because staff were concerned about bringing students together. The University is reviewing all events under 500, so things should be coming back on.

What about students who are feeling unsafe to come to campus?

Students will not be penalised if they cannot attend class due to the outbreak. They should attend if they can. If they are feeling anxious, they can speak with Counselling.

Senate discussed advising students to speak with Student Advisory if they were uncomfortable to attend classes.

How will University help an infected student?

Depends on their personal situation. For example are they in residence or home? Are they able to manage themselves or too sick? Are they able to continue study or not?

All Connect Services will continue regardless, even if the Uni is forced to close. We're all set up to run almost everything with phone based or online – if and when that becomes necessary.

Will extra staffing be provided to Counselling to handle an influx of anxious students?

No, but it's a question we need to ask. It could be we offer shorter appointments so as to see more students.

Are clubs events on hold?

All things will continue. Are planning club events? You need to think about how does this work when we're encouraging social distancing. Basketball, for example, no way to have social distancing. We need to look after ourselves and each other.

Keep in mind also, this group would deal well. But how about the other people you infect in your family or community. This is personal responsibly for the whole community. The risk is you won't even know you have it. You are young and healthy. It's unusual to have anything other than normal cold symptoms. You won't know.

If we get a club that says we have to run this event, we will support students to do that until we get told we can't run any more events.

How is the University going to take care of us if we get sick? International students are alone and homesick.

We need to have a conversation about that and it's an important question.

Will University support us financially given many students are now out of work?

We need to provide support for both international and domestic, we need to answer that. Students are feeling unsafe on residence. Students are feeling homesick. Students are struggling to afford their rentals.

[\[19.3.20: See this link for information about the special assistance fund for students.\]](#)

Can the University help international students understand if their health insurance covers them?

Action 2.2: Jo will seek advice for international students regarding health insurance coverage for COVID-19. Advice will be circulated to students.

Many students don't understand the symptoms well, and aren't considering how they might contribute to spreading the virus. We need this in a clear way. Additionally, students are struggling to find the FAQ. Could there be a slide that each lecturer includes at the start of each lecture? Can the Senate move our forums online, invite the right staff and use these to field student questions?

These are great questions. The main question here is: how can we help?

We need to keep our messaging simple and positive for students. It's not just about your health risk, it's about being an unwitting transmission vector and someone else getting infected whom it might kill.

[19.3.20: The FAQ is now linked from the homepage. The University has announced it's working on a dedicated page for this content.]

Is hand sanitiser being provided around campus and on residences?

Yes, though we should be mindful that stocks of hand sanitiser are very low and on back order across Australia. The University will do its best to remain stocked and supply this product equitably.

Are facilities closing? (e.g. the gym) Are we sanitising facilities more often?

Facilities are not closing for now. Yes, more door handles sanitised, more regular deep cleaning.

[Student Connect & SSAF budget update](#)

Jo van Son gave a presentation to students on the way SSAF is currently spent at the University. [See SS2.R6 SSAF Presentation.](#)

Jo explained that SSAF has to be allocated across campuses by student numbers, hence the low expenditure at Horsham where there are only 20 – 30 HE students.

Representatives discussed:

- Creating a student-run food bank service.
- Seeking a partnership with an op-shop service to deliver an op-shop on campuses with students serving as volunteers. Good experience for building social enterprises.
- Re-establishing the Senate book swap.

Action 2.3: Representatives to discuss in Teams which SSAF expenditure ideas are low or high priorities during the outbreak.

[Executive Officer update](#)

Tom gave a brief update advising representatives that the Senate Facebook would be sharing University and Government advice to students during the COVID-19 outbreak, and prompting them to view the University FAQ, contact Student HQ, or speak to the representatives for more information. Representatives will field questions with reference to the FAQ and escalate more difficult questions to Tom or Jo.

The Senate agreed the Forums should go ahead in a live-streaming/online model.

Action 2.4: Tom to investigate and set-up a live-streaming/online forum model.

Chair's Update

Marlee advised representatives of the new process where she and Verana would routinely call representatives to check in. Marlee reminded representatives that if they could not attend a meeting they could email comments on agenda items to Verana to be read out in the meeting.

Marlee reviewed the proposal tracker, noting many areas of the University had failed to respond as they were presently pre-occupied with responding to the outbreak. Senate members went through the responses line by line and agreed which were closed or remaining open.

See SS2.R5 Proposal Tracker SS2 March 2020

Jo advised representatives to be brave, that they deserve responses – but it does help to prioritise them.

Action 2.5: Chair will post to Teams calling on members to comment if they wish any proposals to be rated as 'High' priority. Otherwise, all will be rated 'Low'.

Proposal: Lecture streaming capture

See SS2.R2: Lecture capture

Motion moved by Ayush. Seconded by Saleem.

It was agreed to split the resolution into two as follows with one regarding a short term in response to virus and another regarding long term as a matter of normal practice.

SS2/1/20 was passed unanimously.

One student voted against SS2/2/20. Motion passed.

Resolution SS2/1/20: That the University implement in short-term recording of all lectures so that students may choose not to come on campus.

Resolution SS2/2/20: That the Senate recommend the University expand offering of fresh supplemental lecture recordings (i.e. re-recorded each year and provided in addition to compulsory lectures).

Proposal: Moodle due date

See SS2.R3: Moodle due date

Motion moved by Olivia Carey. Seconded by Ayush.

Motion amended to specify timeframe and policy update.

Representatives noted that when providing the content in advance was not possible, such as when sessional staff were not appointed in time or technical issues were encountered, that this should be clearly communicated to students.

Resolution passed unanimously.

***Resolution SS2/3/20:** that the Senate support the proposal to require lecturers/course-coordinators to have Moodle shells and course descriptions available for a minimum of 14 days before the first class of the semester, and that there is an update to the guidelines/policies to reflect what should be up (course descriptions, first weeks lecture, etc.) and when.*

Member reports

All members submitted reports by the meeting.

Action 2.5: Senim asked to submit the recommendations regarding room inspections on residence in her report in the form of a proposal.

Other Business

There was a brief discussion of the lack of clarity for incoming students regarding the timeframe and benefits of accommodation scholarships and the difficulty to access the Ballarat rental market at short notice.

Representatives are concerned that international students are not made aware of the difficulties they may face when they do not apply for accommodation scholarships to which they are entitled, and discover too late to take advantage of the scholarship.

Representatives wish to have the existing process around international scholarships clarified so they might make an informed recommendation to the University on updating this process, if necessary.

Action 2.7: Tom to invite International Admissions to update the Senate on the accommodation scholarships process and messaging for international students.

The Chair, Marlee Bourke, declared the meeting closed at 6:44pm.

1. APPENDIX I: SENATE MEMBERSHIP

As of March 17th.

First Name	Last Name	Representative for
Ayush	Dahiya	Mt Helen Campus (HE)
Beau	Frichot	Gippsland Campus
Elizabeth	Tongway	SMB Campus
Emma	Hunt	Equity, Diversity, & Social Inclusion
Fiona	Archer	School of Health & Life Sciences (UG)
Gautam	Pal	International Students
Hardeep	Singh	Berwick Campus
Jennifer	Davis	Learning & Teaching Committee
Marlee	Bourke	School of Arts
Melanie	Bellingham	School of Business
Muhammad	Malik	Research Committee Rep (HDR)
Nadine	Wilkinson	Gippsland Campus
Olivia	Carey	Sustainability
Rasika	Singla	Mt Helen Campus (HE)
Sam	McKeegan	Sports
Senim	Genc	Postgraduate
Tanvi	Mahajan	Berwick Campus
Verana	Hunter-Raye	Horsham Campus

Student Representative Vacancies

- School of Education Board Rep
- School of Nursing & Healthcare Professions Board Rep
- SEIT Board Rep
- SEIT Learning & Teaching Committee Rep
- TAFE Board Rep
- Brisbane Campus Rep
- Western Campuses (TAFE/VET/VCAL) Rep
- SMB Campus Rep
- Camp St (Performing Arts) Rep
- Camp St (Visual Arts) Rep
- FedCollege Rep
- Mt Helen Campus (TAFE) Rep
- Club & Societies Rep
- Distance Education/Online Rep (2 positions)
- Academic Board Rep
- Aboriginal & Torres Strait Islander Rep