

**Student Representative Council
Meeting #4 Minutes
July 2022**

A meeting of the University of Newcastle Students' Association (UNSA) Student Representative Council (SRC) was held via zoom on 18th July.

Distribution List:	<ul style="list-style-type: none"> • President- Jessica Philbrook • Vice-President Education (VPED)- Summer Harrison • Vice President Experience & Engagement (VPEX)- Georgie Cooper • Vice-President Welfare & Wellbeing (VPW)- Ruby Walker • Postgraduate Students' Senate Convenor (PSSC) – Tegan Stettaford • International Students' Senate Convenor (ISSC)- Sarthak Birani • Sydney Campus Committee Convenor (SCC)- Zhangxue Zhong • Newcastle Campuses Committee Convenor (NCCC)- Sam Cox • Cloud Campus Committee Convenor (CLCC)- VACANT • Central Coast Campus Committee Convenor (CCCC)-VACANT 	<ul style="list-style-type: none"> • Port Macquarie Campus Committee Convenor (PMCC)- VACANT • Queer Collective Convenor (AQC)- Frey Cooper • Accessibility and Equity Collective Convenor (A&EC)- Jen Lowe • Indigenous Collective Convenor (INCC)- Matthew Craig • Women's Collective Convenor (WCC)-Tyler Bridges • Parents and Carers Collective Convenor (PACCC)- Kate McAlpine • University Council Student Representative (UCSR)- Lucas Dowling • Academic Senate Representative (ASR)- Nivya Abraham • Student Accommodation Representative (SAR)- Holly Nicholas
Minute Taker:	<ul style="list-style-type: none"> • UNSA General Manager (GM)- Jennifer Hanson 	
By Invitation:	<ul style="list-style-type: none"> • Deputy Vice-Chancellor-Academic (DVC-A)- Mark Hoffman • NTEU Organiser – Jenny Whittard • NTEU President (outgoing) – Dan Conway • NTEU President (incoming) –Terrence Summers 	

Meeting opens: 5:34pm

1. WELCOME AND APOLOGIES

1.1. ACKNOWLEDGEMENT OF COUNTRY

Chair acknowledges the traditional custodians of the land, the Worimi and Awabakal people, and lands that everyone is uniquely zooming in from. Chair extends heartfelt respects to the traditional custodians of the lands and acknowledges that sovereignty was never ceded nor was it terra nullius.

1.2. APOLOGIES

Apologies received from: Women's Collective Convenor and University Council Student Representative

Not present: Academic Senate Representative.

1.3. QUORUM

Chair confirms that quorum is established.

1.4. RIGHTS OF AUDIENCE AND DEBATE

Granted to UNSA General Manager.

2. CONFLICTS OF INTEREST

The chair calls on the Student Representative Council (SRC) to declare any previously undisclosed conflicts of interest relevant to today's agenda.

None declared.

3. CONFIRMATION OF MINUTES FROM THE PREVIOUS MEETING

Members acknowledge minutes from the previous meeting. No questions or concerns raised.

4. ACTION ITEMS FROM THE PREVIOUS MEETING

ACTIONS JUNE 2021 SRC MEETING	ASSIGNED TO	STATUS
Draft SRC Flying Minutes Policy.	GM, Chair.	In progress
Create risk assessments procedure for SRC funding proposal events.	GM, Chair	In progress. Partial Completion. See Dropbox folder 7.2.
Continue researching self-defence class quotes to bring to the next SRC meeting.	Chair & VPW	On hold- revisiting this semester.

ACTIONS FROM DECEMBER 2021 MEETING	ASSIGNED TO	STATUS
Purchase 3 wobble chairs.	GM	On hold until UNSA Sensory Room is complete.
Rosella Street Buy/Swap/Sell platform Reach out to the University IT department to unblock Rosella Street from the firewall settings so students can access the platform while on campus.	DO	On hold. Confirm if still needed?

ACTIONS FROM FEBRUARY MEETING	ASSIGNED TO	STATUS
Revamp templates for reports, agenda item and funding requests before next meeting (mid-March).	GM and Chair	Complete, see agenda item and Dropbox folder 7.2.
VPEX and UCSR to meet with GM to discuss preparation for second campus activation meeting of the year. Change action item to in progress	VPEX, UCSR, GM SRSM	Complete
Forward any information from 2021 Welfare and Wellbeing action items: picnic rugs, self-defence classes etc. to VPW	Chair	Complete.
SRC Vacancies: Notify SRC when EOIs open for each role. Spread the word on vacancies to interested students.	GM All	Ongoing.
Student Musician Directory on the UNSA Website Speak to UNSA GM about the viability of this idea. Then reach out to clubs about what support could be provided by UNSA or the university. Bring feedback to next SRC meeting.	UCSR and VPEX	Complete.
Share UNSA's draft strategic plan with SRC. President's letter and Acknowledgement of Country to be added this year.	SRSM	In progress

ACTIONS FROM MARCH MEETING	ASSIGNED TO	STATUS
International Students Meet Up Event Edit the funding proposal and event approval form to invite all international students to attend, add the incorporation of an activity e.g., trivia or bingo and amend date to week 8 or 9 to allow more time for planning.	ISSC	Complete
UNSA TikTok Account: Form TikTok Committee/working group consisting of VPED, WCC, SRSM, VPEx, and Opus Editor. Chair to help review policy and approvals. Ask Opus Editor if they would be interested in sitting on the committee/working group.	VPED GM	On hold until semester 2.
Student Feedback Channels: <ol style="list-style-type: none"> 1. Flesh out an online feedback form for UNSA website. 2. Explore ideas/avenues for contacting Colleges to facilitate student feedback sessions (if desired). 3. Prepare a proposal to the SRC regarding drop-in student feedback sessions. 	VPEx, NCCC & Chair	In progress, see agenda item 5.3.
Tertiary Blood Drive: Look into the courtesy bus and/or mobile blood drive bus and incentive options. Contact AD Student Wellbeing Stephanie Brookman to ask who would have organised the mobile bus.	VPEx VPEx	In progress
Ukraine/Lismore Fundraiser(s) <ol style="list-style-type: none"> 1. Research reputable charities for students to donate to. 2. Provide contact details for Vinnies club to VPEx. 3. Reach back out to Student Central Staff on what the next steps would be in coordinating a charity gig. 	VPEx VPED VPEx	In progress Complete. Ongoing.

ACTIONS FROM MAY MEETING	ASSIGNED TO	STATUS
SRC involvement with semester 2 events/activities Set up a roster for SRC availabilities to attend UNSA events/activities for semester 2.	Chair	Complete. See Spreadsheet here.
Mental Health Week/R U OK? Reach out to Paula for Mental Health Week/R U OK? Day plans and collective involvement.	VPW	Complete.
Availability of software and hot desking <ul style="list-style-type: none"> • Explore potential hot desking availability at Callaghan and if there is suitability for other campuses. • Discuss general need of hotdesking in next ed committee meeting. 	NCCC VPED & Committee, Campus Convenors	Complete. In progress.
UoN Muso's Consultation Prepare a report detailing the feedback provided by UoN Muso's and develop an action plan using this feedback in consultation with UNSA staff to share with the University.	UCSR & VPEx	Complete. See Dropbox Folder 7.3.
NUS Affiliation <ul style="list-style-type: none"> • Add to board meeting agenda for next meeting. • Reach out to Chair if you need a hand to get in contact with your NUS counterpart. 	GM All SRC	In progress. Ongoing.
SRC Achievements		<ul style="list-style-type: none"> • In progress.

<ul style="list-style-type: none"> • Create a template for SRC Achievements series of social media posts to be used throughout the year. • Create a social media post for expanded NUSpace hours. • Create a list of SRC Achievements to be shared on the UNSA website. • Incorporate SRC Achievements into page on the UNSA website and into annual reporting. 	<ul style="list-style-type: none"> • Chair, Graphic Designer • Graphic Designer • All SRC • GM & DO 	<ul style="list-style-type: none"> • In progress. • In progress. • Ongoing.
Volunteers for ALS presentation Email ALS with list of volunteers for UNSA presentation (ISSC, VPW, A&ECC).	GM	Complete
Reconciliation Ball Purchase tickets for ICC and P&CC to attend Reconciliation Ball.	GM	Complete. <i>Sold Out.</i>
SRC Merchandise Send desired size for hoodie and t-shirt to UNSA-Office for ordering	All SRC	In progress, see agenda item 7.1.

5. GENERAL BUSINESS & FUNDING REQUESTS

5.1. Chair invites DVC-A to speak to the SRC.

DVC-A thanks the SRC for inviting him to speak tonight and takes SRC through current changes to be made for Uni Newcastle Students.

- Work Integrated Learning (WIL) for all undergrad students commencing from 2023. This will be mandatory for all those who do not already have work placements in their program. There is a transition period (whoever is enrolled now will have the chance to do this). The reasoning behind this change is to better equip students for work-life after university. National Skills Commission found that most employers in Australia will not consider graduates who do not have at least some work experience. Additionally, between 25-40% of jobs are not advertised. So it is important for students to have opportunities to make connections before graduation to get their foot in the door.
- Changes to exams: Currently there are some face-to-face exams as well as take-home exams. A small random selection of students are checked for identity using VIVAs.
 - Oral Examination (Vivas) are used both to verify the authorship of materials and as a quality assurance measure.
- Course planning programs: currently these are very clunky, confusing pdf print outs The current format causes a lot of frustration for students, so it is currently being revamped now.
- Reduction of prerequisites: currently reviewing prerequisite courses with the aim of trying to reduce the number of these. This way students are not locked out of certain courses avoiding speed bumps and delays and providing increased flexibility.

DVC-A opens to the SRC for questions:

Q: Regarding placements, will there be grants or scholarships for students that may not be able to undertake placements in Newcastle and will have to travel?

A: Yes, there will be stipend or grant funding for those who need to travel. Also RAP (reasonable adjustment plans) for those who cannot attend placements away from home.

Q: Will there be WIL opportunities provided for students who have special requirements around accessibility? There are some issues already with providers not taking students who are neurodiverse.

A: Yes, there will be RAP specifically focused on placements for this reason. There is also a role specifically set up to identify placements opportunities for those who are neurodiverse.

Q: What is the Viva process and how long after exams will Vivas take place? For a lot of students, exam info goes out of the brain right after the exam (especially with multiple exams). What does this process actually look like?

A: Course Coordinators and lecturers should explain this process in advance to students. Vivas will cover specific exam items. Work can be done to better prepare students on “what to expect in a Viva”. Also, the Viva is not the end-all-be-all for students, and other avenues can be pursued based on individual student needs.

Q: Regarding assessments, how will these changes impact the marking capabilities of course coordinators and postgrads?

A: The total amount of marking should not change.

Q: How will the University aim to avoid assessment tasks falling on the same day? Can this be factored in?

A: Part of the move from Blackboard to Canvas was to utilise the calendar function in Canvas. We are aiming to switch on the calendar function for course coordinators to see when things are due and avoid overloading students with deadlines.

DVC-A leaves meeting 6:02pm

NTEU staff enter meeting 6:05pm

5.2. NTEU Presentation

NTEU representatives thank the SRC for the opportunity to attend the meeting. NTEU representatives introduce themselves and give an overview of enterprise bargaining processes. NTEU President (outgoing) takes SRC through a PowerPoint with important information pertaining to students.

NTEU is a union for university staff, academic and professional, plus postgraduate students. NTEU highly recommends all postgraduate students become members. NTEU gives an overview of enterprise bargaining. Enterprise bargaining is a negotiations process for new enterprise agreements which govern pay, working conditions and workplace rights. (Does not apply to director or executive level employees). NTEU is currently negotiating for increased job security, work life balance and fairer workloads. Students would have no doubt noticed the squeeze on teaching staff here and some staff are starting to fold under the pressure (Academic staff). NTEU’s current negotiations with management have gone on for nearly a year and there are major sticking points between the parties. NTEU President informs SRC that industrial action is likely to commence which will affect students.

Why is this important for UNSA staff and UON students?

Staff working conditions directly impact on student learning conditions and overall student experience.

NTEU will keep UNSA leadership informed if members decide to take industrial action resulting in any disruptions to classes/education. NTEU invites SRC to contact them via email if any questions or concerns arise Newcastle@nteu.org.au

NTEU President opens to the SRC for questions

Q: (NCC) NCC asked what are the key sticking points which the NTEU president mentioned?

A: Sticking points are the number of university staff on casual/ part time contracts, number of ancillary tasks academic staff are being asked to take on, and the amount of staff working overtime to cover the workload in their contracts

Q: (NCC) NCC asked since industrial action is on the cards, how will the Union take into consideration the effect of this on students if it continues later into the semester, specifically into exam season?

A: Unfortunately, an impact on the student experience is going to be felt if industrial action occurs and that may be felt academically. The NTEU would have student exams at the forefront of considerations when it comes to organising industrial action.

NTEU staff leave meeting 6:35pm

5.3. SRC Surgeries.

NCCC explains the proposal outlining opportunities for SRC to gather additional student feedback during weekly free lunch events. This initiative is aimed at campus convenors with the general purpose being to get the word out to students about UNSA and gather feedback on what students want to see. Chair reminds SRC that only the Chair/President can speak on behalf of UNSA. Chair asks SRC to keep this front of mind and be careful not to promise anything to students. If you do not know the answer to a student's question, offer to check up on it.

SRC discuss how to measure and choose a name: [Freebies 4 Feedback](#). NCCC to create a simple, brief questionnaire to be made into a form on the UNSA website, reviewed by PSSC, and displayed via QR code.

Motion: For UNSA to endorse and approve the Freebies 4 Feedback initiative (with form created and how to guide on Freebies 4 Feedback).

Moved by: Chair

Seconded: NCCC

In favour

Motion Carried.

5.4. UNSA Picnic at Port Macquarie Campus

NCCC talks through the proposal he prepared for an UNSA picnic at Port Macquarie campus. Working group to be formed with ISSC, A&ECC and SAR, led by NCCC. Chair suggests working group liaise with Port Macquarie Campus staff and review key university dates before choosing a date and time for the picnic.

Motion: SRC to endorse and support in principle this motion for picnic event at Port Macquarie Campus sometime during semester 2.

Moved by: NCCC

Seconded by: PSSC

In favour: 13

Motion Carried

5.5. Reviewing Outstanding Action Items.

Tabled for next meeting due to time constraints.

5.6. Pill Testing Kits.

VPW & Chair give an overview of pill testing kits initiative offered in the past by the previous association, NUSA.

UNSA's role would be to fund the kits and make sure they are available to students when needed. CDAT and the University would run the "how-to" workshop for students. The workshop will require a student representative to conduct the test kit demonstration, as university staff cannot conduct that portion of the workshop. In terms of mitigating risk, Chair explains that it is not UNSA's role to directly support students through drug addiction, however UNSA can simply refer students to support services available to them.

Motion: For the SRC to formally endorse UNSA to purchase pill testing kits and organise workshops with CDAT and the University. Chair to bring this endorsement to the UNSA Board for financial approval.

Moved by: VPW

Seconded: ICC

In favour: 13

Motion Carried.

5.7. Toasties Proposal

VPW proposes UNSA offer \$2 frozen toastie that students can buy as an affordable meal available during UNSA office opening hours. Two flavours offered: Ham & Cheese and Tomato & Cheese.

Motion: For the SRC to approve the expenditure for the program and support on an ongoing basis.

Moved by: VPW

Seconded: NCC

In favour: 13

Motion carried.

5.8. Self Defence Workshop Proposal.

VPW has been meeting with the University Respectful Communities Coordinator about running these workshops. It is coming through campus care and counselling as something that students need and want. Unfortunately plans fell through with first provider so VPW is currently finding alternative providers.

Motion: For the SRC to endorse UNSA running personal protection self-defence initiatives for semester 2.

Moved by: Chair

Seconded by: ISSC

In favour: 13

Motion carried.

6. REPORTS

6.1. President

- 6.2. VP Education
- 6.3. VP Experience and Engagement
- 6.4. VP Welfare and Wellbeing
- 6.5. Postgraduate Students' Senate Convenor
- 6.6. International Students' Senate Convenor
- 6.7. Newcastle Campuses Committee Convenor
- 6.8. Port Macquarie Campus Committee Convenor VACANT
- 6.9. Sydney Campus Committee Convenor
- 6.10. Cloud Campus Committee Convenor VACANT
- 6.11. Central Coast Committee Convenor VACANT
- 6.12. Queer Collective Convenor
- 6.13. Women's Collective Convenor
- 6.14. Parents & Carers Collective Convenor
- 6.15. Accessibility & Equity Collective Convenor
- 6.16. Indigenous Collective Convenor
- 6.17. Student Accommodation Representative
- 6.18. University Council Student Representative
- 6.19. Academic Senate Student Representative **Not received.**

Reporting tabled for next meeting due to time constraints.

7. MATTERS FOR NOTING

7.1. SRC Merchandise Reminder:

There are some members of the SRC who have not received their UNSA branded hoodies, T-Shirts, and name badges. If those members could please send through their sizes to the office, they will be ordered promptly by the new general manager. Once they have arrived, we will let you know, and you can come and pick them up. Merchandise includes name badge, hoodie (sizes unisex S-XXL), t-shirt (women's 8-20 or unisex S-XXL).

7.2. SRC Event & Funding Approval Form:

The new event approval form is ready for all SRC members to use. The purpose of the form is to ease pressure on staff and remove administrative bureaucracy for event applications which are submitted in between SRC Meetings. Even still, if you are organising an event and there is an SRC meeting on the horizon, and the event relates to an UNSA wide scheme please submit a standard funding proposal and agenda item for the SRC to consider. Event, like the picnic mentioned today, are examples of events that are well suited to utilise the new form. Please get the form in one week prior to the event taking place but three weeks' notice is preferred.

In filling out the form take into consideration all aspects of the event you want to host, including start time and who will be present. While the general structure of the form has been approved by the board it is open for feedback over the next few weeks.

7.3. UNSA Club Consultation Report.

SRC congratulates VPEx and UCSR for a job well done. VPEx and UCSR highlighted their next step would be to draft a letter to University Management and arrange a meeting with them to discuss the key issues. Chair requested that SRC receive regular updates on their progress.

7.4. Let's Glow Party

Wednesday 20th July 2022 starting 6pm at Bar on The Hill.

Let's glow event: This is the first event by UNSA for starting back this semester. All SRC members are encouraged to get involved. Chair mentions that consultations surrounding a hired coach into Newcastle City after the event were ongoing and an update on that would follow in due course.

VPEX leaves meeting 7:42pm

8. MEETING FINALISATION

8.1. Review actions to be taken

ACTION	ASSIGNED TO	STATUS
DVC-A Presentation: Send any additional questions regarding Uni Newcastle academic changes to the Chair or GM to be sent to DVC-A.	All	
Freebies 4 Feedback: Create a simple, brief questionnaire to be made into a form on the UNSA website reviewed by PSSC and displayed via QR code. Choose dates to conduct Freebies 4 Feedback campaign.	NCCC & PSSC NCCC & Chair	
Port Macquarie Picnic Form working group. Plan picnic after liaising with Port Macquarie Campus staff, UNSA operational staff, and reviewing key university dates.	ISSC, A&ECC and SAR, led by NCCC	
Pill testing kits: UNSA to purchase pill testing kits and organise workshops with CDAT and the University. Chair to bring this endorsement to the UNSA Board for financial approval.	GM, Chair & VPW	
Toasties Proposal: Facilitate toasties initiative with assistance from UNSA operational staff.	VPW	
Personal Protection Workshops: Obtain quotes from providers, select most suitable, schedule personal protection workshops.	VPW	
Club Consultation: Draft a letter to University Management and arrange a meeting with them to discuss the key issues. Provide regular updates to the SRC on progress.	VPEX, UCSR	
SRC merchandise: Send sizes to unsa-office email by Friday 22 nd July.	Those who do not already have merch.	Complete.
Additional SRC meeting: Find time for additional meeting to go over remaining agenda items. Items that were tabled: --SRC Reports --Reviewing outstanding action items	Chair	

8.2. Next meeting: SRC meeting #5 will be held on Monday 5th September in the UNSA Building and via Zoom.

Meeting closes: 7:43pm