**Student Representative Council Meeting**

| Date: | Thursday 13 April 2023 |
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| Time and venue: | 5:00pm via WebEx Teams Space |
| In attendance: | Sixuan Guo, Chris Collingwood, Iyeoluwa Fajimi, Mikayla Royal, Zulfa Soltani, Amanda Meehan, Divyangana Sharma, Watareka Somaweera, Michaela Hosking, Nisura Lekamlage, Magaly |
| Apologies: | Nisura would be arriving late |
| Minutes secretary: | Chris Collingwood |

1.  **WebEx recording statement** by Michaela.

2.  **Acknowledgment of country** by Michaela.

3.  **Welcome & apologies** Michaela suggested that all members introduce themselves for the benefit of the new members.

4.  **Minutes of previous meeting to be passed** Taken as read, proposed by Chris, seconded by Mikayla.

5.  **Action items**

    5.1.  Institute response to SRC recommendations – Michaela Hosking, Manager of Student Engagement and Success. Anticipated acceptance, Marketing Dept to review Orientation video. Waiting for working group to approve.

    5.2.  Council secretary to be nominated – Chris Collingwood accepted this role.

    5.3.  SRC events –SRC dinner in South Yarra, Sixuan, Nisura and Chris confirmed attendance.

6.  **General business**

    6.1.  Meeting with CE and Chair of the board – All members invited to meet new Board Chair.

    6.2.  Outstanding student rep bios – Magaly to supply to Michaela.

    6.3.  Student rep recruitment strategies through opportunities such as Holmesglen's awards festival. Can we engage with Awards ceremony nominees to join SRC? Create short video to play during course orientation to introduce the SRC. Need to broaden the communication on SRC successes. Noted recruiting successes during O week. Zulfa suggested that the SRC is mentioned during orientation lessons at the start of a semester. Chris supported this. Nisura and Michaela to start project.

7.  **Discussion theme –**

    7.1.  Overview of the progress of the Learner Engagement and Partnership Strategy 2021–2023 – Michaela presented the strategy document.

**7.2.** What are the priorities for students when it comes to student partnership and voice at Holmesglen for 2024 – 2026? Michaela expects the new document to come from collaboration between students and staff.

**7.3.** How should we survey the wider student community about their view and opinion on the Learner Engagement and Partnership Strategy? Magaly suggested engagement via Facebook and other Social Media platforms. How do we engender a sense of pride in attending Holmesglen? Could the Diploma of Community Service project be used to help student engagement (Sixuan/Michaela)? Magaly suggested to use the phrases "Be proud to be at Holmesglen" and "Build your perfect experience at Holmesglen", as easy for international students to follow.

**7.4.** How do we activate this conversation throughout the student's journey at Holmesglen? Watareka asked what incentives could be offered to students? Magaly suggested to show more alumni success stories on the website. Can we (Michaela) follow up and see if institute emails are getting out to most students?

**7.5.** Engaging with student digitally – do students feel this is done well at Holmesglen? Nisura asked for more from the Holmesglen social media (SM) pages, and possibly to use BrightSpace to reach more students. Investigate running socials through media student classes. Check for consistent messaging across the different SM platforms.

## 8. Recommendations

**8.1.** What recommendations are you putting to the institute to improve the student experience regarding the Learner Engagement and Partnership Strategy 2024 - 2026?
- 1) Moving information content into an online repository.
- 2) Convene a working group to create an information pack for international students to read prior to arrival in-country.

    Proposed by Chris, seconded by Magaly.

**9. Next meeting & meeting topic -** Ensuring Holmesglen is a safe and inclusive space for all learners.

## 10. Action Items

| Item | Who |
|---|---|
| 5.1 Orientation video | Marketing Department |
| 6.2 SRC Member Bio | Magaly |
| 6.3 Project to get SRC mentioned in orientation classes at the start of each semester | Nisura / Michaela |
| 7.3 Can the Dip community Service project be used to improve student engagement? | Sixuan and Michaela |
| 7.4 Are Student emails able to be forwarded off-campus? | Michaela / Chris to check. |