

## MINUTES

### Student Representative Council

<b>Date:</b>	15 September 2020
<b>Time and venue:</b>	6pm, WebEx Teams
<b>In attendance:</b>	Lin Lau (Chair), Travis Hallam (Secretary), Sonela Raggioo, Ider Khoskhuu, Sachini Akushla, Hwee Yue Quack, Joyline Tait, Victoria Varlet, Nok Tung Lam, Swetta Libera
<b>Apologies:</b>	Celsete De Freitas, Nesma Said
<b>Minutes secretary:</b>	Travis Hallam

<u>Action Items</u>	<u>Responsibility</u>	<u>Deadline</u>	<u>Status / Update</u>
Meeting with Michaela on best method of introducing reps through O'week	Chair	TBA	In progress
Student reps to get in touch with teachers to introduce student reps.	All representatives	TBA	In progress
Review best way to introduce a link onto Brightspace	Chair	TBA	In progress
Reps to post different content (frequently) onto the online community and create individual groups based on course they are studying.	All representatives	On going	In progress
Generate a 'Vision / Mission statement' & Job Description to be published	Chair, reviewed by all representatives	22/09/2020	Completed 15/09/2020
Student reps to use 'word of mouth' to promote and introduce ourselves	All representatives	On going	In progress
Introduce more workshops & webinars to the online community	To be reviewed	On going	In progress
Create weekly/monthly newsletters	To be reviewed	TBA	In progress
Discuss with Holmesglen on introducing a diary/journal to new and current students	To be reviewed	TBA	In progress
Chair to bring document of mission/vision statement and value document to Michaela for submission to the OC and newsletter	Chair	21/09/2020	
Discussions with Rec Team (Nicole) on collaborating and running events	Joy	21/09/2020	
Reach out to teachers to discuss events	All Reps	06/10/2020	
Poll to be created on WebEx chat regarding professional development Voting to be tallied by 21 <sup>st</sup> September.	All Reps	22/08/2020	
Generating an 'intro speech' for Reps to use during a virtual drop-in session.	All Reps to review	24/09/2020	

## **1. Introduction and apologies**

The Chair acknowledged the traditional owners of the lands from where the council meet today and payed respects to the Elders past, present and emerging. Reps introduced themselves to the council. Confirmation that a quorum was met with ten reps in attendance and two apologies.

## **2. Confirmation of minutes of previous meeting**

Confirmation of minutes – agreed upon by all attendees.

## **3. Reporting on action items arising from minutes**

- Student newsletter has been sent out with introduction of student reps
- Support requested from faculty to introduce and promote student reps to students
- Request had been sent out to student engagement to publish student council rep introduction onto the Holmesglen home page.
- Process to begin in term 4 for student reps to pop into virtual classes for introduction
- Mission statement completed for publication with council agreeing for additions to be added down the track.

## **4. Terms of Reference for discussion and review**

The council discussed the terms of reference and concluded on one amendment. A change to the quorum from 5 council members to 7 council members for a meeting to take place. All attendees agreed upon.

## **5. Student Representative Council Mission Statement discussion and review**

The council discussed the Student Representative Council Mission Statement, reviewing the proposed document, making a few amendments, including:

- Council discussed the proposed Mission Statement provided by the chair and decided on a completed document to be published on the OC and in the newsletter.
- Council agreed with a 10 vote 'YES' that we would allow for this document to be amended as we saw fit as time progressed.
  - Action Items: **(Refer to table on page 1)**
    - Chair to bring document to Michaela for submission to the OC and newsletter

## **Student feedback and needs (Trivia Night & Events)**

The council discussed various activities and promoting and marketing of events, including:

- Decided on running events during week one or two of term 4 (Providing there are no mid semester exams).
- Trivia night and platforms to run this through
- Cooking events, Guest/motivation speakers, raffles, fitness and other 'themed' events.
- Ways to promote the events; Virtual class drop-ins, faculty/teachers to promote, newsletter, word-of-mouth.
- Collaborating with the Rec team.
  - Action Items: **(Refer to table on page 1)**
    - Discussions with Rec Team (Nicole) on collaborating and running events
    - Reach out to teachers to discuss events
    - Posting in newsletter, posting on the OC of events
    - Generating an 'intro speech' for Reps to use during a virtual drop-in session.

## 6. **General Business**

- The council discussed the best way of communication between the Student reps and decided on General communication via WebEx, Formal communication via email and content via the OC; with 9 council members voting 'Yes'.
- The council discussed suitable times for Student Reps to participate in upskilling and courses provided by Holmesglen.
  - Action Items: **(Refer to table on page 1)**
    - Poll to be created on WebEx chat regarding professional development Voting to be tallied by 21<sup>st</sup> September.

## 7. **Other Business**

- The idea of providing a link to the virtual council sessions through WebEx Teams
- Discussions around how to use the testing app and the functions

## 8. **Next meeting**

- Tuesday - September 22, 2020. – 6pm

**End Time: 7:35pm**