

## MINUTES

### Student Representative Council

<b>Date:</b>	20 October 2020
<b>Time and venue:</b>	6pm, WebEx Teams
<b>In attendance:</b>	Lin Lau (Chair), Travis Hallam (Secretary), Sonela Raggoo, Joyline Tait, Victoria Varlet, Nok Tung Lam, Swetta Libera, Ider Khoskhuu
<b>Apologies:</b>	Celsete De Freitas, Nesma Said, Sachini Akushla, Hwee Yue Quack, Michaela Hosking
<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		Completed 20/10/2020
Student reps to get in touch with teachers to introduce student reps and discuss events	All representatives		Completed 20/10/2020
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
Student reps to use 'word of mouth' to promote and introduce ourselves	All representatives	On going	Complete 20/10/2020
Introduce more workshops & webinars to the online community	All representatives	On going	In progress
Discuss with Holmesglen on introducing a diary/journal to new and current students	Chair/Secretary	09/10/2020	In progress
Discussions with Rec Team (Nicole) on collaborating and running events	Joy	Ongoing until 30/10/2020	In progress
Generating an 'intro speech' for Reps to use during a virtual drop-in session.	All Reps to review	09/10/2020	Completed
Address issues around distribution of student newsletter and formulate a solution that works.	Sec (TH)	TBA	In progress
Creating a subcommittee to address this agenda and promote strategies regarding the OC.	Sec (TH), Sonela	12/10/2020	Completed 20/10/2020
Speak with the steering committee around functionalities and linking of sites/platforms.	Sec (TH), Sonela	20/10/2020	In progress
Produce run sheet and distribute the promotional poster. Open registration to the events and confirming facilitators	Joy	08/10/2020	Completed 08/10/2020
Confirmation of student rep's attendance of events and producing a short intro speech from each rep.	All Representatives	09/10/2020	Completed

Gathering opinions of student reps regarding survey conducted by Holmesglen around remote learning and pass onto the institute.	Teresa	23/10/2020	In progress
Post information onto the OC about the supports Red Cross offer for international students.	Sonela, Sachini	23/10/2020	In progress
Form a sub-committee and work on a design/badge. Discuss with the institute in production and rollout of the logo.	<b>Victoria</b> (Sub-committee 'Nesma, Mdiori, Sonela, Lin-Chair, Travis-Secretary)	20/10/2020	Completed 16/10/2020

<b><u>NEW</u></b>	<b><u>ACTION</u></b>	<b><u>ITEMS</u></b>	
3.1 - All reps to continue promoting the events via drop ins to virtual classes and utilising the OC to publish information on the events; Connect with their peers and encourage participation.	All representatives	Ongoing until 29/10/2020	In progress
3.2 - All reps to provide updated availability of events; Or provide a short 30 second clip to be played in their absence.	<b>All representatives</b>	22/10/2020	
4.1 - Produce survey in partnership with Holmesglen to gain student feedback and concerns around remote learning/coronavirus impacts and other relevant concerns, targeting both international and local students.	<b>Trav (Sec), Sonela, Teresa</b>	30/10/2020	
5.1 - Sub-committee to be formed and a new proposed program of events to be created and provided to Holmesglen for approval.	<b>Trav (Sec), Joy, Sonela</b>	26/10/2020	
5.2 - Promoting the new events and getting in touch with students of all course areas to encourage engagement. – Create a separate group on the OC.	<b>Trav (Sec), Joy, Sonela (With the support of all representatives)</b>	01/11/2020	
6.1 - Form a sub-committee and collaborate with Holmesglen to increase internal and external internship opportunities for students.	<b>Teresa, Sonela, Victoria</b>	03/11/2020 Ongoing	
7.1 - Form a sub-committee to put together a proposal and strategy in rolling out information and projects around introducing the student rep council at O-Week.	<b>Swetta, Joy (Chair), Trav (Sec)</b>	03/11/2020 Ongoing	

## 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.  
Confirmation that a quorum was met with eight reps in attendance and four council

members and one Holmesglen representative as apologies.

### **Confirmation of minutes of previous meeting**

Confirmation of minutes – agreed upon by all attendees.

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

- Council reported on action items arising from previous meeting; these included:

- Confirmation that the run sheet and promotional posters were created and distributed accordingly.
- Confirmation that most of the student reps had provided their availability in attending events and/or provided a short intro video clip to be presented in their absence.
- Confirmation that the survey to be conducted and distributed amongst reps is underway.
- Confirmation that some reps had provided feedback on the remote learning survey and that a deadline of this Friday (23<sup>rd</sup> October) has been established.
- It was reported that the Red Cross supports will be published onto the OC within the coming weeks.
- The sub-committee working on the Student Rep badge has been placed on hold while the council focuses on more important concerns arising from meetings. (Concluding that a virtual badge on the OC would be the way to go for now)

## **3. Eventing**

The council discussed the progress of the events thus far. Including.

- The turnout for the first two events. (35 people attended event 1; 14 people attended event 2)
- Ongoing strategies of drop-ins to virtual classes to promote the remaining 3 trivia events and to increase attendees.
- The times of these events, the themes, and the link to the registration along with promotional posters for events was shared among the council to distribute.
- The use of utilising the OC to promote the events more and spread the word.
- That all council members need to update their availabilities for the events or provide a short intro clip to be played in their absence.

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- Action Items: **(Refer to table on page 1 & 2)**

**3.1.** All reps to continue promoting the events via drop ins to virtual classes and utilising the OC to publish information on the events; Connect with their peers and encourage participation.

**3.2.** All reps to provide updated availability of events; Or provide a short 30 second clip to be played in their absence.

#### **4. Student feedback and Needs**

The council discussed students needs arising from feedback received via emails and concerns raised. These included:

- Concerns over the impacts that Coronavirus is having on student learning and efficiency while remote learning.
- The assistance that Holmesglen may be able to offer to students to support their needs.
- To produce a survey to circulate amongst the student body to target key concerns and bring them to the council for action.
- Supports for international students.

- Action Items: **(Refer to table on page 1 & 2)**

**4.1** Produce survey in partnership with Holmesglen to gain student feedback and concerns around remote learning/coronavirus impacts and other relevant concerns, targeting both international and local students.

#### **Remote Learning**

The Council discussed the research conducted by Holmesglen around remote learning and the key areas highlighted from the survey data. The council expressed the need for feedback from all student reps.

#### **5. OC Roll Out Strategy**

The council discussed some additional events to be ran in the month of November to increase traffic onto the OC; These included:

- A 'Step Count' event. Ran over 7days, where students compete for the most steps taken over a 1-week period. Standardising on a particular app, where students take a screenshot at the end of each day and upload their achievements each evening.
- Push-up competition, targeted towards the Building and Trades department to encourage them to compete and join the OC.

- Support has been offered from Holmesglen institute in supporting these events and promoting.

Action Items: **(Refer to table on page 1 & 2)**

- 5.1 Sub-committee to be formed and a proposed program of events to be created and provided to Holmesglen for approval.
- 5.2 Promoting the events and getting in touch with students of all course areas to encourage engagement. – Create a separate group on the OC.

## **6. Student Internship Opportunity**

The council discussed the need for increased opportunities for internships. With a majority vote expressing the need for this; these included:

- Working in collaboration with Holmesglen, using already established networks to work on increasing internship opportunities.
- Proposing to Holmesglen for internship opportunities to be offered internally.

Action Items: **(Refer to table on page 1 & 2)**

- 6.1 Form a sub-committee and collaborate with Holmesglen to increase internal and external internship opportunities for students.

## **7. Student Council at O-Week**

- The council discussed an opportunity for student representatives to be present in O-week to introduce themselves to students; among other strategies which included:

- Providing newly enrolled students with wristbands.
- Producing a Diary/Journal – with student rep info included.
- Producing and providing a 'Student Rep Council' magazine (either a physical or online copy)
- Introducing a page on the Holmesglen main website dedicate to the student rep council.
- Generating a symbolic student rep logo, one that can be unified across all Holmesglen's online platforms and in future as a physical emblem / badge to be worn
- Action Items: **(Refer to table on page 1 & 2)**

- 7.1 Form a sub-committee to put together a proposal and strategy in rolling out information and projects around introducing the student rep council at O-Week.

## **8. General Business**

The council discussed the completed project of the student council logo and name badge; concluding it would go virtual and that the physical badge will be placed on hold while more important actions be attended to.

The council discussed the Rec Team survey regarding events and changes for 2021; And the importance of providing their feedback and promoting the survey to their peers.

## **9. Other Business**

The council is in the process of determining the end date of time served on the council and the application to extend their services.

### **Next Meeting:**

- **Tuesday, October 27 – 6:30pm**

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**End Time: 7:28pm**