

MINUTES

Student Representative Council

Date:	29 September 2020
Time and venue:	6pm, WebEx Teams
In attendance:	Lin Lau (Chair), Travis Hallam (Secretary), Sonela Raggio, Ider Khoskhuu, Joyline Tait, Victoria Varlet, Nok Tung Lam, Swetta Libera, Celsete De Freitas, Nesma Said
Apologies:	Sachini Akushla, Hwee Yue Quack
Minutes secretary:	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 and discuss events	All representatives	09/10/2020	In progress
Review best way to introduce a link onto Brightspace	Chair	09/10/2020	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
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			Completed 29/09/2020
Discuss with Holmesglen on introducing a diary/journal to new and current students	Chair/Secretary	09/10/2020	In progress
Chair to bring document of mission/vision statement and value document to Michaela for submission to the OC and newsletter			Completed 29/09/2020
Discussions with Rec Team (Nicole) on collaborating and running events	Joy	21/09/2020	In progress
Poll to be created on WebEx chat regarding professional development Voting to be tallied by 21 st September.			Completed 29/09/2020
Generating an 'intro speech' for Reps to use during a virtual drop-in session.	All Reps to review	06/10/2020	
Create google doc and circulate between reps to determine dates of availability.	Joy	05/10/2020	In progress
Organise for a group distribution email, to simplify group email send outs.	Chair/Sec	05/10/2020	

Address issues around distribution of student newsletter and formulate a solution that works.	Sec (TH)	02/10/2020	
Creating a subcommittee to address this agenda and promote strategies regarding the OC.	Sec (TH), Sonela	12/10/2020	
Speak with the steering committee around functionalities and linking of sites/platforms.	Sec (TH), Sonela	20/10/2020	
Create messages/notes for food packages.	Sonela	06/10/2020	
Speak with Michaela to request a list of professional development session types and provide to Student Reps	Sec (TH)	02/10/2020	
Arrange meeting with Michaela for Holmesglen App feedback and navigating session.	Sec (TH)	02/10/2020	

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.

Confirmation of minutes of previous meeting

Confirmation of minutes – agreed upon by all attendees.

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

- Mission statement has been published onto the student newsletter for 6th October edition.

3. **Eventing**

The council discussed the events proposal around activities to promote the online community, acknowledging support from the rec team in managing and facilitating the events.

The council determined that dates need to be confirmed and that the reps will organise drop-in sessions into classes to promote these events.

- Action Items: **(Refer to table on page 1)**
 - Create google doc and circulate between reps to determine dates of availability.
 - Student Reps to arrange drop-in sessions with classes to promote events.

4. Student feedback and Needs

The council discussed the Student Newsletter and determined that the method of distribution is not consistent as only half the Reps stated they'd received the newsletter and the other half had not. The method needs to be reviewed and determined best way of distributing.

The council also discussed generating a group distribution email for all reps to be included in.

- Action Items: **(Refer to table on page 1)**
 - o Organise for a group distribution email, to simplify group email send outs.
 - o Address issues around distribution of student newsletter and formulate a solution that works.

5. OC Roll Out Strategy

The council discussed various ways of rolling out the OC, with strategies suggested:

- Linking the OC to Brightspace and the student portal so that students sign up on enrolment.
 - Creating and providing a journal/diary to student on orientation day with details directing students to the OC
 - Speaking with the Steering Committee in addressing some of the functionalities of the OC.
- Action Items: **(Refer to table on page 1)**
 - o Creating a subcommittee to address this agenda and promote strategies regarding the OC.
 - o Speak with the steering committee around functionalities and linking of sites/platforms.

6. International Students Food Bank

The council discussed the need to continue the food packages to international students and various ways of promoting this to support more students.

Suggesting:

- Student reps proving written message / notes into the food packages, introducing themselves and kindness.
 - o Action Items: **(Refer to table on page 1)**
 - Create messages/notes for food packages.

7. General Business

The council discussed world teacher's day and promoting it with other students.

The council discussed availabilities to participate in professional development opportunities and decided that Holmesglen provide a list of professional development sessions and the Student Reps will circulate availabilities based on session type.

The Council discussed the Holmesglen Test Ap and arranging a meeting with Michaela on feedback and navigating. Deciding the secretary to discuss with Michaela and arrange the most suitable time.

The council discussed agenda topics for next weeks meeting to be included; Introducing placement opportunities to the OC; The OC Strategy; And introducing a 'Student Rep' Badge.

- Action Items: **(Refer to table on page 1)**
 - Speak with Michaela to request a list of professional development session types and provide to Student Reps
 - Arrange meeting with Michaela for Holmesglen App feedback and navigating session.

8. Other Business

- N/A

9. Next meeting

- Tuesday – October 6, 2020. – 6pm

End Time: 7:11pm