

MINUTES

Student Representative Council

Date:	6 October 2020
Time and venue:	6pm, WebEx Teams
In attendance:	Lin Lau (Chair), Travis Hallam (Secretary), Sonela Raggio, Joyline Tait, Victoria Varlet, Nok Tung Lam, Swetta Libera, Celsete De Freitas, Nesma Said, Sachini Akushla, Hwee Yue Quck
Apologies:	Ider Khoskhuu
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	13/10/2020	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
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	On going 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	In progress
Create google doc and circulate between reps to determine dates of availability.	Joy	05/10/2020	Completed 06/10/2020
Organise for a group distribution email, to simplify group email send outs.	Chair/Sec	05/10/2020	Completed 01/10/2020
Address issues around distribution of student newsletter and formulate a solution that works.	Sec (TH)	09/10/2020	In progress
Creating a subcommittee to address this agenda and promote strategies regarding the OC.	Sec (TH), Sonela	12/10/2020	In progress

Speak with the steering committee around functionalities and linking of sites/platforms.	Sec (TH), Sonela	20/10/2020	In progress
Create messages/notes for food packages; Discuss steps in rolling out this food bank project, providing a student rep message	Sonela	06/10/2020	Completed 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	Completed 01/10/2020
Arrange meeting with Michaela for Holmesglen App feedback and navigating session.	Sec (TH)	02/10/2020	Completed 01/10/2020

<u>NEW</u>	<u>ACTION</u>	<u>ITEMS</u>	
<u>3.1</u> - Produce run sheet and distribute the promotional poster. Open up registration to the events and confirming facilitators	Joy	08/10/2020	
<u>3.2</u> - Confirmation of student reps attendance of events and producing a short intro speech from each rep.	All Representatives	09/10/2020	
<u>4.1</u> - Produce survey to be conducted with the assistance of Michaela and distribute to Reps to circulate, regarding student feedback	Travis (Secretary)	16/10/2020	
<u>4.2</u> - Gathering opinions of student reps in regard to survey conducted by Holmesglen around remote learning and pass onto the institute.	Teresa	20/10/2020	
<u>5.1</u> - Post information onto the OC about the supports Red Cross offer for international students.	Sonela, Sachini	20/10/2020	In progress
<u>6.1</u> - Form a sub-committee and work on a design/badge. Discuss with the institute in production and rollout of the logo.	Victoria (Sub-committee 'Nesma, Mdiori, Sonela, Lin-Chair, Travis-Secretary)	20/10/2020	

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.

Confirmation that a quorum was met with eleven reps in attendance and one apology.

Confirmation of minutes of previous meeting

Confirmation of minutes – agreed upon by all attendees.

2. Reporting on action items arising from minutes

- Council discussed that current action items were in progress.

3. Eventing

The council discussed the confirmed dates and times for the promotional events of the OC. The council determined various ways in which the events would run, targeting study area's and topics.

The council decided the Reps would introduce themselves during the virtual events and the possibility of producing short videos for those who may not be able to attend.

The council discussed other various components of the events, including:

- The registration dates for the events will commence on Wednesday the 7th of October
- Distribution of a promotional poster of the events.
- The responsibilities of running the events and the contribution from the student representatives.
- The facilitation of the events and the run sheet being produces and distributed; including the platforms on which these events will take place. (Eventbrite, Kahoot, The OC), with the idea of doing a trial run between council members.

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

3.1. Produce run sheet and distribute the promotional poster; Open up registration to the events and confirming facilitators.

3.2. Confirmation of student reps attendance of events and producing a short intro speech from each rep.

4. Student feedback and Needs

OC Roll Out Strategy

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

- Producing a short survey for Reps to circulate between their peers and student body to gather data and analyse the results.

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

4.1 Produce survey to be conducted with the assistance of Michaela and distribute to Reps to circulate.

Remote Learning

The council discussed the support and assistance needed around remote learning and reviewed the survey results conducted by Holmesglen. Various solution-based strategies were discussed, including:

- Increasing student services interaction with students.
- Introducing further training for teachers and students around remote learning and using online platforms.
- Ensuring students have accessibility to resources. (ie. Internet connection and computer/smart devices)

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

4.2 Gathering opinions of student reps in regard to survey conducted by Holmesglen around remote learning and pass onto the institute.

5. International Students Food Bank

The council discussed the message/note produced, to provide with food packages and agreed upon the message formulated. The council discussed the next steps in rolling this project out.

The council discussed the support service provided by the 'Red Cross' assisting international students with vouchers and access to funds and the possibility of providing this information along with the student rep message in food packages.

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

5.1 Post information onto the OC about the supports Red Cross offer for international students.

6. Student Council logo and name badge

The council discussed the importance of providing a logo/badge to Student Reps to help identify the reps, when on campus and the need to form a sub-committee to work on this project.

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

6.1 Form a sub-committee and work on a design/badge. Discuss with the institute in production and rollout of the logo.

7. General Business

- The council congratulated Celeste De Freitas on her newly appointed position of Chair on the Bachelor of Hospitality and student representative council.

8. Other Business

The council discussed various other topics, including:

- The student live newsletter and whether everyone was now receiving this via email.
- The EDM student association update, being distributed Wednesday 7th October.
- Professional development opportunities and ideas.
- Having a mentor join the council meetings
- Closing off the feedback on the Holmesglen sample app.

Next Meeting:

- **Tuesday, October 20 – 6:00pm**

End Time: 7:45pm