

MINUTES

Student Representative Council

Date:	10 November 2020
Time and venue:	6:00pm, WebEx Teams
In attendance:	Lin Lau (Chair), Travis Hallam (Secretary), Joyline Tait, Celsete De Freitas, Hwee Yue Quck, Swetta Libera, Sonela Raggoo, Nok Tung Lam, Michaela Hosking
Apologies:	Sachini Akushla, Ider Khoskhuu, Victoria Varlet
Minutes secretary:	Travis Hallam

<u>Action Items</u>	<u>Responsibility</u>	<u>Deadline</u>	<u>Status / Update</u>
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
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	On going	In progress
Speak with the steering committee around functionalities and linking of sites/platforms.	Sec (TH), Sonela	On going	In progress
Post information onto the OC about the supports Red Cross offer for international students.	Sonela, Sachini	17/11/2020	In progress
Produce report in partnership with Holmesglen around student feedback and concerns around remote learning/coronavirus impacts and other relevant concerns, targeting both international and local students.	Trav (Sec), Sonela, Teresa	27/10/2020	In progress
Promoting the new events and getting in touch with students of all course areas to encourage engagement. – Create a separate group on the OC.	Trav (Sec), Joy, Sonela (With the support of all representatives)	23/11/2020	In progress
Form a sub-committee and collaborate with Holmesglen to increase internal and external internship opportunities for students.	Teresa, Sonela, Victoria	27/11/2020 Ongoing	In progress
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.	Swetta, Joy (Chair), Trav (Sec), Celeste, Sonela	10/11/2020	Completed 10/11/2020
2.1 - Analyse feedback and data to produce a report and provide to institute.	Trav (sec)	27/11/2020	In progress

4.1 - Arrange for an article to be published in the next student live newsletter and create a space on the OC for the event.	Trav (Sec), Sonela, Joy	30/10/2020	Completed 30/10/2020
4.2 - Promote the step count competition to students/peers.	All Representatives	23/11/2020	In progress
5.1 - Council to work on a report for handover and an end date for semester 2, 2020.	All Representatives (Chair) to provide report and decision	27/11/2020	In progress
5.2 - Student reps to discuss idea's around orientation day and management of the student rep council and provide feedback.	All Representatives	10/11/2020	Completed 10/11/2020

NEW ACTION ITEMS

3.1 Create Sub-committee and group chat with the rec team to create O'week programs and activities.	Trav (Sec), Celeste, Sonela, Swetta, Joy	11/11/2020	Completed 10/11/2020
5.1 Council to determine end date of councils term.	All representatives	13/11/2020	
5.2 Council to work on a final report on feedback and recommendation to provide to the institute; And to work on a report for handover.	All representatives	27/11/2020	
6.1 Provide a written report to the council to review from the Council of International Students Australia Victorian Roundtable Discussion' meeting.	Teresa	13/11/2020	Completed 11/11/2020
6.2 Consider important details to include in report and recommendations to the institute.	Tersa & Sonela	27/11/2020	

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 8 reps and 1 Holmesglen representative in attendance and 3 council members as an apology.

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:

- Confirming that the feedback response is being analysed and a report is being conducted for handover and recommendations to the institute.
- Confirmation that the 'step count' competition article was published in the upcoming student live newsletter, distributed on 17th November 2020.

- Students reps encouraged to promote the step count comp with their peers.
- Sub-committee formed working in partnership with Holmesglen to organise and facilitate programs during O'week.

3. Orientation Program

The council discussed the proposed Orientation programs for next year, Including:

- Student reps from the council to facilitate programs/activities, working with the rec team.
 - Creating an online group chat among the sub-committee and Holmesglen Rec Team members.
 - Generating programs to target new students and returning students.
- Action Items: **(Refer to table on page 1 & 2)**
- **3.1** Create Sub-committee and group chat with the rec team to create O'week programs and activities.

4. Fitness challenge

The council discussed the fitness challenge event. – The Student VS Students Step Count Competition and provided an update on the event. Reps discussed the following event details:

- Confirming the event promotional material has been published in the upcoming student live newsletter.
- That the event will run over 7 Days, beginning November 23rd and ending November 29, 11:59pm.
- A group on the OC has been created for the event and for student reps to encourage their peers to sign-up and participate in the competition.

5. Student Council Term Date and Structure.

The council discussed the Student Councils term end date and structure of the council for next year. Including:

- The council term end date to be decided via a vote closing Friday 13th November.
- The structure of the council and changes around student reps and council members.
- Producing a final report on feedback, recommendations and providing this to the institute.
- Preparing a report for handover.

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

5.1 Council to determine end date of councils' term by Friday 13th, 2020.

- 5.2** Council to work on a final report on feedback and recommendation to provide to the institute;
And to work on a report for handover.

6. Other Business

Students representatives attended the 'Council of International Students Australia Victorian Roundtable Discussion' meeting and the key topics discussed and brought to the council were:

- Discussions around issues faced by Victorian International Students and how to best respond.
- Encouraging international students to study in Melbourne and providing supports.
- Financial hardship and Discounts and flexible payment plans.
- Employment opportunities and equality for international students.
- Action Items: **(Refer to table on page 1 & 2)**
 - o **6.1** Provide a written report to the council to review from the Council of International Students Australia Victorian Roundtable Discussion' meeting.
 - o **6.2** Consider important details to include in report and recommendations to the institute.

Next Meeting:

- **Tuesday, November 17 – 6:00pm**

End Time: 6:55pm