

## MINUTES

### Student Representative Council

<b>Date:</b>	27 October 2020
<b>Time and venue:</b>	6:30pm, WebEx Teams
<b>In attendance:</b>	Lin Lau (Chair), Travis Hallam (Secretary), Joyline Tait, Victoria Varlet, Celsete De Freitas, Hwee Yue Quack, Michaela Hosking
<b>Apologies:</b>	Sonela Raggoo, Nok Tung Lam, Sachini Akushla, Ider Khoskhuu, Swetta Libera,
<b>Minutes secretary:</b>	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	09/10/2020	In progress
Discussions with Rec Team (Nicole) on collaborating and running events	Joy	Ongoing until 30/10/2020	Completed 29/10/2020
Address issues around distribution of student newsletter and formulate a solution that works.	Sec (TH)	TBA	Completed 27/10/2020
Speak with the steering committee around functionalities and linking of sites/platforms.	Sec (TH), Sonela	10/11/2020	In progress
Gathering opinions of student reps regarding survey conducted by Holmesglen around remote learning and pass onto the institute.	Teresa	23/10/2020	Completed 27/10/2020
Post information onto the OC about the supports Red Cross offer for international students.	Sonela, Sachini	10/11/2020	In progress
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	Completed 29/10/2020
All reps to provide updated availability of events; Or provide a short 30 second clip to be played in their absence.	All representatives	22/10/2020	Completed 26/10/2020
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.	Trav (Sec), Sonela, Teresa	10/11/2020	In progress

Sub-committee to be formed and a new proposed program of events to be created and provided to Holmesglen for approval.	Trav (Sec), Joy, Sonela	26/10/2020	Completed 29/10/2020
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	03/11/2020 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)	03/11/2020 Ongoing	In Progress

#### **NEW ACTION ITEMS**

2.1 - Analyse feedback and data to produce a report and provide to institute.	Trav (sec)	13/11/2020	
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	
4.2 - Promote the step count competition to students/peers.	All Representatives	23/11/2020	
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	20/11/2020	
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	

### **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 6 reps and 1 Holmesglen representative in attendance and five 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:

- Reps confirmed the ongoing virtual drop-ins and promoting of trivia events and that all promotional material has been created and distributed accordingly to the reps to send out.
- Reps confirmed that their availability for the events have been updated and provided for the events.
- A sub-committee was formed to arrange a new upcoming event 'Step Count Comp' and proposal submitted and approved.
- The council determined that all other action items are currently in progress.
- Discussions around collating feedback, emails and survey data to be analysed and for a report to be produced to provide to Holmesglen. ( **NEW ACTION ITEM – SEE TABLE ON PAGE 1 & 2**)

**2.1 Analyse feedback and data to produce a report and provide to institute.**

### **3. Eventing**

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

- The turnout of the 4 completed events. Good numbers were recorded and encouragement was pushed to increase the numbers for the final Halloween trivia event on Thursday.
- Promotional material had been produced and will shortly be distributed amongst all the reps to send out to their peers.
- The run sheet for the next event was being finalised and would be distributed amongst the reps who were attending Thursdays event.
- That all Reps were encouraged to dress up in Halloween theme costumes.

### **4. Fitness challenge**

The council discussed a new fitness challenge event. – The Student VS Students Step Count Competition, which has been approved by the institute. Reps discussed the following event details:

- A sub-committee had been formed to run this event.
- That the event will run over 7 Days, beginning November 23<sup>rd</sup> and ending November 29, 11:59pm.
- Registering for the event and joining the Health and Well-being group on the OC to run the program.
- Prizes for first and second place.
- How the competition will run and promoting it to the student body.

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

**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.

4.2 Promote the step count competition to students/peers.

## 5. General business

The council discussed other business, including:

- Determining the end date for the council and producing a report for the hand-over to next years council members.
- The use of foodbank and whether it needs more support.
- Orientation day for new and returning students and feedback / thoughts for ideas.
- Idea's around introducing more reps next year that would focus on particular areas and projects; And other Students reps that would sit on the council.

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

5.1 Council to work on a report for handover and an end date for semester 2, 2020.

5.2 Student reps to discuss idea's around orientation day and management of the student rep council and provide feedback.

## 6. Other Business

The chair announced the resignation of one of the council members. There are now 11 official student reps and council members as of 26/10/2020

### Next Meeting:

- **Tuesday, November 10 – 6:00pm**

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**End Time: 7:25pm**