

## MINUTES

### Student Representative Council

<b>Date:</b>	17 November 2020
<b>Time and venue:</b>	6:00pm, WebEx Teams
<b>In attendance:</b>	Lin Lau (Chair), Travis Hallam (Secretary), Celsete De Freitas, Hwee Yue Quck, Ider Khoskhuu, Victoria Varlet
<b>Apologies:</b>	Sachini Akushla, Swetta Libera, Sonela Raggioo, Nok Tung Lam, Joyline Tait, Michaela Hosking
<b>Minutes secretary:</b>	Travis Hallam

<b><u>Action Items</u></b>	<b><u>Responsibility</u></b>	<b><u>Deadline</u></b>	<b><u>Status / Update</u></b>
Reps to post different content (frequently) onto the online community and create individual groups based on course they are studying.	All representatives		Completed 17/11/2020
Introduce more workshops & webinars to the online community	All representatives	Include in report	In progress
Discuss with Holmesglen on introducing a diary/journal to new and current students	Chair/Secretary	Include in report	In progress
Speak with the steering committee around functionalities and linking of sites/platforms.	Sec (TH), Sonela	Include in report	In progress
Post information onto the OC about the supports Red Cross offer for international students.	Sonela, Sachini	17/11/2020	Closed off 17/11/2020
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.	<b>Trav (Sec), Sonela, Teresa</b>	27/11/2020	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.	<b>Trav (Sec), Joy, Sonela (With the support of all representatives)</b>	23/11/2020	Completed 17/11/2020
Form a sub-committee and collaborate with Holmesglen to increase internal and external internship opportunities for students.	<b>Teresa, Sonela, Victoria</b>	27/11/2020	Completed 10/11/2020
Analyse feedback and data to produce a report and provide to institute.	<b>Trav (sec)</b>	17/11/2020	Completed 17/11/2020
Promote the step count competition to students/peers.	<b>All Representatives</b>	17/11/2020	Completed 17/11/2020
Council to work on a report for handover / recommendations for semester 2, 2020.	<b>All Representatives (Chair) to provide report and decision</b>	27/11/2020	In progress

<b>5.1</b> Council to determine end date of councils term.	<b>All representatives</b>	13/11/2020	Completed 13/11/2020
<b>5.2</b> Council to work on a final report on feedback and recommendation to provide to the institute; And to work on a report for handover.	<b>All representatives</b>	27/11/2020	In progress
<b>6.2</b> Consider important details to include in report and recommendations to the institute.	<b>Tersa &amp; Sonela</b>	27/11/2020	In progress

#### **NEW ACTION ITEMS**

<b>3.1</b> All reps to promote the step count competition with their peers – Starting Monday 23 <sup>rd</sup> of November.	<b>All representatives</b>	23/11/2020	
<b>4.1</b> Include internship survey and opportunity suggestions into handover / recommendation report to the institute.	<b>Teresa, Sonela, Victoria</b>	25/11/2020	
<b>5.1</b> Council members to arrange independently and confirm date.	<b>All representatives</b>	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 6 reps in attendance and 1 Holmesglen representative and 5 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 the councils term end date of 27<sup>th</sup> November and for handover reports to be submitted to the institute by this date.
  - All reps to provide information to be considered in the handover / recommendation report.

### **3. Fitness Challenge**

The council discussed the upcoming step count competition challenge, Including:

- Confirming that details were published and distributed in the Student Live Newsletter (17<sup>th</sup> November)
- For all reps to promote and encourage their peers to participate.

- Action Items: **(Refer to table on page 1 & 2)**
  - o **3.1** All reps to promote the step count competition with their peers – Starting Monday 23<sup>rd</sup> of November.

#### **4. Student Internship**

The council were to discuss the student internship survey but with unattendances, the council determined this information would be included in the handover / recommendation report to the institute.

- Action Items: **(Refer to table on page 1 & 2)**
  - o **4.1** Include internship survey and opportunity suggestion into handover / recommendation report to the institute.

#### **5. Other Business**

The council discussed a dinner / catchup between council members to celebrate the works completed as a council for 2020.

- Action Items: **(Refer to table on page 1 & 2)**
  - o **5.1** Council members to arrange independently and confirm date.

#### **Next Meeting:**

- **Tuesday, November 24 – 6:00pm**

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**End Time: 6:52pm**