

## MINUTES

### Student Representative Council

<b>Date:</b>	24 November 2020
<b>Time and venue:</b>	6:00pm, WebEx Teams
<b>In attendance:</b>	Lin Lau (Chair), Travis Hallam (Secretary), Hwee Yue Quack, Ider Khoskhuu, Victoria Varlet, Sonela Raggoo, Nok Tung Lam, Joyline Tait, Michaela Hosking
<b>Apologies:</b>	Sachini Akushla, Swetta Libera, Celsete De Freitas,
<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>
Introduce more workshops & webinars to the online community	All representatives	Include in report	Closed off 24/11/2020
Discuss with Holmesglen on introducing a diary/journal to new and current students	Chair/Secretary	Include in report	Closed off 24/11/2020
Speak with the steering committee around functionalities and linking of sites/platforms.	Sec (TH), Sonela	Include in report	Closed off 24/11/2020
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.	Trav (Sec), Sonela, Teresa	Include in report	Closed off 24/11/2020
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	Completed 24/11/2020
Consider important details to include in report and recommendations to the institute. – (International round table meeting)	Tersa & Sonela	27/11/2020	In progress
All reps to promote the step count competition with their peers – Starting Monday 23 <sup>rd</sup> of November.	All representatives	23/11/2020	Completed 24/11/2020
Include internship survey and opportunity suggestions into handover / recommendation report to the institute.	Teresa, Sonela, Victoria	25/11/2020	In progress
Council members to arrange celebratory dinner independently and confirm date.	All representatives	27/11/2020	Completed 24/11/2020
<b><u>NEW ACTION ITEMS</u></b>			
<b>5.1</b> All council members to provide responses and contribute to the handover and recommendation report.	All representatives	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 in attendance and 1 Holmesglen representative 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:
  - Update and commencement of the step count competition and what issues were identified running this program and why.
  - Confirming on dates for a celebratory dinner for the council.

## **3. Fitness Challenge**

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

- Commencement started on Monday the 23<sup>rd</sup> and we have 8 participants.
- Identifying concerns around promoting and attendance of this challenge.

## **4. Student Internship Survey**

The council discussed the student internship survey and the need for more research to be identified in the upcoming semester.

## **5. Handover Report**

The council discussed the handover report and what to include. Including:

- Update on what the council has achieved this semester.
- Findings and needs, based on student feedback and survey data.
- Projects worked on and discussions around ongoing projects to be handed over.
- Ongoing concerns.
- What recommendations the council has for the Institute and for the next council.
- Action Items: **(Refer to table on page 1 & 2)**
  - **5.1** All council members to provide responses and contribute to the handover and recommendation report.

## **Other Business**

- The council discussed some of the changes to the structure of the next semesters council.
- The council discussed that applications are now open for new reps and council members and for current student reps to consider nominating students.
- The chair and the secretary officially closed the council term and thanked / congratulated all council members for the hard work and efforts put into this terms council, especially during such a difficult time.
- Discussed and confirmed dinner arrangements for council members.

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**End Time: 7:10pm**