

MINUTES

Meeting Title Goes Here

Date:	24/3/2021
Time and venue:	5:00pm – Webex Meeting
In attendance:	Emilie Victoria Varlet (Bachelor of Hospitality Management) Anandpreet Singh (Bachelor of Nursing) Swetta Libera (Bachelor of Hospitality Management) Sebastian Garrido (Bachelor of Information Systems) Michaela Hosking (Manager, Student Engagement & Success) Teresa Lam (Bachelor of Accounting) Travis Hallam (Diploma of Youth Work) Simran Kaur (Bachelor of Information Systems)
Apologies:	Amanda Whittenbury
Minutes secretary:	Sebastian Garrido

1. Welcome & Apologies

Amanda could not attend the meeting.
Anandpreet had some technical issues and left the meeting earlier than the scheduled time.
Theresa had to leave the meeting early.

2. Introducing the Chair & Secretary

Swetta introduced the new Student Representative Council for 2021 – 1, she will be acting as the Chair, and Sebastian will be acting as the secretary during the scheduled meetings.

3. Discussion Theme - Orientation

3.1. Orientation Communication - Does the communication reach students on time?

Some representatives expressed there was a miss communication regarding the schedule of the orientation week, it was scheduled earlier or later than it was scheduled.

There was an issue where a student went for his orientation week, but they did not inform him prior that it was being re-scheduled for 2 weeks after.

3.2. Orientation Content – Is the information relevant and correct?

3.2.1. Is orientation interesting?

3.2.2. What should have been included that was missed?

3.2.3. What did not need to be included?

Students had time to prepare to attend the orientation week.

International Centre – They informed the times for the orientation two weeks earlier (Sebastian)

The orientation week was scheduled a week after the actual orientation week (Sharma)

The orientation was scheduled and when he attended, it was delayed for two weeks (Anandpreet)

There was a lack of information related to the course structure, they did not inform about certain certificates and placement information during the orientation (Sharma)

There are new requirements for the Youth Work that would be useful to add during the orientation week (Travis)

The information necessary for the bachelor's was complete, but it was not delivered on time (Anandpreet)

Not a lot of people seemed interested in the event or activities that were run during orientation (Swetta)

Some of the activities do not seem relevant to local student, and they seem more around engaging with international students (Travis)

They should be covering topics related to online community and student representatives (Sharma)

The representatives agree that the information provided was relevant.

The information provided sometimes seemed to be generic, and not specific to the faculties (Swetta)

3.3. Delivery method – was this effective? Was this delivered in a timely manner?

It is good to have the information related to the orientation week in the Holmesglen App, because it can be accessed later, and because it is a big amount of information it is good to include that in the online resources (Swetta)

Emails can be ineffective as a way of communicating important information regarding the orientation, because sometimes students do not check emails, or they get lost (Emilie)

The app is a good resource to manage information that was delivered to students, or to provide the information to students that might have missed the orientation (Emilie – Michaela)

3.4. Was this information delivered at the right time?

Library resources should be taught a bit after orientation week because there is too much information provided during the orientation (Sebastian)

Setting a purpose for the information given to the students, for example, how to use the library and resources, is important (Sharma)

Some courses start with assignment early on, and not being ready with information provided during the orientation might worry students (Simran)

3.5. Levels of orientation – does this make sense to a student?

It is better to break off the orientation into smaller, more relevant levels that they can choose from (Swetta)

People might feel more comfortable in smaller groups during an orientation (Swetta)

3.6. Do you feel that orientation served its purpose in orientating you to your course, campus, service areas and student processes at Holmesglen? If not, why not?

The orientation covered all that a student needs to know about resources and student processes (Swetta)

4. Recommendations

4.1. What recommendations are you putting to the institute to improve the student experience regarding orientation?

It would be good to use the Holmesglen application or online resources to serve as orientation resources that students can use more than once and understand at their own pace. It would be also good for people that might not be able to attend the orientation (Sharma)

It would be good for students that might have missed the orientation to be guided through topics covered, so they can access them on their own time (Simran)

The representatives came with the following recommendations to pass onto the institute.

1. recording orientation for those who may miss events.
2. Timing of orientation invitation requires review (particularly for international students).
3. An information / starter pack distributed prior to orientation would be useful.
4. The establishment of a student consultative group who can guide the institute as to how to deliver orientation / what information to include.
5. Student app to continue to be used as a supplementary tool for orientation information.
6. Student reps to participate in the orientation sessions.
7. Review of student handbook and ensure relevant information is included into this.
8. Refresher courses on subjects covered in orientation to be delivered to students relevant at the correct time.

9. Continue delivering orientation via various levels.

10. Teachers should take ownership and provide orientation information to students who miss orientation.

Travis is putting these 10 recommendations up for motion. Divyangana seconds the motion put up by Travis.

The council had a quorum at the time of voting and reached an agreement, 6 votes in favour to second the recommendations proposed to go to the institute (Sebastian, Simran, Swetta, Divyangana, Travis, Emilie), and 0 votes against.

5. Next meeting & meeting topic.

The next meeting will be held on Wednesday the 21st of April at 5.00pm, the topic of discussion will be worked integrated learning.