

MINUTES

Nursing Department
Diploma of Nursing Student Representative Council Minutes
Thursday 22 July 2021 11:00am-12:00pm
via Webex

Present: Lindsay Bava (Chair), Kamini Pillay, Alexander Antaras, Scott Amos, Zara Rothery, Amanda Meehan
Apologies: Gabrielle Koutoukidis (Dean), Tanya Gupta, Rachel Cullen
Not in attendance: Muhammad Wasif Sarwar, Emily Anne Kidd, Kalpani Hetti Arachchige
Minute Secretary: Rebecca Wolk

Item	Discussion	Unit/s	Responsibility	Action
1. Welcome & Apologies	Lindsay welcomed everyone to meeting. Noted that Gabby, Tanya and Rachel were unable to attend today's meeting. Minutes of previous meeting were noted and accepted by Scott Amos & Alex Antaras as a correct record.			
2. Acknowledgement of Country	In the spirit of reconciliation, Holmesglen recognises and celebrates the traditional owners of the lands throughout Victoria and beyond on which we educate and train. We pay our respects to Elders past and present and acknowledge our emerging leaders.			
3. Update on Action Items from previous meeting	<u>Additional Practice Sessions</u> Kamini & Kirsty in conjunction with teaching staff in process of including more practice sessions for WHS unit		EMs/Teachers	Addressed with teaching staff – in progress

MINUTES

Item	Discussion	Unit/s	Responsibility	Action
	<u>Marking</u> Marking Discrepancy. Unit & lead coordinators are reviewing wording of assessments and to improve wording of questions. Coordinators also reviewing Rubrics. Marking team to moderate assessments	Stage 2 HLTAAP002/003 & CHCDIV001	EMs/Teachers	Actioned
	<u>Assessments</u> <ul style="list-style-type: none"> Layout inconsistency in BS. PD has been provided by Sanjaya to teachers to ensure layout consistency within unit shells. If inconsistencies persist please inform EMs. Assessment feedback. Teachers are currently strengthening rubrics to include more informative feedback. Upload Documents. Sanjaya in process of adding dropbox in BS for assessment upload. 	All Units	EMs/Teachers	Actioned
	<u>Lab Classes</u> Student Attendance tracking in labs has been addressed with teachers advised to undertake live attendance as students arrive.		EMs/Teachers	Addressed
	<u>Flipped Learning</u> <ul style="list-style-type: none"> HLTENN011 unit revision is being separated from Prepare in BS. Students advised only to watch portion of video for HLTENN003 unit. In future, instructions will be provided on BS prior to shell going live. 	HLTENN011 HLTENN003	Unit teacher Unit teacher	Actioned Actioned

MINUTES

Item	Discussion	Unit/s	Responsibility	Action
	<u>Uniforms</u> Gabby has confirmed with staff that uniforms are unisex. Uniforms will be reviewed in September by Gabby, EMs and SRC student members.		Dean, HSYCS EMs & SRC	To review uniforms in September
	<u>Teacher Response time to students</u> HODs have reiterated to teachers to respond to student emails in a timely manner and activate out of office reply when on leave.		EMs/ Acting HOD	Actioned
	<u>Clinical Placement Office</u> <ul style="list-style-type: none"> Gabby and Lindsay have spoken with CPO regarding student concerns over lack of communication. CPO will now provide regular announcements on BS. Students currently being advised on COVID vaccinations and placement cancellations. CPO details have also been included on BS. Kamini has also visited classes to show students where CPO details are on BS. 		Dean, HSYCS/ EMs	Addressed with CPO
	<u>Singapore Exchange</u> Due to lack of student interest, exchange has been declined for 2021 and will be reviewed next year.		EMs	Review in 2022
	<u>Elsevier Student Representative</u> Amanda Meehan has been elected for Elsevier advisory board. She has participated in 2 Zoom sessions and contributing advice on upcoming projects.			Actioned

MINUTES

Item	Discussion	Unit/s	Responsibility	Action
	<u>Brainstorm Future Agenda Items</u>		EMs/SRC	To be discussed at next SRC meeting
	<u>J21 SRC Representative</u> Lindsay and Kamini are in discussions with J21 cohort regarding electing J21 SRC reps. Process to be concluded by mid-August and new representatives should be available to attend next SRC meeting.		EMs	To be discussed at next SRC meeting
4. Discussion on:				
4.1. What is working well in Diploma of Nursing course	<ul style="list-style-type: none"> Students are now required to review unit outline and acknowledge by signing off online. J20 students given lesson on email etiquette including creating a signature block with student ID, cohort and block etc. Found to be informative and useful Introduction of content blocking. In drop in sessions can ascertain which students have reviewed prepare content. Improved frequency of uniform checks in labs. However still some inconsistencies detected in regards to jewellery and headwear 	All units	Digital Learning Manager/Unit coordinators	Intelligent agents implemented into units by unit coordinators
		All units	Digital Learning Manager/Unit coordinators	Intelligent agents implemented into units by unit coordinators
		All lab classes	EMs	EMs to continue to work with teachers to ensure consistency

MINUTES

Item	Discussion	Unit/s	Responsibility	Action
4.2. What is not working well in Diploma of Nursing course	<p><u>Flipped Learning</u> Explore Inconsistency. Some teachers provide no exploration of unit content in class after student reading prepare section. ie. Explanation of wound dressings. Others are expected to prepare and explore prior to classes. Some teachers are also providing new content which has not been covered in prepare section. Teachers are overviewing content or reviewing powerpoint presentations rather than providing group discussions or case studies</p>	HLTENN006/ HLTWHS006/ HLTENN003	EMs/Teachers	<p>EMs to discuss with teaching staff</p> <p>Action items to be on the agenda for the DN team meetings to check the status.</p> <p>Action items to be on the agenda at the EM meetings to follow through.</p>
	<p><u>Lab classes</u> Lab classes and tutorials being scheduled on same day causing class conflicts. Students missing out on tutorials.</p>		EMs/Teachers	<p>Extra tutorials have been scheduled and available on Brightspace to cover this situation to allow students to attend labs and make it home for tutorials.</p>
	<p><u>Course Progression</u> Students have been attending placement to complete stage requirements only to be advised afterwards they have failed to progress and Stage 2 subjects removed from Brightspace.</p>	Stage 1 cohort	EMs/Teachers	<p>Students received unsuccessful letters to their Holmesglen emails from EMs. Unit teacher also advised students of leave and assessments would not be marked on time. Students have missed email trails. Students also advised that failure of 2 subjects prevents stage progression which is noted in learner handbook. Three weekly meetings are held by EMs between campuses to discuss at risk students.</p>

OFFICIAL Holmesglen: rw nurs 25-Aug-2021 U:\HSB\Programs - Courses\NURSING\Administration\Student representatives\2021\Meeting Minutes\DN Student Rep Council Minutes 22 July 2021.docx

MINUTES

	Additional suggestions can be emailed to Kamini by 1 st August. SRC Members also encouraged to advise their cohorts to join Holmesglen online community for support and access to resources.			
6. Next Meeting and Meeting Topic	Meeting closed 12:08pm Next Meeting Thurs 2 nd September 3-4pm		Minute Secretary	Rebecca to send next meeting invite