



**STUDENT
CONSULTATIVE
COMMITTEE**

Student Consultative Committee Meeting Minutes

14th September, 2020

Zoom: <https://une-au.zoom.us/j/99213667869?pwd=Ym1yNi9MRnNyVGprZjBZQmsxU01TUT09>

14th October 7pm

Password: 715045

Agenda item	Assigned
<p>1. Acknowledgement of Country</p> <p>The Chair opened the meeting, and invited representatives to share in an acknowledgement of Country.</p>	Chair- Louisa
<p>2. Net-Etiquette review</p> <p>The Chair raised that procedures had been developed, and were being put in place to assist representatives and staff navigate online meetings. This includes requirements for using raised hands, ensuring everyone gets a chance to speak, and noting comments or questions in the chat in addition to verbalising them. Further information on this can be found in Attachment 1 that was sent out with the agenda.</p> <p>It was noted that some issues may arise with video, given constraints of band width and freezing. It was therefore provided that having one's video on is not a hard rule, but one that is encouraged unless reasonable issues occur. In the absence of video, it was noted that representatives and staff would be required to use hand up action on zoom.</p> <p>Representatives would also be required to use a headset. It was noted that anyone without one may contact the SCC and one will be provided free of charge. To do so, please email sccadmin@une.edu.au.</p>	Chair – Louisa SCC Admin Officer - Sarah
<p>3. Admin update</p> <p>Council Report</p> <p>It was noted that a last minute report was asked of the SCC. This updated the finalisation of the SCC Working Group, and the successful election of the SCC Representative Board. It was also noted in the report that the SCC is now focusing on the Forum, student feedback and looking to share best practice with other institutions. Alicia noted that in the future, calls for reports will need to be completed by the SCC Representatives with the Chair, and SCC Administrative Officer. As part of this, the SCC will have Representatives attend a set of Workshops on Risk Assessment and Review.</p>	Chair – Louisa Alicia

Risk Assessment training and review

As part of the core duties associated with the SCC, there is a need to monitor risk, and ensure adequate training is undertaken to mitigate against potential issues. UNE will be facilitating this via a Risk Assessment Review Workshop series specifically for the SCC.

This series of Workshops will take place over 4 meetings, two of which are 30 minutes in duration, in addition to two longer hour sessions. A call was put out for volunteers, and the following representatives indicated their interest:

- **Caity**
- **Phoebe**
- **Abbey**
- **Zoe**
- **Roshan**
- **Wenyu**

Numbers for the workshop are not capped, so any other interested parties should feel free to express their interest to scadmin@une.edu

Action items:

Alicia: Post current report (and relevant past reports) and attachments to Teams for Representatives to use as a guidepost.

4. Student Engagement and Media

It was noted that representatives had been undertaking the development phased of a Student newsletter. This concept saw that student issues, reminders, events and support could be collated bi-monthly and sent out as a means to liaise and communicate with students. The hope would be to see students reach out and provide articles themselves.

Currently, a scaffold has been developed for this newsletter, and UNE Schools have been individually approached for 'Students in Focus' articles, which will look at things students are doing in partnership with the institution.

Action Item:

Reps to continue working on the Newsletter, with hopes of final version by October

SCC Admin Officer - Sarah

5. Review of Forum Topics suggested

It was noted that all Representatives in attendance had viewed the paper on suggested Forum topics, and concurred with them. Forum topics were discussed in Attachment 2 which was sent out with the Agenda.

As part of the review of topics suggested, it was articulated that many of them sat within the Director of LATT's area. Updates and review of many of

SCC Admin Officer - Sarah

these items could be addressed with Steve Warburton, and fed back to students.

Action Item:

Sarah: Invite Director, LaTT to next meeting

6. Other Business

2020/21 Chair introduction

The SCC current Chair, Louisa Quiddington, noted that her term of office with the UNE Council was coming to an end. A new student representative has been elected and will take over her role as chair from October. Louisa introduced Emma Wellham to the SCC, and invited her to give a few words. Emma noted she is very excited to be taking on this role, and to continue developing the SCC.

Draft Constitution update

Alicia briefly updated that the SCC Draft Constitution which had been reviewed by the SCC has now been passed over the UNE Legal and Governance for review and feedback. Advice is also being sought as to the process for approval from UNE. An update will be given to the SCC once more is known.

New England Award

Alicia noted that Representatives were eligible to use their time with the SCC as hours towards the NEA. It was noted that a review of the NEA is being undertaken, with some students noting that their experience so far has been somewhat hindered by accessibility. It was noted that the NEA website and interface could benefit from updating, and further exploration of NEA activities in relation to Covid would also be helpful. Alicia noted that she would be happy to host an NEA workshop for the SCC to ensure they knew how to maximise utility of their work with the SCC.

SSAF Committee

The SCC has developed a subcommittee on SSAF, which have met to discuss SSAF terms of reference and process. Questions relating to SSAF priorities are urgently needed, as an SCC priority is to create a survey for students as a mechanism of feedback.

SCC Student Voice and Partnership Workshop

Sarah raised the idea of UNE SCC hosting a intercollegiate workshop with other institutions to share the student voice and partnership experience, and celebrate triumphs of 2020. Representatives were in support of this.

Action Items:

SSAF Subcommittee: Develop SSAF category questions on prioritisation to be included in the general SCC Student Survey.

Sarah: Continue developing a plan for SCC Student Voice and Partnership Workshop

Chair- Louisa
Alicia

Next Meeting: 29th September

Topic: SCC Online Think Tank

Time: Sep 29, 2020 07:00 PM Canberra, Melbourne, Sydney

Join Zoom Meeting

[https://une-
au.zoom.us/j/93989277403?pwd=bkVxNmpXUWdseEkyR2JVci9Ua2ZhUT09](https://une-au.zoom.us/j/93989277403?pwd=bkVxNmpXUWdseEkyR2JVci9Ua2ZhUT09)

Meeting ID: 939 8927 7403

Password: 181033

Join by Skype for Business

<https://une-au.zoom.us/skype/93989277403>