

Minutes of the USASA Board Meeting

Tuesday 18 August 2020

Hawke Building H5-26

PRESENT

Board:	Noah Beckmann Lauren Baum Jenny Chen Arunika Dutta Ned Feary Melinda Ho Linus Johnston Rhys Peden Tim Pham Daniel Randell Jaisree Ravichandran Lekshmi Shylaja Joshua Steele Diane Wilkins Emily Williams	President & Meeting Chair Mount Gambier Campus Representative – via Zoom City East Undergraduate Representative – by phone Magill Campus Undergraduate Representative City West Undergraduate Representative International Student Representative City West Campus Representative Aboriginal Torres Strait Islander Student Representative City East Campus Representative USASA CEO Mawson Lakes Campus Representative Post Graduate Representative Mawson Lakes Campus Undergraduate Representative Whyalla Campus Student Representative – by phone Magill Campus Representative
In attendance:	Nick Anderson Clare Caruana Richard Irons Bridget Laffy Sandy Davis	Finance Advisor – via Zoom – for part of the meeting Manager: Programs and Academic Policy, Student and Academic Services – for part of the meeting Director Student and Academic Services Student Representative Support Officer Minute Taker

APOLOGY Arthur Siow Legal Advisor

The Chairperson declared the meeting open at 6.05 pm.

1. MEETING OPENING

1.1 Acknowledgement of Country

The USASA Board acknowledges that it meets on the land of the Kaurna people of the Adelaide Plains and on the lands of others who are attending from locations beyond the Adelaide Plains, and pays respect to their elders, past, present and emerging. We recognise and respect their cultural heritage, beliefs and relationship with the land and acknowledge that these are of continuing importance to Aboriginal People living today.

1.2 Student and Academic Services Policies

Clare Caruana introduced herself and gave a presentation on SAS policies. She and a policy writer are responsible for writing and maintaining academic policies, which is a coordinating role, with policy input from throughout the university.

Policy Making

The new policy framework has two levels: policies which represent high level principles and those which are procedures giving specifics of implementation. The Policy Steering Committee has recently agreed to include student representation and a new software system will make policies easier to access.

The policy making cycle involves

- benchmarking against other Australian universities and federal legislation;
- consulting by seeking comment, including from SAPAG and working groups specifically convened for major reviews;
- writing, using policy writing guidelines;
- approval by the Responsible Officer (Richard Irons), the Academic Standards and Quality Committee and the Academic Board; and
- review. The cycle has previously be a five year one, but will now be three years for procedural policies and five for high level policies.

Policies

The most relevant policies for students are:

- Code of Conduct for Students. Every student has a responsibility to understand and adopt the principles of the Code. It forms part of the enrolment process, but periodic campaigns are also held to raise student awareness.
- Assessment Policies & Procedures Manual (APPM) – This is used every day and covers every aspect of course delivery from course outline to academic review and misconduct. Copies of the 2020 Revised Edition were circulated at the meeting.
- A-57 Required Medical Leave – applies to students whose behaviour arising from a serious medical condition puts them or others at risk.
- A-13 Recognition of Prior Learning
- A-46 Confidentiality of Students' Personal Information
- A-48 Enrolment
- A-47 Student Fees and Loans
- A-18 Selection and Entry to Programs
- A-56 Student Recording of Learning Activities

Clare Caruana provided contact details and encouraged communication with the SAS Policy Team. General discussion followed, with the following points made.

- Student input will be sought for the new search function.
- The Code of Conduct is currently a non-searchable PDF.
- Daniel Randell acknowledged Richard Iron's role in achieving student representation on SAPAG and in policy work, which has been an important cultural change.
- Requirements for withdrawal after the census date were discussed. This has been a contentious issue, but is governed by broad legislation together with much tighter case law. The legislation is about to change, and while waiting for these new rules, SAS has been seeking interpretative assistance from government.

About 30% of recent requests have been approved, 55% declined and the balance require further information. However only short term data is available, and caution is required when considering the "success" of the process.

For this study period the census date is 31 August and will not be extended, given that COVID-19 changes have now been in place for some time.

Slightly different compliance requirements apply to international students.

- Guidance on supporting evidence for withdrawal applications has been discussed with the Student Ombud and Noah Beckman; however it is difficult to be specific as each case is different. In general, as much evidence should be provided as is needed to support the application. Supporting evidence needs to match and be in context with the individual application.

It is similarly difficult to give guidance to GPs for medical certificates, but SAS has moved to recommended criteria for medical evidence in the form of a non-mandated template.

- Clare Caruana will advise when the enrolment policy is to be reviewed, as Noah Beckman is keen for student input to this process.
- Academic integrity is covered in the APPM. It does not yet specify exactly what students need to be taught about academic integrity, but this is being considered, given the rising incidence of issues and the university's commitment to an educative rather than a punitive approach.

Clare Caruana left the meeting at 7.01 pm.

1.3 Leave Requests – nil.

1.4 Conflicts of Interest – Nil.

1.5 Previous Minutes

1.5.1 Confirmation

Motion: That the minutes of the Board Meeting of 21 July 2020 be accepted as an accurate record.

All were in favour and the Motion was carried.

1.5.2 Action Log

The election timeline is being followed.

Campus Connector

No positive progress has been made. People with disability are being advised to contact FM, which has no interest in continuing the service, but has to date funded transport for one student. Feedback is that disabled students are either going online or changing courses. It was agreed that Joshua Steele and Noah Beckman will draft an open letter to the Vice Chancellor on this issue.

JS, NB

2. MATTERS FOR DECISION

2.1 Clubs Committee TOR

Joshua Steele spoke to the Terms of Reference, as circulated and Bridget Laffy advised that Arthur Siow had recommended the following amendments:

- the quorum definition should match that at s.7.1.2 of the Constitution;
- distinction should be made between club officers and club staff; and
- removal of the heading "Clubs Committee Terms of Reference" under "Membership".

He also suggested that in future documents, to be amended should be circulated with the proposed changes highlighted.

Arthur Siow also recommended that next year when the Board is appointing committees, consideration should be given to the nomenclature of this group, given that the Board does not have authority over clubs.

Motion: To approve the Terms of Reference for the Clubs Committee, as included in the Board papers, subject to the following amendments being made by Bridget Laffy:

- the quorum definition matches that at s.7.1.2 of the Constitution;
- distinction is be made between club officers and club staff; and
- the heading "Clubs Committee Terms of Reference" under "Membership" is removed.

BL

All were in favour and the Motion was carried.

2.2 Financial Counselling Grants

Daniel Randell spoke to this proposal, noting the written approval of the PVC (given that University approval is required to reallocate funds within USASA's Budget) and the consequent endorsement by the Finance Committee.

Motion: That the Board approve redirecting budget lines totalling \$150,000 towards the Financial Counselling program, as set out in the *Financial Counselling Grant Pool* paper.

All were in favour and the Motion was carried.

3. MATTERS FOR DISCUSSION

3.1 UniTopia Board Rep Involvement

UniTopia will be held from 10 to 17 October, with 25 September the deadline for content submission. Input is sought from Board members and can be emailed to Noah Beckman. Ned Feary suggested Club peer to peer engagement.

ALL

Bridget Laffy noted that as UniTopia will fall during the election period, anything published by election candidates will need prior approval from the Returning Officer.

4. MATTERS FOR NOTING

4.1 President's Report

Noah Beckman's report was taken as read, and he added the following updates.

- He and Lekshmi Shylaja have met with the Vice Chancellor to raise the ongoing need for extended hardship funding. The presentations to Academic Board and the University Council on COVID-19 initiatives have been made, and feedback is awaited from the VC.
- A food drive is being organised across the campuses, possibly to be held next week and Food Bank have been asked to return food donated on campus for allocation to hardship students in the first instance and then for discounted purchase by others.

4.2 CEO's Report

The report was taken as read, with Daniel Randell providing the following updates.

- COVID restrictions change every week, with the introduction of COVID Marshalls this Friday requiring further revision to USASA events. USASA is

seeking direct advice from FM on what will be required for events, as the clubs are receiving mixed messages.

- The Neon Night Party is likely to be cancelled and refunds issued, due to changed seating requirements.
- Consent training is to be mandated, not just for Clubs, but for all first year students; although SAS is still determining how to manage this.
- The Draft Clubs Strategic Plan has been completed, and all involved were thanked for their contributions.

Although there is no formal data, it appears that academic integrity case numbers did not increase significantly for online exams.

Working with Children Checks appear to be required for all USASA staff and board members, but this will be clarified.

AS

N Anderson joined the meeting.

4.3 Finance Report

The report was noted, with Linus Johnson reiterating that the current surplus is expected to change, and advising that the Budget reallocation approved earlier in the meeting will be reflected in next month's report.

4.4 Board Members' Reports – Each report was taken as read and the following updates were provided.

Jenny Chen – Last month's Education Committee Minutes will be updated in Drop Box. The next Education Committee Meeting Agenda will be issued tonight. A City East event has been approved.

Rhys Peden – A proposal for a black out edition of Verse has been approved. He is meeting with the PVC:ALS on ENTEXT and is also obtaining views more broadly on this.

Rhys was congratulated on his acceptance into law.

Jaisree Ravichandran thanked Lekshmi Shylaja for her efforts in speeding up the release of COVID-delayed results.

Lekshmi Shylaja has held a meeting to discuss the launch of the job-ready support program. It is hoped to extend this to internship opportunities. She thanked Noah Beckman for his assistance on a subsidised training program for students entering the job market.

Under the Respectful and Safer Community Project, an international students forum has been held, where 25 students were able to share concerns and doubts. A series of webinars are now being planned, with the first to be on women's safety, sexual health and legal access to criminal justice and family law. Details will be on Slack.

Emily Williams is attending a meeting on 29 August about FM funding for gender neutral bathrooms at City West and Mawson Lakes.

Linus Johnson apologised for his late report, which has now been submitted.

Melinda Ho has submitted her report. She outlined a proposal for a Friday social gathering for international students from cultural clubs, which are less active this year. Domestic students would be welcome too.

She plans to meet with Student Engagement, the other universities and Study Adelaide on PR around the recently announced pilot program to fly international students into Adelaide.

Lauren Baum's report has been submitted. A Mount Gambier student catch up is scheduled for 20 August.

Diane Wilkins apologised for not submitting a report due to health issues. Various events are planned for Whyalla over the next two months, including a COVID Safe Scavenger Hunt. Funding will be sought for noodle cups.

4.5 Committee Meeting Minutes

4.5.1 Clubs Committee – 29 July 2020 Minutes noted. Ned Feary advised that item 8)a) should read that JS will continue to work on Club Election Guidelines.

Feedback was positive on the Clubs Showcase. Josh Steele noted fundraising concerns due to COVID-19 and was advised that the grant pool could be increased, subject to event requirements.

4.5.2 DEA Committee – 30 July 2020 Minutes noted.

4.5.3 Welfare and Wellbeing Committee – 4 August 2020 Minutes noted.

4.6 ASR Partnership Proposal – Version submitted

This final version was noted. A meeting is scheduled for 1 September to discuss implementation and funding.

5. ANY OTHER BUSINESS

Job-ready Graduates Package

Ongoing concerns about the proposal were discussed. Noah Beckman and student representatives from Flinders and Adelaide universities are delivering a letter about this to Rebekha Sharkie MP on Friday afternoon and all are invited to attend.

Concerns and recommendations about grandfathering, funding clusters, funding uncertainty and progress provisions will also be put to the Australian Technology Network.

NUS National Day of Action is planned for 28 August and information on this will be circulated when available.

Survey about being in CBD – Ned Feary and Josh Steele volunteered to do this for the VC.

Ned, Rhys and Jaisree's 18 August birthdays were celebrated in song.

6. MEETING CLOSE

6.1 Next meeting – Tuesday 15 September – location TBA

6.2 Meeting Close – 8.02 pm