



AGENDA

Education Board:

Monday, 22nd of June 2015

5:30 pm

MEETING DETAILS

Venue: Union Meeting Room Hawthorn (UN413)
Chair: Anthony Osborne (Education Officer)
Minute-taker Scott Morgan (General Secretary)

Attached Documents:

SSU Education Board 25-05-2015 Unconfirmed Minutes
Draft Petition about Uni Council

MEETING OPEN:

Meeting opened by Anthony Osborne (The Chair) at 17:49. The Chair will determine whether the meeting is quorate.

Acknowledgement of Country:

The SSU Education Board respectfully acknowledges the traditional owners of this land, the Wurundjeri people of the Kulin Nation. The Education Board honours their elders past and present and recognises that this always was and always will be Aboriginal land.

Contemplation:

Education Board will observe 1 minute of silence for contemplation.

1. ATTENDANCE:

Present:

PRESIDENT	Brendan Spackman-Williams
EDUCATION OFFICER	Anthony Osborne
GENERAL SECRETARY	Scott Morgan
HAWTHORN CAMPUS CHAIR	Ben Jackson
POSTGRADUATE REPRESENTATIVE	Caitlin Bruty
EDUCATION PUBLIC AFFAIRS	Tanja Schindler
EDUCATION ACADEMIC AFFAIRS	Suzanne Byron
DFP REPRESENTATIVE	Kanika Srun
DDMI REPRESENTATIVE	William Farnsworth

Vacancies:

CROYDON CAMPUS CHAIR
WANTIRNA CAMPUS CHAIR
NICA REPRESENTATIVE
TAFE/APPRENTICESHIP REPRESENTATIVE
DTET REPRESENTATIVE

Apologies:

DBF REPRESENTATIVE	Shivam Khetarpal
DHSES REPRESENTATIVE	Bronwyn Evans
FBL REPRESENTATIVE	Katrina Davis
FHAD REPRESENTATIVE	David Brodtmann
FSET REPRESENTATIVE	Daniel Brick
SWINBURNE ONLINE REPRESENTATIVE	Leonie North
UNIVERSITIES AUSTRALIA REPRESENTATIVE	Ashleigh Rowe

Absent without apology:

WELFARE OFFICER	Joshua Briers
INTERNATIONAL REPRESENTATIVE	Prakash Singh

Observers:

2. ACCEPTANCE OF APOLOGIES:

That Education Board accepts the apologies of those listed above. All other Education Board members not present will be marked as absent.

- Mover: *Byron*
- Secunder: *Jackson*

Carried Unanimously

3. ACCEPTANCE OF PREVIOUS MINUTES:

That the minutes of the Education Board meeting held on the 25th of May be accepted as a true and accurate reflection of the minutes and will be published on the Student Union website.

- Mover: *Spackman-Williams*
- Secunder: *Srun*

Carried (2 Abstentions)

4. ACCEPTANCE OF AGENDA:

That the agenda be accepted in its current form. Any amendments to its layout should be suggested here.

- Mover: *Osborne*
- Secunder: *Byron*

Carried Unanimously

5. REPORTS FROM REPRESENTATIVES

- *(Written Report) Leonie North*
- *Anthony Osborne*
 - Spoken with Chris Pilgrim around Student Consultation/Representation process, including inclusion of SSU Education Board.
 - University policy currently prevents students from participating in various councils, due to existence of SRC/SCC.
- *Byron*
 - Research program database for on campus research groups, to make research more available to potential study participants, providing reimbursement to students.
 - Handbook for Education Board w/ Position Descriptions, Contacts, Services, etc.
- *Srun*
 - More timetabling issues in Foundation Pathways.
- *Spackman-Williams*
 - Action to get students back on University Council (hopefully before Labor makes them do it). Goal is two students and two staff.
- *Farnsworth*
 - Each convenor/teacher seems to have different ways of asking students to submit their assignments, which causes confusion for students and difficulty submitting assignments.
 - **Action:** Osborne, Byron, Farnsworth to follow up on submission ways
- *Bruty*
 - Minutes for SRC & SSAA Board published online, and observers welcome to meetings.
 - Multiple enrolment systems between Swinburne and Northeastern causing confusion each semester.

6. ACTIONS FROM PREVIOUS MEETINGS

Action: Anthony to circulate NUS papers & research – Anthony to follow up on this

Action: Suzanne follow up when available and speak to relevant representatives – Suzanne still to follow up, wants to chat to online representative

Action: Anthony to clarify and follow up with Suzanne – done. Anthony followed up

Action: Anthony to work with interested representatives and liaise with Swinburne about this matter, to report next Education Board – Callum has since resigned. Suzanne may look into issue

7. DISCUSSION ITEMS:

- Election of Faculty Representatives, specifically online and OUA reps.
 - Ed board faculty reps need to be elected
 - How will online elections work?
 - When will elections be run?

Swinburne's only 100% student run representation, welfare and events service

- Same time as on campus would make sense.
 - How will we ensure that roles are filled?
 - Promotion, promotion, promotion.
 - Need to look in to terms of roles due to length of courses
 - Action:** PAVE and online reps to discuss outside with Anthony prior to July council
- Orientation Week and Welcome Back Week and Open Day
 - Orientation: 27th-31st July
 - Open Day: 2nd August
 - WBW: 3rd-7th August
 - This issue will be raised again at a later date –
- Action:** reps to be contacted for ideas via email by Anthony who will then coordinate
- Things Ed Board Reps Should Know & Handout
 - What are Education reps?
 - raising complaints received from students – protocol for this
 - academic advocates
 - panel training
 - What should Education Board reps be involved in?
 - Clubs? Ways to connect and get to know students and university. A possible recommendation.
 - Creation of Facebook groups
- Action:** Anthony to create template
- Cheating
 - Plagiarism v. Cheating
 - Potential ad – fashioned on the old piracy ad on movies
 - What is an appropriate form of punishment for cheating?
 - A cultural shift in Swinburne is necessary for lecturers and tutors to care.
 - Paying others to produce work – how can this be safeguarded?
 - Certain subjects putting too much pressure on students, encouraging cheating.
- Online Student Orientation
 - Currently only blackboard orientation is provided. Student support and social outlets and Facebook groups should be introduced
- Action:** Suzanne to follow up with Leonie and Ashleigh and send to Brendan
- How To Guides
 - Anthony will send across a list to Suzanne
 - Will be on SSU website
- Action:** Anthony will send out list of topics to reps which they can choose to contribute on
- Recorded Tutorials
 - Missing a tutorial or multiple is damaging to a student's learning. They are also useful for revision.
 - Engineering is mostly working through problems. Worked solutions with all steps included uploaded to blackboard.
 - Discussions can be recorded. Voice recording would be better than nothing.
 - Law lecture argued that students must give consent to be recorded. This is ignored if they ask questions in lectures.
 - Is this a feasible option?
- Action:** Suzanne to follow up as an accessibility issue and to discuss with Michael

Procedural: That motions be heard prior to further discussion items

Carried Unanimously

Quorum was lost at 19:43

- Communication and pronunciation ability of lecturers and tutors
Action: defer
- Exam Help Stall Feedback
Action: Anthony to contact higher ed reps for feedback
- Terms of Reference
 - Review how board is functioning and what it is – purpose and role
- Position Descriptions & Inductions
 - Start review process
 - What do people want from inductions
- TAFE & Apprenticeship Network
 - Technically exists, although no representative
 - Are TAFE and PAVE reps interested in working on this?
 - YES!
 - Need more visibility for courses and options available
 - Opportunity for involvement from more students
 - Need to establish purpose and why it would exist.
 - Networking opportunities

8. NOTICES OF MOTION:

1. Notice of Motion No. 1

Support for University Council Petition

- Mover – Osborne
- Secunder – Byron

Preamble:

In the past both Students and Staff were members of the University Council, the peak decision making body at Swinburne. It is important that Students and Staff are represented on this committee so that their views and opinions can be taken into consideration.

The petition is part of our strategy to get Students and Staff back onto the University Council.

Motion:

That the SSU Education Board endorses the Education Officer's petition, and requests all members of Council to sign the petition.

Carried Unanimously

9. OTHER BUSINESS:

Notice of Motion

Next Education Board meeting

- Mover – Byron
- Secunder – Farnsworth

Motion:

That Education Board be held at 5:30pm on Monday the 20th July at the Hawthorn Campus in the Union Meeting Room.

Carried (1 abstention)

10. MEETING CLOSED:

Meeting closed by Anthony Osborne (The Chair) at 8:21pm.