AGENDA (SECOND DISTRIBUTION 16 June 2016)
SSU Education Board Meeting
Thursday 16th June 2016

Meeting Details		Doc? Time
Venue:	UN413	
Chair:	Anthony Osborne (Education Officer)	
Minute-taker:	Brendan Spackman-Williams (General Secretary)	

1* **Welcome & Meeting Open** 17:06

Meeting open 5:06pm. Council will observe one minute's silence for contemplation.

2* **Acknowledgement of the Traditional Owners**

The SSU Council respectfully acknowledges the traditional owners of this land, the Wurundjeri people of the Kulin Nation. We acknowledge that we meet on stolen land and that the sovereignty of this land was never ceded. Council honours their elders past and present and recognises that this always was and always will be Aboriginal land.

3 **Attendance**

3.1 Required attendees: Caitlin Bruty (President), Brendan Spackman-Williams (General Secretary), Anthony Osborne (Education Officer), Tori Pearce (Welfare Officer), Krishnamurthy Kosalram (Hawthorn Campus Chair), Will Joseph (Wantirna Campus Chair), Ryan Lixin Chen (Postgraduate Representative), Adnan Islam (International Representative), Suzanne Byron (Education – Academic Affairs), Xzavier Kelly (Education – Public Affairs), Sam Roberts (FSET Representative), Ly Muy (FBL Representative), David Brodtmann (FHAD Representative), Eleisha Kubale (DDMI Representative), Joel Conway (DTET Representative), Daylene Bolch (Swinburne Online Representative), Brenton Williams (Open Universities Australia Representative)

3.2 Attendance: Caitlin Bruty (President), Brendan Spackman-Williams (General Secretary), Anthony Osborne (Education Officer), Tori Pearce (Welfare Officer), Xzavier Kelly (Education – Public Affairs), David Brodtmann (FHAD Representative), Brenton Williams (Open Universities Australia Representative)

3.3 Observers:

3.4 Apologies: Adnan Islam (International Representative), Suzanne Byron (Education – Academic Affairs), Sam Roberts (FSET Representative),

3.5 Absent without apology: Eleisha Kubale (DDMI Representative), Joel Conway (DTET Representative), Daylene Bolch (Swinburne Online Representative), Ly Muy (FBL Representative), Ryan Lixin Chen (Postgraduate Representative), Krishnamurthy Kosalram (Hawthorn Campus Chair), Will Joseph (Wantirna Campus Chair)

3.6 **Acceptance of Apologies**

> **MOTION (Bruty, Pearce):**
> That the apologies listed be accepted

> **Carried Unanimously**

4 **Confirmation of Agenda**

4.1 **Ordering and starring of items**

> **MOTION (Pearce, Brodtmann):**
> That the agenda as distributed be agreed to.

> **Carried/Lost**

5 **Reports**

Written reports provided by representatives will be published and available publicly online.

5.1   President Report

5.2   General Secretary Report

5.3   Education Officer Report

5.4   Welfare Officer Report

5.5   Hawthorn Campus Chair Report

5.6   Wantirna Campus Chair Report

5.7   *Croydon Campus Chair Report - VACANT*

5.8   Postgraduate Representative Report

5.9   International Representative Report

5.10   Education Officer – Public Affairs Report

5.11   Education Officer – Academic Affairs Report

5.12   *PAVE Representative Report - VACANT*

5.13   FBL Representative Report

5.14   FHAD Representative Report

5.15   FSET Representative Report

5.16   *DFP Representative Report - VACANT*

5.17   DDMI Representative Report

5.18   *DBF Representative Report - VACANT*

5.19   *DHSESS Representative Report - VACANT*

5.20   DTET Representative Report

5.21   Swinburne Online Representative Report

5.22   Open Universities Australia Representative Report

5.23   *National Institute of Circus Arts Representative - VACANT*

5.24   **OLT Conference Report – Anthony**   **doc**

6   **Business**

6.1   **Education Department Update (Anthony)**
        Update from the Education Officer about events and activities of the Education Department
        - Withdrawn Fee Payable
            o Report currently being written up, to be heard by Academic Senate in 2017
        - Exam Help Stalls

6.2   **Exam Feedback**
        For Discussion
        - Students sat exams in Hawthorn and Etihad either side of each other
        - Engineering Exam included content not covered in lectures – Take to convenor
        - Make sign about limited supplies

6.3   **Rubrics**
        For Discussion
        - Inconsistencies in Rubrics availability depending on the subject
        - Particularly useful on feedback
        - Also useful in giving indications to how content heavy different sections can be
        - An indication on weighting for sections a must at the beginning of an assessment piece

6.4	**Blackboard Template**	**doc**

For Discussion

- Consistency is good
- Unit Outline, Staff contact, assessments and link to grades always in the same location
- Layout of week by week lectures, tutorials and readings a must
- Needs to be discussion on discussion boards and their purposes and usefulness
- PDFs preferred over word documents for downloading and printing purposes

7   Other Business

7.1   Future meetings

It will be noted that the following items, deferred or arising from previous meetings, will be added to a future Education Board meeting agenda:

Monday 18th July 4.30 pm

8   Closing Business

8.1   Meeting closed.   18:25