

## President's Guild Council Report March

**Prepared by:** Jesse Naylor Zambrano

**Covering Dates:** 13/3/21 - 15/4/21

**Submitted to:** April Guild Council

**Leave:** 8/4/21-9/4/21 (2 days)

### 1. Meetings

#### 1.1 University Meetings

Date	Meeting	Comments
15/3	Blended Learning Follow Up Meeting	
15/3	CFO Meeting	Met Curtin's Chief Financial Officer with David, asked questions regarding Curtin's finances
18/3	Academic Board Executive	
19/3	Blended Learning Model Discussion	
23/3	Students as Partners Community of Practice	
26/3	Short Courses Meeting	Asking Beth Pridmore and Jennifer Howell about Curtin Credentials and short courses
29/3	COVID-19 Critical Incident Learning and Student Experience Subgroup Meeting	No plans to return in-person lectures in Semester 2
29/3	Online Content Follow Up Meeting	Follow up meeting with Jill Downie (DVC Academic) and Jennifer Howell to hear actions university have taken with pre-recorded lecture student feedback
31/3	Enrolment Portal Consultation Meeting	Met Neville Hiscox Chief Student Services Officer to ask that the Guild be involved in student consultation to improve enrolment portal
13/4	First Nations Department Structural Change	Meeting with Ingrid Cumming (Curtin Noongar Cultural Advisor) and Linda Adnyana

14/4	Students as Partners Leadership Team Meeting	
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### 1.2 Guild Meetings

Date	Meeting	Comments
17/3	NDA Rally Promo Stall	
18/3	Exec Meeting	
23/3	Defend Our Education NDA Rally	
23/3	Exec and Portfolio Managers Meeting	
24/3	Membership and Marketing Officer Interview	
25/3	Exec Meeting	
30/3	Special Representation Board Meeting	Discussed education campaign strategy
31/3	Education Campaign Strategy Meeting	
1/4	Exec Meeting	
6/4	Survey Creation	
13/4	Planning Consultation Workshops	
15/4	Exec Meeting	

### 1.3 Other Meetings/Activities

Date	Meeting	Comments
16/3	WA Presidents Meeting	Hosted the ECU Guild President Faizan Akram and Murdoch Guild President David Ugrinov at Curtin Tav to discuss our Guild's activities and challenges

## 2. Items of Significance

### 2.1 My Fees, My Future: Education Campaign

Over the past month the Education Campaign has been applying pressure on the university to return in-person lectures, submitting feedback to address recycled lecture content, promoting and running a rally, and conducting student consultation on the Learning for Tomorrow Strategy (formerly Blended Learning @ Curtin).

#### Defend Our Education Rally for NUS National Day of Action

The rally received fair attendance of roughly 40 people. Student speakers from different faculties, undergrad and postgrad and domestic and international student backgrounds were heard. Guest staff speakers from humanities and the NTEU were also heard. We marched down to the Chancellery and demanded the return of in-person lectures! The rally was also live streamed to the Guild's facebook page, with about 15 online viewers.

#### Curtin Students Demand the Return of In-Person Lectures

We learned that UWA and ECU had been offering in-person lectures this semester. As of Monday 15th March, restrictions were lifted to allow 75% in auditorium venues with fixed seating. In the Pre-Recorded Lectures Feedback Form, many students said that they wanted to see in-person lecture offerings return, and questioned why they hadn't already.

On the 16th of March I emailed the VC and Curtin senior executive to communicate that Students Demand the Return of In-Person Lectures. We rejected Covid-19 restrictions as sufficient reason to make no effort to have in-person lecture offerings, even in units with small lecture cohorts. I summarised students' feedback about negative effects of forced online learning on quality of education. We spread awareness with [social media posts](#), email and posters around the Guild precinct.

On the 29th March Curtin we learned there were no plans to return in-person lectures in Semester 2. Reasons cited were difficulty ensuring a conflict-free schedule and the need to cater to offshore students. It was also stated that decisions couldn't be made about whether to bring in-person lectures back until consultation was completed on the Learning for Tomorrow (LFT) Strategy. I raised the concern that by the time LFT Consultation was complete, it would be too late to schedule in-person lectures for semester 2.

We are continuing to build student awareness and pressure on the university. Students have repeatedly expressed to the Guild through various channels that they are frustrated with the continuation of online-only lectures and lack of communication from the university. On 13/04, I sent an email to the VC and senior executive demanding the return of in-person lectures in semester 2. I have a meeting with the senior executive on Tuesday 20th April to discuss this.

### Recycled Lecture Material and Online Lectures

The Guild submitted student's feedback from the Pre-Recorded Lectures Feedback Form to the university for actioning on the 17/3.

We met with Jill Downie (DVC Academic) and Jennifer Howell on 29/3 to receive an update on the action the university had taken. The University said the areas of concern had been specific pockets of faculties, so they had identified Unit Coordinators and talked to them about the feedback. Changes had either been made or they had communicated to students why pre-recorded lectures were being used. While Curtin initially said they would address all instances of pre-recorded lectures, as this was 'not the standard they had promised to deliver', at this meeting they said that it was not possible for all lectures to be delivered live online. They said this was because some staff did not have the necessary training.

I closed the feedback loop by getting in touch with all students who had submitted feedback, letting them know what the university had communicated and asking whether conditions had improved in their course.

### Learning for Tomorrow Strategy (formerly Blended Learning @ Curtin)

We had a few meetings with the university to discuss our demands and work on building student feedback into the LFT Strategy. In these meetings, we expressed firm feedback: widespread consultation with teaching staff and students was needed, structural issues with lack of funding to teaching and learning needed to be fixed, and the model did not provide a balanced or well-cited perspective on blended learning.

This was a time-consuming process, which resulted in some but not all of our demands being sufficiently met. We decided to pivot to student consultation, as we had a responsibility to make as many students aware of the proposed changes as possible and provide the opportunity to have their say.

We have run three consultation workshops and released a consultation survey. At the time of writing, there were around 16 total workshop attendees and over 1100 responses to the consultation survey. Through the survey, we have been able to make a lot of students aware of the risk that instead of seeing in-person lectures returned, we could see lectures phased out in the near future. So far, the survey and workshops have provided critical insight into what the student body wants to see the Guild advocate for.

## 2.2 First Nations Department

The outgoing First Nations representative Lulkbudia provided feedback that the Guild needed to make structural changes to create a more supportive environment for and improve retention of First Nations representatives. David Luketina (Managing Director) and I met with Ingrid Cumming (Curtin Noongar Cultural Advisor) to follow up this feedback and create strategies for improvement.

We are now working on a few strategies. We will seek to provide cultural proficiency training to elected reps and professional staff members to raise the level of cultural understanding in the Guild. We are planning to organise consultation with First Nations students on what they would like to see from the First Nations Department, and how they would prefer the FN Officer role to look. Following these recommendations, we will look at restructuring the role.

## 2.3 Curtin Connect Enrolment Portal

The enrolment portal has been an ongoing source of complaint from students, as it is confusing and not user-friendly. I reached out to the Chief Student Services Officer at Curtin Connect to enquire about conducting student consultation and implementing changes to make the portal more student-friendly. I found out that they are already working on improvements over the next few years. We have agreed to set up regular meetings between the Guild and central student services to provide better consultation in that area. We are also looking to conduct student consultation mid-year to capture feedback about the changes students want to see.

## 2.5 Assorted Guild Work

- **Student Partnership Agreement Implementation:** Work continues on devising the implementation of the Student Partnership Agreement across Curtin.
- **Grok:** I wrote my second President's Column for February, welcoming students back to campus and updating them on our work over the summer break. You can read my [March 2021 President's Column here!](#)

Kind regards,

Jesse Naylor Zambrano  
President  
Curtin Student Guild

# Vice President – Education

## Representation Board Report #3

Bridge Truell

Meeting date: 22/4/21

Date submitted: 16/4/21

### 1. University Meetings

Date	Meeting	Comments
23/3/21	Students as Partners Community of Practice Meeting	
26/3/21	Academic Board	During this meeting, Health Sciences PVC Archie Clements provided the Health Sciences Strategic Plan Update and Monitoring Report. We also discussed the TEQSA 2020 Risk Assessment, received an update from the SAGE Athena Swan Project, reviewed the Academic Board's Annual Report to University Council, received the Global Positioning Committee's Annual Report, and discussed the 2020 eVALUate data.
29/3/21	COVID-19 CI LSE Sub Group Meeting	
31/3/21	Guild & Student Services Meeting re: Enrolment Portal	

### 2. Guild Meetings

Date	Meeting	Comments
25/3/21	Guild Council	
18/3/21; 1/4/21; 15/4/21	Guild Executive Committee Meeting	
18/3/21	Representation Board	
30/3/21	Special Representation Board Meeting	

23/3/21	Guild Executive & Portfolio Managers Meeting	
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### 3. Other Meetings/Activities

Date	Meeting	Comments
15/3/21	Blended Learning Follow Up Meeting	This meeting was set so Jesse and I could meet with Jennifer Howell and follow up after our meeting with her and Jill Downie the week before. This meeting was where we first learnt about the renaming of the proposed model to 'Learning For Tomorrow', discussed potential actions to address the reuse of lecture content, gained some more insight into why the other universities specified in the justification document were selected (was based on their use of a defined blended learning strategy enshrined within their governance structure), the removal of the '70/30' terminology (which has simply been replaced with specifying that 30% of content will be online and is effectively identical),

17/3/21	Curriculum Queering Community of Practice Catch-Up	<p>These meetings are organised by Dr Bri McKenzie and bring together a nation-wide network of staff and student advocates to discuss a different theme each month. This was my first time in attendance at this meeting and the topic was “Becoming better allies for Aboriginal and Torres Strait Islander LGBTIQ+ students and staff: Creating authentic and positive representation in learning and teaching”. This meeting was facilitated by Marnie Norton who provided their experiences as someone navigating the intersection of the LGBTQIA+ and First Nations communities in academia.</p>
18/3/21	SDG Student Workshop Planning	<p>Kat, Catherine and I met with Rocio Bona from Properties who was hoping to engage the Students As Partners group in organising a workshop with students to discuss Curtin’s commitment to the UN’s 17 Sustainable Development Goals.</p>
23/3/21	Guild x JCLA Meeting	<p>Lauren from JCLA booked in a meeting with members of our Student Engagement &amp; Experience teams to further discuss the potential for us to collaborate on a future JCLA project.</p>
24/3/21	Curtin Union Taskforce (CUT) Meeting	



26/3/21	Short Courses Meeting	<p>This meeting was set up so that Jennifer Howell and Beth Pridmore (Manager of Strategic Projects who's overseeing Curtin Credentials and associated projects) could run us through the variety of short courses that are being offered at Curtin and so we could ask any questions. While we still have some concerns about the utilisation of short courses in certain areas, Beth explained that her area primarily focuses on postgrads who wish to return to Curtin for further upskilling and skills updates after graduation with potential to eventually provide them to undergrads either as additional activities or embedded within their degrees.</p>
29/3/21	Follow-up Meeting Re: Nursing	
29/3/21	Online content discussion with Jill & Jennifer	<p>After launching our survey into recycled lecture content, we met with Jennifer and Jill again to discuss after forwarding the results to them. They noted that the largest number of concerns had come from the Faculty of Business &amp; Law and mentioned that they would be providing more professional development opportunities to ensure staff are confident and capable in providing online lecture materials.</p>

31/3/21	Education Campaign Strategy Meeting	
9/4/21	CURTIS Meeting	Humanities Fac Rep Madison and I met with the President of the Curtin Information Studies Club (CURTIS) to discuss the removal of the Information Studies degrees from Curtin. We're currently in the process of arranging to meet with relevant staff to see if there's anything we can do and what options exist for current and future students, as well as providing feedback on the way these changes were communicated to students.
13/4/21	Consultation Workshop Planning Meeting	Jesse and I met to discuss the format for the upcoming Learning For Tomorrow (LFT) Student Consultation Meetings, which were held on the 13 <sup>th</sup> , 14 <sup>th</sup> and 15 <sup>th</sup> of this month and provided us with the opportunity to directly engage with students, communicate the LFT model to them and gather feedback to relay to the University.
14/4/21	Sustainable Development Lunch & Collaborate Session	Rocio, Kat and I collaborated to deliver this workshop that engaged students on Curtin's commitment to the UN SDGs and to begin conceptualising the potential for future student-led sustainability projects.

#### 4. Other Projects/Developments

- On March 10<sup>th</sup>, Jesse, Chris and I ran another NDA promotion stall.
- The NUS National Week of Action Against Staff Cuts, Course Cuts, Faculty Restructures and Forced Online Learning ran from March 22<sup>nd</sup>-26<sup>th</sup>.

- Our NDA Rally was held on Tuesday March 23<sup>rd</sup> and allowed us the chance to hear from students & staff on the issues affecting them at Curtin currently before marching on the Chancellory to oppose staff & course cuts, faculty restructures and (in particular) forced online learning.
- Over the tuition free week, May, Jesse, Maryanne, Bree and I worked to get the Student Consultation Survey complete and ready to go out.
- Throughout this week, the Guild reps have run stalls out the front of 106F to promote the Consultation Survey.
- Jesse, May, Maryanne and I have begun analysing the survey data and next week I'll be focussing on devising the report which will go to the University.

5. Travel N/A

6. Leave: 5<sup>th</sup>-8<sup>th</sup> May

# Vice Presidents Report

Guild Council Meeting #4/2021

Hello Members of the 52<sup>nd</sup> Guild Council. Another month has passed, Events are eventful and clubs are... clubful?

Both our Reps and Clubs have churned out some fantastic activities over the last month, I am glad to see so many students excited to be back on campus. Now the Guild just has to do everything we can to keep them here.

## Meetings

### Guild meetings

Date	Meeting and Notes
23/4	<ul style="list-style-type: none"><li>- NDA BBQ</li><li>- Exec and PM</li></ul>
24/3	<ul style="list-style-type: none"><li>- Higher Ed</li><li>- Health and Safety</li><li>- TidyHQ Briefing</li></ul>
25/3	<ul style="list-style-type: none"><li>- BHP meeting to discuss STEM Clubs</li><li>- Arts Fair meeting</li><li>- Exec Meeting</li></ul>
26/3	<ul style="list-style-type: none"><li>- Exec Briefing</li><li>- Beers, Careers and Volunteers, CEC event</li></ul>
29/3	<ul style="list-style-type: none"><li>- Rep event proposal Catch up</li></ul>
30/3	<ul style="list-style-type: none"><li>- Health Sciences Meet and Greet assistance.</li></ul>
31/3	<ul style="list-style-type: none"><li>- Clubs x VP-A Catchup</li><li>- Higher Ed</li><li>- Clubs meeting w/ Science and Engineering DSE</li></ul>
1/4	<ul style="list-style-type: none"><li>- Ha Ha April Fools</li><li>- Exec Meeting</li><li>- Events x VP-A</li></ul>
3-6 /4	<ul style="list-style-type: none"><li>- LOOOOONNNGGGG Weekend</li></ul>
7/4	<ul style="list-style-type: none"><li>- Higher Ed</li></ul>
8/4	<ul style="list-style-type: none"><li>- Students as Partners Workshop</li></ul>
9/4	<ul style="list-style-type: none"><li>- ACES meeting</li><li>- Tav on fire</li></ul>
12/4	<ul style="list-style-type: none"><li>- Stall promoting upcoming workshops/Survey</li></ul>
13/4	<ul style="list-style-type: none"><li>- Stall promoting upcoming workshops/survey</li><li>- Activities Committee</li></ul>
14/4	<ul style="list-style-type: none"><li>- Tav Merch Chat w/Tanya</li><li>- Curtin Community Safety &amp; Security Action Group Meeting</li></ul>
15/4	<ul style="list-style-type: none"><li>- Exec meeting</li><li>- Online Club Registration Breifing, w/ Marc Stoitis</li><li>- ISC End of Mid-Sem BBQ catchup</li><li>- Events x VP-A Catch-up</li></ul>

	- SAAM Solidarity Sit-in Catch up
20/4	- Morning Check in - Filming promotion for Upcycle markets - Campaign planning meeting
21/4	- Morning Check in - Higher Ed
22/4	- Morning Check in - Exec Meeting - Tav Merch Discussion w/ Bree, Ket and Maryanne

As you could probably guess I wrote that first part Pre-lockdown. Oh boy, how naïve. Unfortunately, the current situation will mean a lot of disruption to our events, and to our clubs. We are making every effort to communicate as quickly as possible to everyone affected. I cannot as yet say what this will mean to our events, as things are still uncertain.

Please be smart during this time, wear a mask, wash your hands and use the SafeWA app, or sign in manually if you prefer.

Regards,



LACHLAN LEE  
 HE/HIM [learn about pronouns](#)  
 VICE PRESIDENT - ACTIVITIES  
 E [ACIVITIESVP@GUILD.CURTIN.EDU.AU](mailto:ACIVITIESVP@GUILD.CURTIN.EDU.AU)  
 T (08) 9266 2920  
[GUILD.CURTIN.EDU.AU](http://GUILD.CURTIN.EDU.AU)

I will be working Tuesday to Friday from 9 am to 4pm I may be slow to reply or unavailable outside of these times.

I acknowledge that Curtin University is on the lands of the Whadjuk people of the Noongar nation. This land is stolen land and was never ceded. I pay my respects to their elders past and present.

## Secretary

### April 2021 Guild Council Report

This report is a bit short because I have been focusing on onboarding reps and arranging things for the committees, which has been unexpectedly time consuming, along with many tedious documentation tasks.

Hope you're all doing well and my inbox/dms/office are always open if you have anything you'd like to talk to me about. :)

24/03 CUT Meeting

25/03

1/04

15/04 Executive Meeting

22/04

25/03

8/04 WASM-Bentley Meeting

15/04

14/04 Blended Learning Workshop

14/04 Scholarships Reference Group Meeting

20/04 Campaign Planning

#### **WASM Guild**

The WASM Guild is in quite a sore state, having not been professionally maintained or updated in a very long time. The refurbishment of the premises is now being organised with works hoping to start as soon as possible.

WASM has now filled up their entire committee and I have been liaising with them to arrange ways that they can be supported by the Bentley representatives and professional staff.

#### **Committee Nominations**

The three FYC members have been successfully onboarded, as well as two of the PSC members. In the meantime, May and I have been reaching out to students to fill up our committees. The ISC nominations will close by the time of this Guild Council and is looking to have very close to a full committee.

#### **Improving the Information Network**

I have been populating a database of all the minutes of the committees of the Guild to allow minutes to be found more easily considering that this task can be quite time consuming and I believe that having this database would be helpful.

By doing things such as this, I want to streamline a lot of things for the future Guild secretaries to have strong process established so they can focus on other projects instead.

## **Working on Culture and Productivity**

Still working on ways that we can reduce the workload of our reps and foster a healthy culture in our Guild.

## **General Admin**

Doing the usual approving of payments, responding to all sorts of questions, compiling agenda, organising meetings, streamlining process and managing documents.

Sustainable Regards,



**FATMA SEHIC**

SHE/HER [learn about pronouns](#)

SECRETARY

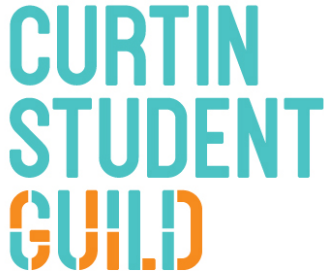
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**My work hours are Tuesday – Thursday 9am – 5pm and Friday 9am – 2pm. I may be slow to respond outside of these times.**

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## Student Guild of Curtin University

### 52<sup>nd</sup> Guild Council - Meeting #4

To be held at 6pm on Thursday the 29<sup>th</sup> of April 2021

Online on WebEx

#### **Motion: Curtin Student Guild's ISC Restructure**

That the Guild Council approve the proposed restructure of the Curtin Student Guild's International Students Committee (ISC) and recommends that the constitution of the ISC be amended accordingly.

Moved: Jesse Naylor Zambrano

Seconded: Fatma Sehic

#### **Background:**

According to the constitution, the ISC currently consists of the following:

- ISC President;
- ISC Vice President - Education;
- ISC Vice President - Activities;
- ISC Secretary; and
- Five (5) ISC Councillors, at least two (2) of whom shall be women

The previous structure was not effective in reaching and representing the wider international student community at Curtin, leaving students without attention and support. Therefore, it is recommended that committee structure be changed to the following:

- ISC President;
- ISC Vice President - Education;
- ISC Vice President - Activities;
- ISC Faculty of Business and Law Representative;
- ISC Faculty of Science and Engineering Representative;
- ISC Faculty of Health Sciences Representative;
- ISC Faculty of Humanities Representative; and
- Two (2) ISC Councillors, at least one (1) of whom shall not be a man

This structure reflects the Postgraduate Students Committee and is intended to improve the participation and representation of international students and provide them with a higher level of support.

#### **Confidentiality:**

Open





## Student Guild of Curtin University

### Representation Board - Meeting #3

To be held at 6PM on Thursday the 18<sup>th</sup> of March 2021

In Council Chambers (100.301)  
Meeting started at 6.08

## Minutes

1. Acknowledgement of the Traditional Owners  
*"The Curtin Student Guild would like to pay our respect to the Aboriginal and Torres Strait Islander members of our community by acknowledging the traditional owners of the land on which the Bentley Campus is located, the Wadjuk people of the Nyungar Nation; and on our Kalgoorlie Campus, the Wongutha people of the North-Eastern Goldfields. We acknowledge and respect their continuing culture and the contribution they make to the life of this university, city and this region."*
2. Attendance
  - 2.1. Members Present; Cassidy Pemberton, Jason Kim, Cherry Chen, Madison Ainsworth, Lucy Rohl, Clare Metcalf, Chris MacFarlane, Bridge Truell, Dax Jagoe, Jesse Naylor Zambrano, Fatma Sehic, Christian Moreno, May Majimbi
  - 2.2. Others Present; Jo-Ann Naidu (online); Robert Vusak, David Scott
  - 2.3. Apologies and Leave of Absence; Isabel Mountain, Michael Farrell, Shaniqua Cutinha, Ali Rose Bolton
  - 2.4. Absent;
3. Disclosure of any potential or perceived Conflicts of Interest none
4. Minutes of the Previous Meeting:
  - 4.1. Previous Meeting Minutes:

### **Resolved RB#5-2021**

Motion: That the Representation Board approves the minutes of the previous meeting, held on 18/02/2021, as a true and accurate record of the proceedings.

Moved: Dax Jagoe

Seconded: Lucy Rohl

Moved to pass the minutes with the correction made to the spelling of Lucy Rohl's surname and amendment to 8.6.

5. Matters Arising from the Minutes N/A
6. Items Not for Discussion  
It was noted that the position of First Nations officer was declared vacant.

### 7. Reports

1. President – Submitted. Jesse Naylor Zambrano added an update on the education campaign and there was a discussion about the elements of the awareness campaign. Jesse said 40 new to Curtin's have expressed interest in being involved in the first year committee and Fatma Sehic updated the committee on the call for

nominations.

2. Vice President – Education. The report was as tabled. There was a discussion about WASM issues.
3. Faculty of Business and Law Representative. The report was taken as tabled. It was noted that there was a blurring of the line about when clubs liaised with schools and when Guild representatives should do it.
4. Faculty of Science and Engineering Representative. As tabled. It was noted in addition that there were 46 disciplinary panel cases. There was a lower engagement in Evaluate and the faculty was trying to discover why. There was discussion about whether Evaluate was fit for purpose.
5. Faculty of Health Sciences Representative. Report as tabled. The meeting with the Head of School took place. It was noted that there was to be a follow up meeting in 2 weeks. The committee was updated about the progress toward having face to face learning resume in the School of Nursing. It was noted that there were no assurances of a return to face to face prior to semester 2. Some students had complained to the ombudsman.
6. Faculty of Humanities Representative. As tabled. In addition there was discussion about students who were unhappy that the undergraduate information studies course was being phased out and Curtin had not communicated this to students. Madison also raised the point that many students appeared not to know what faculty their area of study was in.
7. International Students Committee President. As tabled. Dax Jagoe raised the issue of Rottnest Island's history and wondered if the ISC event should not take place. Cristian spoke about the proposed ISC restructure.
8. Postgraduate Students Committee President. As tabled. In addition it was noted that there was a Sundowner on Friday 26.March and that there were not enough submissions for the committee.

9. Queer Officer - As tabled. In addition Dax Jagoe noted the recent Meet and Greet and spoke about distributing the We Need to Pee posters. Dax said they would be looking at help from Curtin Allies.
10. Women's Officer- As tabled. Cassidy reported a meeting with the UWA Women's Officer at which the potential for a joint event was discussed. Cassidy spoke at the Women's March for Justice and contributed a piece for Damsel magazine. It was also noted that meetings and or communication had taken about a Curtin Card Games event, Soroptimist International and Women Against Sexual Violence. May Majimbi congratulated Cassidy on her work.
11. Indigenous Officer – Not Submitted. May Majimbi asked if the Guild could seek support from CAS on First Nation issues.
12. Accessibility Officer –. As tabled. It was reported that feedback from Quiet Time had been taken onboard. Clare Metcalf attended the Universal Design Work Committee. The equity collective was discussed. Clare said that captioning was very important to this group and that captioning for all students would not replace accessibility captioning. It was noted that there was a four week wait time for accessibility services. A World Autism event was coming up and March meet and greet.
13. Student Assist – Verbal report. Jo-Ann Naidu discussed academic discipline mismanagement, financial counselling for students who needed payment plans. It was revealed that 1000 students received notices including 500 domestic students.. Food aid was no longer online.
14. Higher Education Developments. A verbal report was delivered.
15. Chair of Reps board report. It was noted that the meetings of the Representation Board were now. The chair was preparing written actions from Representation Board meetings.

#### **Resolved RB#6-2021**

Clare Metcalf moved that the reports be accepted. This was seconded by Cassidy. Motion passed.

#### 8. Items for Discussion and Resolution

##### 8.1. Ecosia at Curtin

#### **Resolved RB#7-2021**

Motion: That the Curtin Student Guild endorses Ecosia being set as the default search engine on all computers at campus.

Moved: Jason Kim

Seconded: Cassidy Pemberton

Jason spoke to the motion. There was a query about whether it could handle the amount of traffic from a university. It was noted it has almost the functionality of google with less advertisements. The motion was passed.

##### 8.2. Myanmar Solidarity

#### **Resolved RB#8-2021**

Motion: The Curtin Student Guild expresses its firm solidarity with the people of Myanmar who are fighting the military coup of February 1. The Curtin Student Guild supports the Civil Disobedience Movement's call for:

- An end to the military coup
- A return to democracy
- An end to the constitution of 2008
- The release of all political prisoners

There was discussion about the issue and it was noted that 500 students had been arrested. ACTION. Post on social media share something from Civil Disobedience Movement.

Moved: Chris MacFarlane

Seconded: Dax Jogoe

Motion passed

## 9. General Business

A request was made to suspend standing orders. Standing orders were suspended.

### **Resolved RB#9-2021**

Motion. Curtin Student Guild condemns the passing of the motion opposing gender neutral language (in official government materials) by the Australian Senate as a step backwards in human rights and personal freedom, and supports the rights of individuals and organisations to choose and use the terminology that works for them. These agencies should be free to use the terminology that they believe is most appropriate, and the Government should not be deciding this terminology for them. The passing of the motion is discriminatory and is clearly a conservative backlash against attempts to be more inclusive of transgender, non-binary and gender non confirming people in our society.

Moved Dax Jagoe

Seconded Clare Metcalf

Motion passed

There was discussion about Evaluate in terms of reported drop in engagement and satisfaction. It was agreed that there would be a discussion at Executive. ACTION. Jesse to follow up.

Cristian spoke about the frustration of international students with regard to their university fees. He asked what action the Guild was going to take. There was a suggestion that Cristian speak at the forthcoming rally. It was noted that the Guild had demanded a 20% decrease for offshore international students and that on-shore students had requested the return of face-to-face education.

There was a discussion about staff concerns.

ACTION. Executive to hold a meeting regarding international student issues.

ACTION. Special meeting of the Representation Board to be convened with regard to blended learning

A guest to the Representation Board meeting, David Scott spoke to the Learning For Tomorrow proposal.

Jesse requested to go in camera. The meeting was moved in camera.

Following the resumption of the meeting out of camera, there was further discussion about the Learning for Tomorrow proposal and the best strategy to adopt to raise concerns about blended learning.

The meeting closed at 8.30pm

## 10. Next Meeting

The next ordinary meeting of the Representation Board is Thursday, the 22 April 2021 at 6PM to be held at Council Chambers. Documents and motions are to be submitted no later than 4:30pm on Thursday the 15 April 2021 to [secretary@guild.curtin.edu.au](mailto:secretary@guild.curtin.edu.au)



## Student Guild of Curtin University

### Special Representation Board - Meeting #1

Held at 2PM on Tuesday the 30th of March 2021 In

Council Chambers, Building 100 and Online

## AGENDA

1. Acknowledgement of the Traditional Owners  
*"The Curtin Student Guild would like to pay our respect to the Aboriginal and Torres Strait Islander members of our community by acknowledging the traditional owners of the land on which the Bentley Campus is located, the Wadjuk people of the Nyungar Nation; and on our Kalgoorlie Campus, the Wongutha people of the North-Eastern Goldfields. We acknowledge and respect their continuing culture and the contribution they make to the life of this university, city and this region."*
2. Attendance
  - 2.1. Members Present; Jesse Naylor Zambrano; Bridge Truell; Dylan Botica; Jason, Kim; Lucy Rohl; Madison Ainsworth; Cristian Moreno, Dax Jagoe; Cassidy Pemberton; Clare Metcalf; Chris MacFarlane; Isabel Mountain; Shaniqua Cutinha; Cheery Chan
  - 2.2. Others Present; Maryanne Shaddick (minute Secretary); Jo-Ann Naidu (Manager Student Assist)
  - 2.3. Apologies and Leave of Absence;
  - 2.4. Absent; May Majimbi
3. Disclosure of any potential or perceived Conflicts of Interest. None raised.
4. Items for Discussion and Resolution
  - 4.1. My Fees, My Future Campaign  
Jesse updated the committee on recent activities. She reported that some changes were made by the university to version 5 of the Learning for Tomorrow document. The university was now seeking consultation with students and staff. Jesse said that the Guild wanted as many students as possible to provide feedback.  
Jesse reiterated the Guild's concerns that about whether Curtin had the staff and money to implement Learning for Tomorrow appropriately. Jesse said that Curtin wanted to phase out lectures but had not explained what would replace them.  
Bridge said the Guild was coordinating face-to-face workshops in week 7 and launching an online survey. As well, the Guild was reaching out to faculties to see if they were willing to run workshops.
    - 4.1.1. Blended Learning  
Chris expressed concern that the Guild was taking a step back. He discussed university job cuts and referenced a new QILT report. Shaniqua said there needed to be a ground up approach as students were more receptive to receiving information from friends. Shaniqua said Guild representatives could raise these issues in class. Cristian said the Guild needed to improve our collaboration with staff. Many of them were against the blended learning model. There was discussion about using an anonymous feedback google form and whether academics would take notice of posters. The role of the NETU was discussed. Jason noted that students did not have

access to up to date information and there was discussion about the limitations of the document being confidential. It was noted that many students did not understand the relevance to them of the proposed Learning for Tomorrow model and that they were unlikely to take notice of official communications from the Guild. There was discussion about addressing the model with students from a personal finance perspective and what the changes may mean to fees. Chris MacFarlane said that the Guild should campaign against the Learning for tomorrow model. It was noted that students in general were burnt out and anxious.

#### 4.1.2. International Students

Cristian Moreno spoke about the plight of international students living in Australia paying for an in person education but receiving online learning. He said that international students should receive housing and economic scholarships from Curtin as they did in 2020. Jo-Ann Naidu said it was difficult to get responses from Curtin about international student issues. She said that payment plans were difficult to obtain and that there was a requirement of proof that funds were available in a student's home country. It was noted that Curtin was actively recruiting international students without consideration of whether they could support themselves in Perth. There was discussion that now was a good opportunity to reconnect with staff who worked in the international student area. It was noted that there was Global Positioning Committee chaired by Seth Kunan the Deputy Vice Chancellor of which the ISC President and the Guild President were members. There was a discussion about strategy to raise concerns about international student issues with Curtin. It was noted that while onshore international students were unhappy with online learning Curtin needed to support enrolled off shore students as well.

#### 4.2. Education Cuts

There was discussion about how Curtin's education and learning issues would be tackled after the arrival of the new Vice Chancellor.

#### 4.3. EVALUATE

There was discussion about EVALUATE and the fact that its rating had dropped especially during the COVID period. The committee was told that the university was considering an alternative. Questions were raised about who gets feedback as a result of actions taken by the university. Dax Jagoe said there should be more transparency about the data. Jason Kim said that very low ratings can trigger an investigation and good ratings were used as a model for other units. There was an understanding that the information was reviewed by the Learning and Student Experience Committee.

#### 5. General Business

There was discussion about a Guild strategy to support international students.  
There was discussion about sexual assault on campus and Guild's support startgey.

#### 6. Next Meeting

The next ordinary meeting of the Representation Board is Thursday, the 22<sup>nd</sup> of April at 6PM to be held at Council Chambers. Documents and motions are to be submitted no later than 4:30pm on Thursday the 15<sup>th</sup> of April to [secretary@guild.curtin.edu.au](mailto:secretary@guild.curtin.edu.au)

Meeting closed at 3.48pm



## Student Guild of Curtin University

### Executive Committee

### Meeting #4

To be held at 1PM on Thursday the 17<sup>th</sup> of February 2021

Location: The Bridge

Meeting opens at 1:17PM

1. Acknowledgement of the Traditional Owners:

*"The Curtin Student Guild would like to pay our respect to the Aboriginal and Torres Strait Islander members of our community by acknowledging the traditional owners of the land on which the Bentley Campus is located, the Wadjuk people of the Nyungar Nation; and on our Kalgoorlie Campus, the Wongutha people of the North-Eastern Goldfields. We acknowledge and respect their continuing culture and the contribution they make to the life of this university, city and this region."*

2. Attendance:

- a. Members Present; [Jesse, Lachy, Fatma](#)
- b. Others Present; [Cristian, May](#)
- c. Apologies and Leave of Absence; [Dylan](#)
- d. Absent;

3. Disclosure of any potential or perceived Conflicts of Interest

4. Minutes of the Previous Meeting: **EC#08/2021**

- a. Previous Meeting Minutes

Motion: That the Guild Executive Committee approves the Minutes of the Meeting on the 4<sup>th</sup> of February 2021, as a true and accurate record of the proceedings at that meeting.

Moved: Fatma Sehic (Secretary)

Seconded: [Lachlan Lee](#)

[Lachy requests that the minutes be amended to highlight that the statement made on the lockdown was a joke.](#)

[Jesse asks for item 5.a.ii. to be amended as feedback was not yet compiled and that the meeting was to get on the same page for blended learning. Non-negotiables haven't been formally discussed.](#)

[Fatma notes that the date of the meeting is not correct and that it be amended to the 4<sup>th</sup> of February.](#)

5. Matters Arising from the Minutes:

- a. Action List

## 6. Significant Items

### a. Guild Executive Verbal Reports

#### i. President;

Jesse has met with the VC about blended learning and parking. She again requested for the report on where parking revenue was distributed.

She met with the NUS Education Officer and requested more sophisticated communications on NDAs.

She met with Tara Felton and discussed how the enrolment portal is problematic.

**ACTION** Jesse to reach out to Neville Chamberlain to get the Guild involved in the review of the enrolment portal.

Jesse met with Dale Pinto to better understand the university's structure.

She also met with Jennifer Howell to advocate for a more transparent feedback and consultation process on the blended learning model.

**ACTION** Jesse to request meeting with senior executive to push for this consultation.

She met with Nika about the Managing Director's contract.

She met individually with each of the exec to touch base and give feedback.

She had a meeting with the academic registrar on the future of academic misconduct. We've given preliminary feedback and are looking to hold a workshop with reps.

Had a meeting with the wage theft consultation group, who have received \$75 000 in government funding to inform people about their rights.

Spoke with Beth Pridmore, who's in charge of short courses at Curtin. The government is releasing more funding for short courses.

Organised media training for the executive team.

Met with Lulkbudia to discuss how the exec could support her better in her role.

Met with Maryanne to discuss how the parking campaign is progressing. The research is coming together.

Tuesday 23 March is the first action on the education campaign. Ordered 400 flyers for O Day. Need to think about other strategies to engage with students. We're going to host a barbecue.

Lachy asks if the event has been booked. Jesse says she has discussed this with Jess.

Cristian wonders about our next steps after consultation. Jesse wants to hold a special meeting to discuss this.



ii Vice President – Education;

Tommy Moore College orientation night. Attended with Lachy, gave out merch and answered a lot of questions.

Starting to work on everything for O Week. Giving the top tips presentation on Monday and Thursday.

Met with reps to discuss the O Day stall. Things are coming together nicely.

Jesse asks if Bridge has received any response on the JCLA collaboration. Bridge says that they haven't.

iii Vice President – Activities;

Fortnightly meetings with events and clubs are coming together. Two club induction sessions have been run. Bree presented on how to do social media well for clubs. They also discussed how to retain club members.

Gathering more reps to help with stalls. There's a limit of only three people at a time at a stall due to COVID restrictions.

ACTION Bridge and Lachy to schedule reps for stalls.

Lachy put out a list for handy tips for all stall holders.

TOGA is happening. We're running three different competitions for bar cards and double passes to encourage promotions because of the short lead up time.

Jaeger from Curtin Life Australia to record some special interest clubs for promotion.

Attend Tommy Moore college orientation with Bride and got a lot of Guild branding into student housing to spread information and word among students.

The Guild Health and Safety Committee had its first meeting.

FBL reached out to club presidents and Lachy for a meeting. Lachy wants to get other directors of student engagement to do this as well.

ACTION Jesse to look into if student engagement information/data is available.

Cristian asks if we have a safeWA QR code for O Day. Lachy confirms that we do.

Cristian wants to schedule a meeting with all international club presidents and Lachy.

Cristian proposes the introduction of international students for more positions in the form of having an international student counterpart for each rep. Jesse expresses that it is important to address key areas of improvement for the ISC before creating new reps.

ACTION Cristian to prepare a proposal and meeting with Jesse to discuss how the current structure of the ISC can be changed to bridge the gap between international and domestic representation.

May raises that it is important to consider that the Guild is adequately representing the need of international students. She raises that some reps, like faculty reps, address learning offerings so they might not be honoured in the constitutions of university committees.

Lachy says that PSC and ISC should have faculty reps and that we need to go to the uni to honour this in their committee constitutions.

iv **Secretary;**

Doing general admin, as usual. Working on getting meeting agenda and minutes out on time.

v **\*Chair Of the Representation Board;**

vi **\*Postgraduate Student Committee President;**

May was contacted by a student studying physiotherapy. She had a meeting yesterday and the Australian Physiotherapy Association is concerned about what's happening at Curtin.

May asks if it is our job to fact check the issues that students bring to us. Jesse responds that we should be assessing the authenticity of the issues brought to use by students to confirm that the information is correct and that Maryanne can help us research too.

vii **\*International Student Committee President;**

b. **Club renewals**

Fatma mentions that these are just simple renewals and can be put to a circular resolution as the meeting agenda is quite long.

c. **First Nations Officer**

Jesse met with Lulkbudia on Monday with a focus on re-engaging her. Lulkbudia expressed in the meeting that she was keen to continue in the role.

They are meeting again on Monday 1<sup>st</sup> March at 2:30pm to touch base. Her preferred method of contact is text and call.

The university has asked Jesse for a representative for an Indigenous working group and Lulkbudia confirmed that she would like to take this role.

ACTION Jesse to get back to the Indigenous working group to nominate Lulkbudia.

Jesse also says that there is a scholarship for Indigenous athletes waiting to be promoted.

Fatma says she can take on monitoring and communicating with Lulkbudia.

ACTION Fatma to contact Lulkbudia.

Lachy asks if there's been a commitment to regularly check emails. Jesse says she has not yet discussed this with Lulkbudia as she didn't want to overwhelm her.

Lulkbudia is excited to engage with students.

Fatma asks if she would be able to have a stall for O Day. Lachy says that she possibly can have a stall if another rep/department is willing to share.

d. Hiring help for clubs support

Clubs support is super busy. The team consists of Shelley and Bec, but Bec is also busy managing clubs, reception and the events team, meaning Shelley tends to have to deal with the bulk of work. Lachy would like to have a casual to help both clubs and graphic design because work tends to pile up on these two areas a lot.

ACTION for Lachy to email Jesse to follow up on additional support for clubs officer

Jo-Ann briefly joins the meeting to suggest that we encourage reps to set up an automatic reply for O Week, since reps are usually very busy at this time. She will send through the version that Student Assist use for reference.

e. Managing Director Contract **EC#09/2021**

Lachy and Fatma recommend that 3.3b be amended from "suitable timeframe" to a more specific timeframe. Lachy wants this to be defined. Fatma wants more time to consider this and have it as a circular resolution.

ACTION Jesse to find information about a more specific timeframe.

Lachy asks Jesse to ask Nika to specify where it is stated that these changes only apply to this year.

Motion: That the executive committee approves the following amendments to the Appointment Reappointment of Managing Director Procedure:

- Remove the "No earlier than six month and" from the start of 3.1 (Initiation of process)
- Amend 3.3b. to "The President is to report to the Executive Committee on the outcome of this consultation post receiving a response from 3.1 and within a suitable timeframe".

Moved:

Seconded:

f. Parking Campaign

Given time constraints and the reports given, this item will be skipped for this meeting.

g. Blended Learning

Given time constraints and the reports given, this item will be skipped for this meeting.

h. Guild Shirts at Tav

Lachy raises that if any reps get too drunk/rowdy at the Tav, we can lose our liquor license. The exec discussed this and decided a blanket ban on Guild shirts at the Tav. It was expressed that we don't expect reps to behave inappropriately, but for the sake of due diligence, this rule will be enforced.

- i. Establish process and expectations for reps and clubs

Lachy says that there will be a separate discussion about this.

- j. OH&S Committee

First meeting of the new OB year. Lachy raised changes in the reps office at this meeting, mentioning the new items we have. The paper guillotine is ok, given that the blade is closed when not in use. The sandwich toaster and hot water appliance are pending approval. Bedding under desks is not allowed.

- k. Lachy messed around with Trello

Lachy has added some automation features to the Trello.

ACTION Fatma to look into pro Trello

ACTION Fatma to make a guide to Trello to allow reps to use it more efficiently

## **EC#10/2021**

Motion: That the Guild Executive Committee notes the verbal reports given by the members present.

Moved: Fatma Sehic (Secretary)

Seconded: [Lachlan Lee](#)

## 7. General Business

### a. Delegation of tasks

- i. Fatma to make sure CUT invite gets sent out
- ii. Bridge to arrange meeting with faculty reps and academic registrar
- iii. Bridge to email Neville from Curtin Connect to involve the Guild in the review of the enrolment portal
- iv. Bridge and Fatma to investigate defunding of counselling services and decide on a plan of action
- v. Fatma to help Jesse with Guild Survival Tips Seminar

## 8. Next Meeting

The next meeting of the Executive Committee will be held on Thursday 4<sup>th</sup> of March 2021 at 10:30am in The Bridge.

Meeting closed at 3:06pm



## Student Guild of Curtin University

Executive Committee

Meeting #05

To be held at 10:30AM on Thursday the 4<sup>th</sup> of March 2021

Location: The Bridge

# MINUTES

Meeting opens at 10:43AM

### 1. Acknowledgement of the Traditional Owners:

*“The Curtin Student Guild would like to pay our respect to the Aboriginal and Torres Strait Islander members of our community by acknowledging the traditional owners of the land on which the Bentley Campus is located, the Wadjuk people of the Nyungar Nation; and on our Kalgoorlie Campus, the Wongutha people of the North-Eastern Goldfields. We acknowledge and respect their continuing culture and the contribution they make to the life of this university, city and this region.”*

### 2. Attendance:

- a. Members Present; [Jesse, Bridge, Lachy, Fatma](#)
- b. Others Present; [Cristian, May](#)
- c. Apologies and Leave of Absence;
- d. Absent;

### 3. Disclosure of any potential or perceived Conflicts of Interest [N/A](#)

### 4. Minutes of the Previous Meeting: **EC#11/2021**

- a. Previous Meeting Minutes

Motion: That the Guild Executive Committee approves the Minutes of the Meeting on the 18<sup>th</sup> of February 2021, as a true and accurate record of the proceedings at that meeting.

Moved: Fatma Sehic (Secretary)

Seconded: [Lachlan Lee](#)

### 5. Matters Arising from the Minutes:

#### a. Action List

- 1 [Jesse corrects Neville Chamberlain to Neville Hiscox. Jesse has message them but they are currently out of office. Following up on this will be handed to Bridge.](#)
- 2 [Jesse corrects this item to more transparent consultation rather than more consultation. Jesse will meet with the VC to discuss this.](#)
- 3 [Done.](#)
- 4 [Dropped.](#)
- 5 [Jesse and Cristian are meeting today.](#)

- 6 Done, but not for the most recent one
- 7 Done.
- 8 Done. Jesse is meeting with Lulkbudia today.
- 9 Lachy to talk to David Luketina.
- 10 Jesse to forward information to Fatma. Fatma to take charge of action item.
- 11 Fatma will discuss this later in the meeting.
- 12 Not done.
- 13 Done.
- 14 Not done.
- 15 Addressed by action item 1.
- 16 Bridge to follow up with Jo-Ann to make sure meeting with Curtin Counselling to discuss app happens
- 17 Done.

## 6. Significant Items

### a. Blended learning

Jesse says that a lot of information we're receiving is that blended learning is a cost cutting measure. The university have not been making changes to the model despite our demand to make changes to the model to reflect what students want. We do not believe the consultation process is good faith.

Jesse has a meeting with the VC on Friday.

The NDA is on 23 March in week 4.

She will present non-negotiables to the VC and demand that changes be made to the model or we will reject it.

Cristian asks if there is anything we can do right now for the international students that are paying for face to face classes but receiving online education.

It will be discussed if we will add international student feeds into the education campaign around blended learning.

Jesse says we will be putting out a survey in the future.

### b. Guild Executive Verbal Reports

#### i. President;

For the NDA promotion, Jesse has put posters up in preparation for O Week.

Jesse expresses that she needs help promoting the rally.

She spoke against blended learning at the academic board meeting.

Bridge and Jesse have been working on the Students as Partners to ensure students are not hindered in any way.

Met with Jennifer Howell and Beth Pridmore about short courses to get information and ascertain if this is something the Guild needs to be worried about.

Jesse has a stall at O Day. Got a lot of expressions of interest for First Year Committee. Roughly 120 attendees at the seminar at the busiest time.

**ii. Vice President – Education;**

WASM came to visit.

Dax and Bridge met with Stephanie from Properties about the toilet refurbishment at the Guild. Very exciting!

Ran two top tips sessions during O Week, they had great attendance.

Ran Friendship Speed Dating with Lachy.

**iii. Vice President – Activities;**

Events progressing well.

Humira, the Director of Student Engagement for Humanities has asking for a faculty specific friend speed dating event.

Lots of reps booking events.

Lachy, in his angry voice, tells us to make sure we use the form.

Toga went really well.

Ball on October 1<sup>st</sup>, likely to have a space theme.

CWC coming in for a meeting.

Clubs on campus. Clubs keen to use TidyHQ.

**iv. Secretary;**

Ran Friend Speed Dating with Lachy during O Week.

Have been supporting WASM reps with their queries. Will be visiting WASM tomorrow.

Been working on the Trello so the team can work more effectively.

Made the slides for the seminar that the exec presented at and served as a moderator.

Elections for FYC, ISC, PSC will open soon. Currently working on the equity collectives.

**v. \*Chair Of the Representation Board;**

Went to a sustainability festival to explore ways that we can improve the sustainability of the Guild.

Looked into ways for the Guild to get students mobilised in Guild campaigns.

vi. \*Postgraduate Student Committee President;

PSC elections will open tomorrow. There will be an online voting option.

vii. \*International Student Committee President;

Cristian is having a discussion with Jesse about restructuring the ISC to better serve and reach out to international students.

He emphasises that something needs to be done immediately for the students studying this semester.

Cristian says that if international students aren't going to receive a face to face education, then their fees should be reduced.

c. Trello update

Fatma has separated the Trello so that everyone has their own boards and we have a big exec board to increase productivity.

d. Parking campaign

This will be tabled as blended learning is currently demand a lot of the Guild's time and resources.

May says that it is important to ensure the university does not feel that they can get away with making changes by "waiting us out".

**ACTION** Dylan and Fatma to discuss this and onboard ordinary reps to the campaign.

e. First Nations Officer

Jesse is meeting with Lulkbudia this evening.

**ACTION** Jesse to brief the exec on the meeting and our next steps.

Dylan mentions we can delegate some of Lulkbudia's responsibilities so she can focus on the more important projects in her portfolio.

f. Hiring help for clubs support

Shelley's very very busy. Clubs are booking a lot of events and very early in the year. Training was rolled out early, so clubs are more confident to book events.

Dylan raises potentially upskilling someone internally to assist in this role.

Dylan expresses that we should avoid just hiring casuals as the casualisation of the workforce is a big issue that we should be mindful of, especially as a union.

Lachy to follow up on this.

g. Welfare cuts



JobSeeker returning to pre-covid amount in student payments will increase student property.

Jesse encourages the exec to make a submission to the senate inquiry if this is relevant to them.

Bridge expresses that it would be difficult for us to run a proper campaign on this, considering current workload.

**ACTION** Ask NUS for campaign material to distribute

NUS also released a petition for reducing the age of independence for Youth Allowance.

h. Managing director's contract

This has been delegated to Fatma.

i. Red Flag discussion

Lachy expresses that various issues have been raised about this publication being sold on campus, including it being sold at inappropriate times and locations, not being beneficial to the club and profit not being directed to the club.

**ACTION** Lachy to make a circular resolution about this

**EC#12/2021**

Motion: That the Guild Executive Committee notes the verbal reports given by the members present.

Moved: Fatma Sehic (Secretary)

Seconded:

7. General Business

8. Next Meeting

The next meeting of the Executive Committee will be held on Thursday 18<sup>th</sup> of March 2021 at 10:30am in The Bridge.



## Student Guild of Curtin University

Executive Committee

Meeting #06

To be held at 1PM on Thursday the 11<sup>th</sup> of March 2021

Location: The Bridge

# MINUTES

Meeting opened at 1:09PM

### 1. Acknowledgement of the Traditional Owners:

*"The Curtin Student Guild would like to pay our respect to the Aboriginal and Torres Strait Islander members of our community by acknowledging the traditional owners of the land on which the Bentley Campus is located, the Wadjuk people of the Nyungar Nation; and on our Kalgoorlie Campus, the Wongutha people of the North-Eastern Goldfields. We acknowledge and respect their continuing culture and the contribution they make to the life of this university, city and this region."*

### 2. Attendance:

- a. Members Present; [Jesse](#), [Dylan](#), [Lachy](#), [Fatma](#), [Bridge](#)
- b. Others Present; [Cristian](#)
- c. Apologies and Leave of Absence; [May](#)
- d. Absent;

### 3. Disclosure of any potential or perceived Conflicts of Interest

[Jesse](#) mentions that she may have a conflict of interest as she will be discussing the possibility of increasing the pay for the First Nations Officer out of her President's budget.

### 4. Minutes of the Previous Meeting:

### 5. Matters Arising from the Minutes:

- a. Action List

### 6. Significant Items

- a. Guild Executive Verbal Reports

### EC#12/2021

Motion: That the Guild Executive Committee notes the verbal reports given by the members present on the Meeting on the 4<sup>th</sup> of March 2021.

Moved: Fatma Sehic (Secretary)

Seconded: [Lachlan Lee](#)

- b. First Nations Officer

Jesse informs the committee that Lulkbudia has declared that she no longer has the capacity to fulfil her role and had email this to the exec for their information.

She mentions that Lulkbudia made suggestions for structural changes to make the Guild more accommodating for First Nations people and the First Nations rep.

Whilst Lulkbudia did express she would not continue with the role, she did not submit a formal resignation letter. Dylan raises that if she doesn't submit the letter before the next Reps Board, then she will be removed for having been absent from two consecutive meetings – as per the by-laws.

Jesse mentions that Lulkbudia gave her a contact to seek a new First Nations rep from.

Jesse expressed the potential to take money from her budget to increase the pay for the First Nations Officer to the amount that Faculty Reps/PSC President/ISC President are paid.

Dylan mentions the Remuneration Tribunal could be an obstacle to this idea. Jesse responds that she discussed this with David and that she could trial using money out of her own budget to increase the pay of equity reps.

Lachy mentions that the President has a discretionary budget that they can spend reps' remuneration.

Dylan mentions that we might need to consider hiring more First Nations people within the Guild.

Bridge mentions retention of equity officers has always been an issue and that there is a lot of emotional labour for a small amount of pay.

Dylan expresses that reps starting in these roles without proper support and handover, alongside personal issues relating to their equity background, makes it hard to stay in the role.

Cristian mentions that many reps are motivated by the personal fulfilment rather than the pay. He also mentions that the smaller number of reps focusing on these equity groups means it's hard to represent the needs of all the students.

### c. Blended Learning

Fatma goes through the actions on the Trello card.

Door opens noisily while she does this.

Bridge and May drafted a list of non-negotiables that were presented to the VC by Jesse.

Fatma, Dylan, Lachy and Cristian met with Maryanne to discuss student perspectives and Guild perspective on blended learning.

Jesse reiterates the non-negotiables for the executive.

Jesse mentions that she had the discussion in the meeting with the VC and was called by Jill a few days later and a meeting was set up to discuss the concerns with the model that were raised to the VC. The tone of the meeting was aggressive from the university's side.

The uni followed up requesting a written review of that meeting and to provide annotated feedback on version 5 of the blended learning model.

Jesse mentions that the uni made the argument that students don't attend lectures anymore.

Jesse responded that we believe wide student consultation should be had in order to find a solution to issues such as these.

Fatma mentions that it would be valuable to have any campaigns that we plan be as accessible as possible to engage more reps and students.

The exec discuss that it is important to educate students about blended learning.

Jesse mentions that the university refuses to put feedback on the internet for everyone to see.

The exec reiterates that our purpose is to get the best outcome for students, so we need to respond to the university in a way that reflects what students want.

Jesse mentions that students are engaging with social media about blended learning and our content on recycled lectures.

Cristian states that it is important to enlist staff and academic support. He says that it will improve the chances of success for our campaign.

Jesse adds that the recycled lectures issue is not to get staff in trouble, but rather to highlight the structural issues in the university that result in issues such as these.

#### d. Parking Campaign

Jesse mentions that she's forward Maryanne's parking research to us.

Dylan says that the uni still made millions of dollars from parking last year, when you remove parking related expenses. They still made over a million dollars during a pandemic.

Dylan says he would like to know which amount is student vs staff parking.

Dylan expresses that there is a lot of information missing about the parking system.

**ACTION** Dylan to send a list to Jesse about point to raise about the parking system with the university

#### e. 2020 Student Experience Survey Results

Due to lack of time, Bridge indicated that they will email this information.

## 7. General Business

### a. Student Kitchen

Lachy says that he will talk to Jess about having better food options available in the student kitchen.

Cristian raises that we could possibly sell some merchandise to fund this or something else that benefits students.

## 8. Next Meeting

The next meeting of the Executive Committee will be held on Thursday 18<sup>th</sup> of March 2021 at 10:30AM in The Bridge.

Meeting closes at 2:27PM



## Student Guild of Curtin University

Executive Committee

Meeting #07

To be held at 10:30am on Thursday the 18<sup>th</sup> of March 2021

Location: The Bridge

# MINUTES

## 1. Acknowledgement of the Traditional Owners:

*"The Curtin Student Guild would like to pay our respect to the Aboriginal and Torres Strait Islander members of our community by acknowledging the traditional owners of the land on which the Bentley Campus is located, the Wadjuk people of the Nyungar Nation; and on our Kalgoorlie Campus, the Wongutha people of the North-Eastern Goldfields. We acknowledge and respect their continuing culture and the contribution they make to the life of this university, city and this region."*

Meeting opens at 10:49am

## 2. Attendance:

- a. Members Present; Jesse, Bridge, Lachy, Fatma, Dylan (enters at: 11:04)
- b. Others Present; May, Cristian
- c. Apologies and Leave of Absence;
- d. Absent;

## 3. Disclosure of any potential or perceived Conflicts of Interest

## 4. Minutes of the Previous Meeting:

- a. Previous Meeting Minutes

Minutes are not available for viewing yet.

## 5. Matters Arising from the Minutes:

- a. Action List
  1. Initial Meeting set up for April
  2. Meeting with Jennifer Howell on Monday

## 6. Significant Items

- a. Guild Executive Verbal Reports
  - i. \*International Student Committee President;

Cristian, the restructuring of the ISC continues, managed to create a new position, replacing the position of counsellor. There is now a position in each faculty, an international faculty representative. The number of international students, sending emails from different faculties is high. Looking to build a similar model to UWA university.

Jesse Clarifies a mix up between the report and Reps board and report at Exec Committee.

Lachy, gives a quick update on the cereal and thanks Cristian for bringing this to his attention.

Jesse questions the progress of the elections for ISC, so far, they have 10 people filling the positions.

ii. **\*Postgraduate Student Committee President;**

PSC nominations closed, couldn't fill all of the vacant spots. Will be strategizing in the near future to boost engagement before they reopen.

A number of spots have been filled. David Jorritsma, a guild alumni has joined as VP of coursework.

A sundowner will be held on March 26<sup>th</sup>, a number of students have reached out to show interest. May notes she has struggled with this aspect as opposed to advocacy.

Had a meeting with PSA president at UWA, They gave may a quick run down of their goals for the year.

There have been a lot of reference to an early bended learning taskforce, that May doesn't remember. Had a meeting with Chris, they are both on the same page.

Jesse, notes that May has been working a lot of extra hours, and notes that she has funding to remunerate May for her additional hours working on the Blended Learning campaign, and asks May to backdate her hours, and will discuss how to do this going forward. May will keep this in mind, due to Job Keeper, she doesn't feel she needs to backdate her hours.

May raises concerns over bringing the new Uni Council Reps into the Guild in a meaningful way, as the new person will be told that they are there to advance university agenda.

iii. **\*Chair Of the Representation Board; N/A**

iv. **President;**

Met with Jennifer on Monday, she has said she has agreed with our points, there will be a meeting tomorrow to see if its up to our standards. There seems to be a disconnect in recirculating this new document.

Curtin Connect, first meeting to talk about their enrolment portal, they are gearing up to begin consultation. Jesse set up a meeting to discuss wait times. They have been thrown off by the weeklong lockdown and system changes. A backlog built up over the lockdown, and they couldn't clear it, Jesse raised concerns about centralising support officers. Jesse suggests Curtin Connect should survey so as to improve services.

Preparation for the upcoming rally, around 40 non guild affiliated students are interested. Jesse will begin posting today/tomorrow/Monday.

Jesse has prepared a lecture slide, NTEU and Guild have circulated. Made several Bold education posts. Yesterday a post went out to promote the rally. Jesse has organised a lecturer to speak at the rally. We have speakers lined up, Chris, Jesse to MC, the Lecturer to speak, Jesse is struggling to get students to speak to their experience, which is understandable. In the meantime Jesse is trying to get reps to speak. The stall promotions has gone well, students are aware of the rally, outside of the stall efforts.

The push for in person lecturers has gained more attention. We have found out the Curtin was telling porky's, so we are pushing for in person lectures.

Feedback from students is strong. All student email is going out today. The posters have been set out on the promenade.

CUT, the NTEU is very busy, but is not engaging with this element of the campaign. Jesse met with WA presidents, Murdoch and ECU, this meeting was informative.

Dylan, the survey, is there any more prevalent faculty in the data?

Health sciences is quite prevalent. This data would be useful in the faculty.

v. Vice President – Education;

Bridge, most of the work has been reported on by Jesse already, Lucy and 3 nursing students and Dir Stud exp, met with HOS, and Dean, to present the concerns around nursing remaining fully online. Bridge thought it was a good meeting, the students are very passionate, and are aware that what they are getting is less than ideal. The HOS had a lot of responses, that weren't typically very good. Repeatedly brought it back to lectures, without addressing the concerns. A wider issue of placements in nursing, there is a shortage. With Students being emailed less than 24 hours in advance of a start time. Gave Bridge a list of actionable that are going to be looked into, basically looking into avenues for fixes: can we prioritise units, are there important hands on labs, what can we do to make in person nursing viable.

Agreed to meet again in a couple of weeks, still waiting to hear back NDA promotion, blended learning, stealing cheese.

vi. Vice President – Activities;

Dylan, are club lockers going to happen, they are going ahead. Circle back with the team

Clubs Charter, who runs it, VP-A is in charge of it, it goes through Guild Council. It is on the VP-A's list of things to update. Dylan would like to specify that you can't independently represent students to the faculty.

vii. Secretary;

b. Blended Learning

We managed to get Jennifer Howell to agree to not cutting funding/resources and getting rid of recycled material. Made recommendations on the basis of they aren't properly surveying students. Maryanne has noted that if the university surveys students it could go badly. It will be confusing if the Guild has workshops and the university has workshops, so we need to clarify what our roles are going forward. We want to build this model based on what staff and students want.

She has claimed that the Guild doesn't represent students broadly. We are dissatisfied with this statement. We will be having a meeting tomorrow to see if their changes are up to snuff. Jesse would like to work with them to put out a survey out to students and should have gotten the opinions of students on improving lectures. Jesse has raised that you can't get rid of lectures.

There are glaring problems in the university technologically, we could push for the model to focus on improving this but keeping the physical element. We could push for a model that supports students' choice. Jesse will need to think more on this throughout the day, and will present a decision to the reps.

c. Team Productivity

Good chat in the office about the never-ending pile of meetings. Discussing work with the equity reps, the conclusion we came to, we need to evaluate our workload, and use collectives



intelligently. Exec needs to evaluate workload to see what can be cut. Fatma has done an audit on the Trello.

d. Team Wellbeing

Jesse has put this in her report for rep's board, the amount that being in exec is taxing, has increased, just as higher education has spiralled, and the university has progressed to a more and more profit driven system. We are looking at ways to spread the "love". Dylan notes that this doesn't appear to be unique to our Guild and is often a fixture of other Guilds.

**EC#13/2021**

Motion: That the Guild Executive Committee notes the verbal reports given by the members present.

Moved: Fatma Sehic (Secretary)

Seconded: Lachy Lee (VP-A)

7. General Business

Cristian raises the idea of increasing price of the alcohol at the Tav, to reduce the price of food in the main cafe. Can we explore this idea, so as to make Main Café cheaper? Action for Fatma to add this to Commercial Services.

Can the ISC make an event to go to Rottnest.

Guild Council, the motion Dylan has put forward, no one has an amendments, Dylan suggestion is to give the decision to the RO and the Clubs officer.

A lot of good discussion at reps board last month, the minutes have not been received, and Jesse is struggling to find the information. Jesse delegates to Dylan to bring a report of actions to the executive committee.

Action: Fatma to sort the processes for uploading minutes to the drive.

8. Next Meeting

The next meeting of the Executive Committee will be held on Thursday 25<sup>th</sup> of March 2021 at 10:30am in The Bridge.



## Student Guild of Curtin University

Executive Committee

Meeting #8

To be held at 10am on Thursday the 1<sup>st</sup> of April 2021

Location: The Bridge

# MINUTES

Meeting opens at 10:16am.

### 1. Acknowledgement of the Traditional Owners:

*"The Curtin Student Guild would like to pay our respect to the Aboriginal and Torres Strait Islander members of our community by acknowledging the traditional owners of the land on which the Bentley Campus is located, the Wadjuk people of the Nyungar Nation; and on our Kalgoorlie Campus, the Wongutha people of the North-Eastern Goldfields. We acknowledge and respect their continuing culture and the contribution they make to the life of this university, city and this region."*

### 2. Attendance:

- a. Members Present; Jesse, Dylan, Fatma, Lachy, Bridge
- b. Others Present; May, Cristian
- c. Apologies and Leave of Absence; N/A
- d. Absent; N/A

### 3. Disclosure of any potential or perceived Conflicts of Interest

Dylan declares a conflict of interest as member and close friend of the PSA committee.

### 4. Minutes of the Previous Meeting: N/A

### 5. Matters Arising from the Minutes:

- a. Action List (note: numbering inconsistent with actions list)
  - 1 Fatma to find student to fill First Nations Officer role. Jesse to prepare ideas for meeting with CAS.
  - 2 Jesse to make MFMF infographic from survey data, keeping in mind to work with student engagement to get a direction for the campaign to keep it consistent.
  - 3 Special meeting for Reps Board has been done
  - 4 Bridge to research what training staff get for digital teaching.
  - 5 Jesse and Bridge met with Neville Hiscox yesterday. They want to set up a regular meeting about the enrolment portal. They also want to do a survey on how to improve the portal.
  - 6 Cristian will send the motion about the new ISC structure to Jesse after the meeting.
  - 7 Jesse has informed the Indigenous Working Group that Lulkbudia has left the office and she will let them know when the role has been filled.

- 8 Fatma to discuss with reps individually on their needs when it comes to Trello
- 9 Tara Felton emailed Jesse on the 24<sup>th</sup> for endorsement on the document, Jesse replied on the 26<sup>th</sup>, asking for a copy of the document they were being asked to endorse. Jesse to talk to Student Assist and respond by April 23.
- 10 Jo Ann asked Shaun Murray about the counselling defunding and is waiting for a response.
- 11 Fatma to update action list on M Files

## 6. Significant Items

### a. Guild Executive Verbal Reports

#### i. President;

Moving on with blended learning campaign planning and consultation workshops.

The uni is not making plans for sem 2 to be face to face. There are concerns that they are using blended learning as an excuse for not making things face to face.

Considering an action about this.

#### ii. Vice President – Education;

Focusing on the blended learning campaign. Has been preparing the consultation workshops and the survey to go out to students.

#### iii. Vice President – Activities;

Lachy says that the O Week debrief is done and that Toga went well. BBQs have started up for the semester.

Lachy took up the role of returning officer for the collective nominations. Some great candidates, a lot of people indicating they were people of colour.

Has been taking on campaign work.

?Marc Stoitis? is keen to present a workshop for clubs.

#### iv. Secretary;

Fatma says she has been focusing on the FYC, PSC and ISC, getting notices out, nominations open, ballots organised and sorting out nominations, which had been very time consuming.

#### v. \*Chair Of the Representation Board;

Making sure that we're getting recordings for Reps Board and has been writing up action list for exec based on Reps Board.

Contacted Victoria Park and spoke to the new member for the area to research for the parking campaign.

#### vi. \*International Student Committee President;

Cristian says his committee is mostly full, with 6 female identifying students and 2 male identifying students. He's happy to see a greater female presence in his committee.

He mentions that Jo Ann from Student Assist is going to be helping the ISC as an advisor for both academic issues and for activities.

#### vii. \*Postgraduate Student Committee President;

May reports that the PSC Sundowner was a big success, with attendees also expressing interest in joining the PSC.

Three positions in the committee are currently filled.

May has been working on blended learning a lot and has also been unwell.

#### b. Clubs

A club proposes to amend their constitution to state that they direct matters to the Guild rather than Guild Council. Dylan expresses that the regulations say that approving clubs in the Guild Council's power and that "Guild" isn't a "body", so it makes it harder to keep them accountable and makes the process vaguer.

In 2015, the Guild Council dedicated their power for making clubs decisions to the executive committee.

Lachy says that the process for dealing with this are quite established internally and that this gives flexibility to the process

He adds that clubs don't really look to the constitution to resolve their pressing issues – they go to the Clubs Officer first.

Fatma expresses she understands both perspectives of the use of "guild" being more practical whereas the vagueness can be subject to misuse.

ACTION Lachy to notify clubs to inform CWC to change to the regular constitution/

ACTION Fatma and Lachy to make motion to Guild Council to change the clubs constitution

There are two EOIs for an investment fund. One of them is made up of mostly people that aren't Curtin students. This club will not be approved.

Jesse, Bridge, Lachy and Fatma vote for these arrangements.

ACTION Fatma and Lachy to look at regs regarding CSLS problem.

#### c. Representation Board Motions

Ecosia motion

Delegate to Jason to handle it. Exec doesn't have the capacity.

Myanmar motion

Chris wanted a post about this

ACTION Fatma to discuss with Maryanne about putting Guild posts out

Exec express that representation board doesn't really express any specific action ask part of these motions, so it's up to exec to decide what we want to do with it.

There are a lot of social issues so we need to discern what should be posted because we aren't able to post about everything unfortunately.

## 7. General Business

Lachy says have a good holiday everyone.

Jesse says that the morning check ins have been very helpful.

#### 8. Next Meeting

The next meeting of the Executive Committee will be held on Thursday 15<sup>th</sup> of April 2021 at 10am in the Bridge.

Meeting closed at 11:48am.



## Student Guild of Curtin University

Executive Committee

Meeting #9

To be held at 10am on Thursday the 15<sup>th</sup> of April 2021

Location: The Bridge

### MINUTES

1. Acknowledgement of the Traditional Owners:

*“The Curtin Student Guild would like to pay our respect to the Aboriginal and Torres Strait Islander members of our community by acknowledging the traditional owners of the land on which the Bentley Campus is located, the Wadjuk people of the Nyungar Nation; and on our Kalgoorlie Campus, the Wongutha people of the North-Eastern Goldfields. We acknowledge and respect their continuing culture and the contribution they make to the life of this university, city and this region.”*

Jesse adds that today marks 30 years since the inquiry into Indigenous deaths in custody and that there will be a protest in the city.

2. Attendance:

- a. Members Present; Jesse, Bridge, Fatma, Lachy (leaves 10:44am)
- b. Others Present; May (leaves 11:00AM)
- c. Apologies and Leave of Absence;
- d. Absent; Dylan, Cristian

3. Disclosure of any potential or perceived Conflicts of Interest [N/A](#)

4. Minutes of the Previous Meeting: **EC#14/2021**

- a. Previous Meeting Minutes

Motion: That the Guild Executive Committee approves the Minutes of the Meeting on the 1<sup>st</sup> of April 2021, as a true and accurate record of the proceedings at that meeting.

Moved: Fatma Sehic (Secretary)

Seconded:

This motion will be moved to the next meeting to allow for more time to read the minutes.

5. Matters Arising from the Minutes:

a. Action List

- 1 Done.
- 2 Done. Things like TidyHQ and email response tracking have been put in place to streamline some tasks and track the workload to help assess areas for improvement. We will follow up on this again later.
- 3 Jesse to follow up with Nika.
- 4 Not done.

- 5 Action dropped. Jesse to prepare a response as to whether they'll endorse the document by Tuesday.
- 6 Bridge to get update from Jo Ann on Student Assist's communications about Curtin Counselling

- 1 Fatma and Dylan to make a long term plan for making steady progress
- 2 Done. David and Jesse met with Ingrid and Linda from CAS to discuss making structural and cultural changes to the Guild to make it a better place for First Nations students. Fatma to lead the following actions.
  - i. Arrange cultural sensitivity and awareness training for reps and staff
  - ii. Meet with Boorda Wongi group to find out what First Nations students suggestions for how we can make the Guild more inclusive for these students.
  - iii. Make a plan based on the feedback
- 3 Done.
- 4 Change this action to making a draft rather than a document for approval.

- 1 Done. Jesse hasn't actioned this yet.
- 2 Done.
- 3 Ask Maryanne to compile main points from the student experience survey and report to us in higher ed.

- 1 Not done.
- 2 Fatma to plan and schedule commercial services meetings.
- 3 Fatma to organise for 2021 minutes and recordings to be updated on the google drive
- 4 Done.
- 5 Fatma to print action list and put on office wall

## 6. Significant Items

- a. Guild Executive Standing Invites Verbal Reports
  - i. \*International Student Committee President;
  - ii. \*Postgraduate Student Committee President;

Ran an event, some students are interested in joining the PSC. Hoping to have their first meeting in May.

She is requesting that faculties update their terms of reference so that they are more cohesive and better support the students on that committee.

Jesse asks if May still needs help with training PSC reps. May says that Andrew from Student Assist will be attending committee meetings as a standing invite. She will keep us updated about if she needs help.

Jesse raises some concerns from the School of Physiotherapy.

- iii. \*Chair Of the Representation Board;
- b. Blended Learning

Consultation workshops and the survey have been launched. Promotion has occurred through holding daily stalls this week to engage students with the survey and workshops, social media posts, posters being put up in frames and emails to students.

There are around 1,100 responses to the survey – note that not all are completions.

The survey closes on Sunday, but we will start compiling data now so that we can get a report together as soon as possible.

Attendance at consultation workshops were quite low. Jesse noted varying perspectives between mature age and undergraduate students, highlighting the importance of capturing a variety of feedback.

**ACTION** Bridge to organise consultation with specific groups/demographics

**ACTION** Fatma to schedule meeting with Jesse, Bridge and May to discuss the survey data and report.

**ACTION** Fatma to give May access to the shared exec calendar.

**ACTION** Bridge to head kick reps to share the survey.

May and Bridge have been reaching out to an academic in university teaching design to gain more perspective on the LFT model.

May asks how engagement at the stalls have been going. Bridge says that engagement went fairly well, particularly on Tuesday.

Jesse has sent an email to the VC regarding face to face lectures for next semester. She will be meeting with the VC next week.

**c. Club Renewals**

The exec did not express any issues with renewing any of the clubs.

May wants to join the Wall Street Club.

**d. Raghav Choudhary Election Certificate Suggestion – Jesse**

**e. AGM – Jesse**

**f. David's Contract – Jesse**

**g. Responsibilities To Be Delegated To Professional Staff – Jesse**

This continues on from our discussions of the exec being overworked and having a lot of tasks to attend to.

Jesse suggests that going back to our daily morning check-ins that we used before as they were helpful for delegating and making strong progress.

**ACTION** Fatma to send calendar invite for morning check ins.

Jesse mentions that she spoke to David and the downstairs Struggle City could consider reallocating travel budget to hiring someone for a short period assist the exec.



Fatma suggest a period where we closely track our work and reflect on what tasks we're doing that don't align with our roles as stated in the by laws to help us identify tasks that are taking too much time.

**ACTION** Fatma to set up Lachy and Fatma with a Google form to track their work each day.

- h. Drug and alcohol policy for Guild staff – Jesse

Jesse raises that the power to make policy for staff has already been delegated to the exec by Guild Council and indicates that we will wait for David to make a submission to us regarding the policy if there are any changes he believes should be made.

**ACTION** Jesse to follow up with David

- i. JCLA x Guild project – Bridge
- j. Properties Sustainable Development Goals (SDG) workshop – Bridge
- k. 2020 Student Experience Survey Results – Bridge
- l. Guild Executive Verbal Reports

**ACTION** Fatma to think of a more efficient way of doing reports.

- i. President;
- ii. Vice President – Education;
- iii. Vice President – Activities;
- iv. Secretary;

#### **EC#14/2021**

Motion: That the Guild Executive Committee notes the verbal reports given by the members present.

Moved: Fatma Sehic (Secretary)

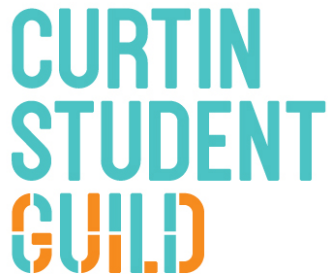
Seconded:

7. General Business

8. Next Meeting

The next meeting of the Executive Committee will be held on Thursday 22<sup>nd</sup> of April 2021 at 10am in the Bridge.

Meeting closed at 11:44am.



## Student Guild of Curtin University

### Activities Committee - Meeting #1

To be held at 1:30pm on Tuesday the 9<sup>th</sup> of February 2021

Location: The Bridge

## MINUTES

Meeting opens at 1:32PM

Everyone is having a time.

### 1. Acknowledgement of the Traditional Owners:

*"The Curtin Student Guild would like to pay our respect to the Aboriginal and Torres Strait Islander members of our community by acknowledging the traditional owners of the land on which the Bentley Campus is located, the Wadjuk people of the Nyungar Nation; and on our Kalgoorlie Campus, the Wongutha people of the North-Eastern Goldfields. We acknowledge and respect their continuing culture and the contribution they make to the life of this university, city and this region."*

### 2. Attendance

- 2.1. Members Present; [Lachlan Lee](#), [Jesse Naylor Zambrano](#), [Clare Metcalf](#), [Shannon Chong](#), [Cassidy Pemberton](#)
- 2.2. Others Present; [Bec Barendrecht](#), [Tanya Della-Santina](#), [Maryanne Shaddick](#), [Jessica Adamson-Bourne](#), [Fatma Sehic](#)
- 2.3. Apologies and Leave of Absence; [Dylan Botica](#)
- 2.4. Absent;

### 3. Disclosure of any potential or perceived Conflicts of Interest

### 4. Confirmation of the Minutes of the Previous Meeting

[Lachy](#) and [Fatma](#) are trying to track down the minutes of the last meeting. Hopefully they will bring it to the next meeting for approval if they are still to be confirmed by the committee.

### 5. Matters Arising from the Minutes

### 6. Business on Notice

- 6.1. Reports
  - a. Activities Vice President's Report

[Things](#) were going good. At this stage, haven't received confirmation from the uni if everything can go ahead, but we're proceeding with these.

[Lachy](#) encourages the committee members to send in any ideas that they have.

- b. Manager Reports

### **i. Student Engagement**

Putting out first segmented emails. Segments: New to Curtin, returning, online, Kalgoorlie and postgrads. For this week's communications, focusing on services and O-Week and ODay.

Haven't been promoting Toga yet because of the uncertainty of whether it will go forward or not, but aiming to do so next week.

These initial communications will go out for the next 5 weeks.

Orientation socials are commencing soon too.

Parking update did well, as did Grok articles and My Fees My Future campaign socials.

Engagement on socials is a lot less than we expected, but this will improve as time goes on.

### **ii. Student Experience**

Needing to prioritise events that can be delivered of a high standard with a fairly small team rather than having non-stop events, in order to reach as many students as possible and ensure brand image is maintained. This is the first time that events have taken this approach and encourage feedback.

Core events are on the Google calendar. Link can be sent out if anyone hasn't received it yet.

O Day is modified to comply with COVID concerns to track attendance and maintain capacity restrictions, but we're waiting to hear if 2 or 4 square metre rule will be in place.

Clubs renewals are in full swing. Hoping to release software to clubs at the start of the semester. It will make managing clubs easier, as well as auditing them and tracking them.

Also allows students to join clubs at a click of a button.

Clare asks if the software will be able to use vouchers. Bec says they haven't worked out how to integrate yet – but definitely looking at this.

Fatma asks about start of semester being very busy for clubs and the possibility of bring the introduction of the software to clubs up or down to avoid overloading clubs with all this info at once. Bec says they are trying to have training next week if possible, but unlikely. The software will hopefully have a solid launch for semester 2. Using the software will be optional for the next 6 months or so as everything transitions.

### **iii. Retail and Tavern Services**

Waiting till news on Sunday to see if we'll be able to run Toga. If the 4 square metre rule isn't lifted to 2 square metres, we may need to reconsider the event as it won't be sustainable.

Comedy night and trivia night are coming together nicely.

Jess asks if these events are in the events calendar. Tanya responds that they are not.

### **a. Events Staff Report**

Team has planned out core events and have them on the calendar.

Bridge, Cassidy and Clare have submitted events request forms.

If 4 square metre rule holds past the government update on the 14th, O Day events will be reduced accordingly.

Two activation zones this year: Sculpture Garden and Creative Quarter. The events running in these zones will be design your own journal and DIY tote bag.

Will also have pop up membership booths, friend speed dating, drink and draw (through Discord).

Jesse says we have free Curtin Foundation journals that we could possibly use for the journaling booth. Jess and Maryanne suggest that they can be included in the Guild giveaway bags.

We have 2000 bags to giveaway with external merch and Guild merch.

Clare asks if any externals have been accepted. Jess says they received 30-40 applications from externals, and we accepted 13. Among those chose are: good and beverage suppliers and ones that add value to students.

This includes Monster Energy.

Jesse asks if any feedback processes can be put in place to allow reps to give feedback.

Lachy says he can make a Google form. Lachy highlights that there is a focus on how to make new things better instead of just going back to the old ways. Bec adds that the old way wasn't sustainable and seconds Lachy's statement.

Lachy says he will put out an email to reps reminding them that they can ask him questions about event processes.

Jesse asks Lachy about Tav merch. Lachy says that there hasn't been any progress on this as of yet. Maryanne suggests that we can possibly do competitions or giveaways for Tav merchandise to give them the reputation of being limited edition.

Jesse asks if there will be a variety of events for online and international students. Jess mentions the drink and draw will be online and says that in week 2, there will be a virtual ODay.

She says that they are open to suggestions for online events.

Motion: That the activities committee notes the reports.

Moved: [Clare Metcalf](#)

Seconded: [Cassidy Pemberton](#)

## 2.2. Event Evaluation

There are no events. Nothing to evaluate,

Lachy explains that this would usually where we review events that we have held.

Cassidy mentions the Beach Trip on 17<sup>th</sup> of January for the Women's Department. There were 8 people that attended and the attendees enjoyed. They took photos with Polaroid and was a positive response.

Jesse mentions the Invasion Day Rally where they were able to provide a safe space for students to attend the rally that might not have had the confidence or resources to join the rally on their own.

Dax did a jackbox event on the discord server during the lockdown. There were 8-9 people in attendance.

## 7. Collaborative Event Planning

Lachy says that we won't discuss this now with things about the next week being a bit up in the air and suggests that we use this space to start working on core events for the next semester.

## 8. General Business'

Jesse raises that clubs tend to have a bad perception of the Guild and don't really like the Guild. She says that a lot of it can come from a misunderstanding/lack of communication about what the Guild has control over. She proposes looking more closely into the sentiment clubs have towards the Guild.

Bec mentions that we have Clubs and Societies meetings to encourage clubs to give us feedback. She adds that they want to improve the meeting to make it feel more like an open forum rather than a meeting where you just listen to reports and then leave.

Shannon says that smaller clubs can feel intimidated by Guild meetings.

Tanya adds that we need to assess what exactly clubs want out of the meetings.

Bec says that tracking will be implemented soon to see how we can improve and re-allocate our resources.

Fatma mentions that she and Jesse are planning to run fortnightly stalls for students to come and ask questions and that clubs could potentially run stalls like this for clubs to come and visit to ask questions.

Lachy says that he and Shelley are looking for ways to encourage clubs to engage more with Clubs and Societies meetings.

Jesse talks about how important clubs are. She says they can have power if they work together and suggests that for issues out of the Guild's control, like room bookings, to inform clubs better so that they can direct their emotions and energy at the right place.

Bec says turning the issues with room booking into a bigger campaign could be something to consider.

Jesse wants clubs to feel a stronger sense of unity.

Jess says it's a good idea for reps to relay feedback we receive from stalls to clubs so that they don't feel daunted by speaking directly to the people in charge of the operational side of things.

Fatma mentions taking care of Shelley's wellbeing when this feedback is collected and relayed.

Bec and Lachy discuss having the online feedback form redirect to Lachy's email.

## 9. Next Meeting

The next ordinary meeting of the Activities Committee is Tuesday, the 9<sup>th</sup> of March at 1:30PM. Documents and motions are to be submitted no later than 2pm on Friday, March 5<sup>th</sup> to [secretary@guild.curtin.edu.au](mailto:secretary@guild.curtin.edu.au)

Meeting closed at 2:26PM

## **MINUTES**

Meeting opens at 1:33PM

1. Acknowledgement of the Traditional Owners:

*“The Curtin Student Guild would like to pay our respect to the Aboriginal and Torres Strait Islander members of our community by acknowledging the traditional owners of the land on which the Bentley Campus is located, the Wadjuk people of the Nyungar Nation; and on our Kalgoorlie Campus, the Wongutha people of the North-Eastern Goldfields. We acknowledge and respect their continuing culture and the contribution they make to the life of this university, city and this region.”*

2. Attendance

- 2.1. Members Present; [Lachlan Lee](#), [Clare Metcalf](#), [Jesse Naylor-Zambrano](#), [Shannon Chong](#), [Cassidy Pemberton](#)
- 2.2. Others Present; [Fatma Sehic](#), [Maryanne Shaddick](#), [Bec Barendrecht](#), [Jessica Adamson-Bourne](#)
- 2.3. Apologies and Leave of Absence; [Tanya Della-Santina](#)
- 2.4. Absent; [Dylan Botica](#)

3. Disclosure of any potential or perceived Conflicts of Interest [N/A](#)

4. Confirmation of the Minutes of the Previous Meeting

Motion: That the activities Committee **approve** the minutes of the previous meeting held on 9/3/2021 as a true and accurate record of the meeting.

Moved: [Lachlan Lee](#) (Vice President – Activities)

Seconded: [Clare Metcalf](#)

[A correction to be made to the minutes amending the date of the previous meeting to Tuesday the 9th, rather than Tuesday the 8th.](#)

5. Matters Arising from the Minutes [N/A](#)

6. Business on Notice

6.1. Reports

- a) Activities Vice President's Report

[Lachy says that reps have been doing well in organising events and have been filling in forms.](#)

[He reports that International Womens Day has just passed.](#)

[Including the RRI sundowner, the Postgrad sundowner and BBQs, reps have been actively participating in events.](#)

[Tav events back up, fun times!](#)

Lachy says that Toga went well from his perspective.

He notes that the Toga Making Stall at O Day ran out of material quickly and he will pass on that information to the next VP-A.

- b) **Manager Reports**
  - i. **Manager Student Engagement**

Maryanne reports that the orientation emails have just completed and notes that open rates are lower than this semester last year.

She reflects that in the future we may need to get Guild emails out before Curtin starts sending out their emails.

The open rate was 50-60%, whereas last year it was around 80%.

There was also a lower conversion rate to Facebook than last year – about 40% of year. Conversion rate to Instagram is unchanged.

Facebook is not being as well received by the age group entering university and we will be using Instagram more often going forward as a result.

Lachy asks if reps should plug the Facebook page more during events. Maryanne says it could be helpful.

Maryanne says that Toga communications went well.

She notes to the committee that O Day wasn't promoted to returning students.

Bec mentions that a lot of returning students came to O Day not knowing any rules around the event, which could be a result of the lack of communications to them about the rules.

- ii. **Manager Student Experience**

Bec reports that the first Tidy HQ training session is tomorrow. A small number of clubs will be involved with this trial run.

She says that a number of big clubs events are in the works, including many category 3 events. She mentions the Filipino Students Society's night markets and the Palestinian Students Club movie screening.

Her team is about halfway through club renewals.

Clubs Carnival will be held on the Wednesday of week 4 in the Creative Quarter from 12pm to 2pm.

Lachy mentions that he and Jess met to discuss getting clubs more involved with the equity officers.

Cassidy mentions a collaborative event she's having with the Curtin Card Games club and the Queer Department.

- c) **Events Staff Report**

Jess reports that there are a number of faculty and equity rep events on the radar.



Virtual O Day is today. She says that clubs showed a lot of interest at the start, but many have not engaged with the server in the lead up to Virtual O Day and have not populated their channels, so they have been removed.

Jess highlights that Virtual O Day is catered towards overseas and online students and students unable to engage with O Day or Clubs Carnival.

The discord server will be open to anyone, with no login or details required to join. There won't be any giveaways as these seem to draw people away from interacting with the clubs.

Jess says the RRI was quiet and they are considering ways to engage with these students better. The event was good overall but it would have been nice if more people were there.

She hands over to Cassidy to talk about IWD. Jess mentions that the event encouraged students to engage with the Womens' Department. Cassidy describes the event was split into two, a speaker session and a picnic session.

Clare asks why the speakers and picnic was separate. Jess responds that this was because we had less resources, such as proper audio.

Maryanne asks if there is less appetite for speakers. Cassidy mentions that more promotion and longer lead up would have been helpful. She also suggests recording the speeches in the future.

Bec mentions that separating them could be helpful for people coming for specific aspects of the event. Jesse suggests that having the food available earlier can incentivise students to attend to see the speakers.

Cassidy mentions that there was also a draw that has high engagement.

Fatma mentions if it might be useful to have a list of promotion avenues for reps to refer to when promoting events. Lachy replies that this might exist on induction hub.

Motion: That the activities committee notes the reports.

Moved: Lachlan Lee (Vice President – Activities)

Seconded: Shannon Chong

## 6.2. Event Evaluation

### a) O-Day

Jess reports that there were issues with the quiet hour. During quiet hour, there was a student that was overwhelmed by the unanticipated crowds and noise during this period. She reflects on this, expressing sympathy with the student and stating that more consideration and planning needs to be put in in the future to deliver quiet hour appropriately.

Bec and Jess express that it's hard to regulate the noise levels during O Day. Promotion around Quiet Hour will need to be changed.

Lachy mentions that TidyHQ will make it easier to join clubs remotely, which can be an option for students unable to attend O Day due to it being inaccessible to them.

Jess mentions they could hold Quiet Hour in the last hour of the event, but clubs tend to run out of items and some clubs pack up. Lachy asks Clare if she could ask her department for their thoughts on this.

Jess mentions that we could include more signage in the future so general attendees know about the requirements of being in that space. Clare says promoting Virtual O Day might be the alternative for a more controlled experience.

Clare mentions that some clubs might not have engaged with Virtual O Day because they have troubles using the server. Bec says that they are open to more feedback on what they can do to improve the experience.

Clare says the stallholder guide for Virtual O Day is very useful.

Lachy asks if there's ways to police noise better. Jess and Bec express that it's quite difficult.

Fatma raises the possibility of doing a livestream of the event.

Shannon mentions that large clubs were causing queues, making it hard to walk around the event.

Jess says entry points were very busy. She estimates around 7,000 people at the event. Usually there are about 10,000. We weren't expecting such a large crowd.

She mentions that a club brought significantly more than three committee members at their stall who were talking to students and causing crowds since they didn't spread out.

Had to give out Guild stickers without giving out the student sticker because of huge lines.

Clare raises some issues about the Quiet Space. She wasn't able to access the room initially. The water bottles that were promised were not there and there was no signage at the space.

She suggests having the Quiet Space included on the map of O Day stalls to help with visibility. She also mentions that the location may need to change as the big windows on either side can be overwhelming.

Lachy congratulates the events teams for planning and executing such an amazing event.

Jess mentions that a surprising number of people were asking about Guild diaries

Cassidy mentions that she likes that the Guild stalls were all together. Lachy mentions that it was convenient for directing students to other stalls.

Cassidy says she liked how Jesse had her own stall. She also liked how equity departments were grouped together.

## 7. Collaborative Event Planning

## 8. General Business

Cassidy says good job everyone!

9. Next Meeting – The next ordinary meeting of the Activities Committee is Tuesday, the 13<sup>th</sup> of April at 1:30 pm. Documents and motions are to be submitted no later than 2pm on Friday, April 9<sup>th</sup> to [secretary@guild.curtin.edu.au](mailto:secretary@guild.curtin.edu.au)

Meeting closed at 2:55pm.