

**MINUTES****PRC Meeting 3 2015/16**

Monday 20 July 2015 5.30 pm  
PARSA Boardroom – The Australian National University

**1: Welcome to Country**

The Chair, Chris Wilson, acknowledged and celebrated the First Australians on whose traditional lands we meet, and pay our respects to the elders of the Ngunnawal people past and present.

**Attendance**

Chris Wilson (President), Kim-Marie Spence (Vice-President), Defu Wan (Treasurer), Bishal Chalise, Dominic Nadvillaveetil, Elaine Zhang, Zaheer Jayhoon, Michelle Sebesfi, Lilliam Castellon, Storm Viall, Sarah Ellis, Gemma Killen, Ben Niles, Tharika Liyanage, Shipei Qu, Yekti Pratiwi, Binota Dhamai, Xuan Luo,

**Apologies:** Chris Orchard, Isobel Smith, Miranda Zhang, Alyssa Shaw, Jerry Xiong, Olivia Purba, Pablo Moto, Ran Wang, Shahid Islam, Shahedul Karim, Wenqing Duan

**2: Confirmation of previous PRC Minutes**

The Minutes of PRC Meeting 1 on 25 May 2015 were a true and accurate record of the meetings.

**Moved: Ben Niles**

**Seconded: Sarah Ellis**

The Minutes of PRC Meeting 2 on 28 June 2015 were a true and accurate record of the meetings.

**Moved: Bishal Chalise**

**Seconded: Tharika Liyanage**

**3: President's Report**

Chris Wilson, PARSA President, presented his report that is available as an annex to these minutes.

**Action Item (Dominic Nadvillaveetil/Lilliam Castellon): Postgraduate space to be completed for launch (amended) by the end of Semester 2 2015.**

**Action Item (Chair): Circulate voting on the words in the PARSA vision and mission (attached as annex)**

**Action Item (Chris Orchard): Circulate PARSA survey for release on 31<sup>st</sup> July 2015**

**Action Item (Chair): Determine induction training preferences for PRC members for 31 July and 03 August**

**4: Treasurer's Report**

Defu Wan, PARSA Treasurer, presented his report which is attached at an annex to these minutes.

**5: Officers' Reports**

The PRC Officers delivered verbal reports with the noted things below:

- **Vice President**
  - i. The V-P outlined issues in the HDR sphere including issues relating to accommodation and supervision
  - ii. Noted that the Chair is to deliver a report to academic board concerning recording of lectures
  - iii. Concern listed at the lack of global program options for Postgraduate students
- **General Secretary**
- **Education Officer**
  - i. Report attached as annex
  - ii. Straw poll conducted indicating that the majority of the room preferred a 6-2-6 schedule rather than a 7-1-6 schedule for the academic semester,
- **International Officer**
  - i. Noted the success of the CISA conference with 2 PARSA members on the CISA Executive
  - ii. Outlined International Student Welcome evening
- **Social Officer**
  - i. Outlined remaining Bush week activities
- **Equity Officer**
  - i. Outlined collaboration with other stakeholders
  - ii. Discussed progress with the ANU Allies program
- **Communications Officer**
- **Environmental Officer**
  - i. Discussed upcoming programs and events
- **Indigenous Australian Officer**
- **Women's Officer**
  - i. Request for steering committee on Women's issues
  - ii. Outlined future events

**Action Item (President): Officers' reports to be disseminated with completed reports to be sent to Gen Sec 3 working days prior to PRC meetings as part of performance expectations.**

**Action Item (President): Release to Equity Officer Gen Reps without profile to assist with the large portfolio.**

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Action Item (Miranda): Advertise information on the PARSA Website concerning the QUIT opportunities and the places on campus to smoke

**6: Motions**

The Acting Women's Officer moved that the budget for the Women's Comedy Event be increased to \$1,000 due to the increased scope of the event.

**Moved: Gemma Killen    Seconded: Chris Wilson    Vote: Passed (unanimous)**

The Chair moved policies as listed in the President's report be accepted as PARSA policies with the exception of the bullying, discrimination, and sexual harassment and harassment policies.

**Moved: Chris Wilson    Seconded: Zaheer Jayhoon    Vote: Passed (13 affirmative, 3 abs)**

The Chair moved that the combined Honorarium Policy and Representatives Expectations document be accepted.

**Moved: Chris Wilson    Seconded: Dominic Nadvillaveetil    Vote: Passed (12 affirmative, 4 abstains)**

The Chair moved that the process be conducted to transition the role of Administrator to Office Manager in line with the HR report presented by external Hayes Consultant.

**Moved: Chris Wilson    Seconded: Zaheer Jayhoon    Vote: Passed (12 affirmative, 3 abs)**

**THERE BEING NO OTHER BUSINESS THE PRC MEETING WAS DECLARED CLOSED AT 7.23PM**

**THE NEXT PRC MEETING WILL BE CONDUCTED ON MONDAY 24 AUGUST**

## President's Report:

- University Update
  - i. On campus childcare
    - 1. Some vacancies in the 3-5 year old rooms but close to capacity
    - 2. Our advocacy over many years has led to official contract changes that now guarantee 90% of places to ANU students and staff
  - ii. New on-campus accommodation
    - 1. Being approved to deliver 500 more places
- Postgrad Space
  - i. Now available! Dominic and Lilli (as lead) to engage external experts to fit out the space
    - 1. Also to liaise with ANU security to ascertain safety issues
- O Week and Bush Week Update
  - i. 4 very successful events in O Week
    - 1. 150 at High Tea (great work Bishal)
    - 2. 35 on Canberra tour (Tha ran an amazing local tour!)
    - 3. Mini-market day was packed (Storm and the staff made us look good)
    - 4. Almost 500 at the cocktail party! (Ben and Kim-Marie had us looking really really good to the whole University community)
  - ii. Bush Week has 5 big events planned
    - 1. High Tea (Defu to arrange on the day)
      - a. Moving to Gods due weather
    - 2. Market Day
      - a. 3 shifts of 4 people to help
    - 3. Scenic Tour (Binota as lead)
      - a. 2 more volunteers required
    - 4. International Welcome Night (Dominic all over it)
    - 5. BIG WINTER DAY!!!
      - a. All hands on deck for this one!
      - b. Hassan Riaz is organising the working list
- External Update
  - i. International students
    - 1. 2 PARSA members on CISA Executive
  - ii. Domestic students
    - 1. Meetings with student Postgrad bodies from Melbourne, Monash, Sydney and UNSW
    - 2. Potential early federal election which could throw fee deregulation back on/off the table
- Bike Share
- New Policies
  - i. Conditions of employment - staff
  - ii. PARSA elected representative expectations

- iii. Social media, use of information, bullying, career development, code of conduct, loss or damage, conflict of interest, major change consultation, discrimination, employment, FWA, grievance, leave, overtime, probation, review of decision, timesheet, misconduct, family friendly, WH&S
- Other
  - i. Half-day induction training on Friday AM 31<sup>st</sup> July and Monday PM 3<sup>rd</sup> August. Mandatory to attend one session. Both include fraud training, PARSA awareness and how-to, and staff responsibilities
  - ii. New budgeting criteria and document
  - iii. Bios on the website
  - iv. Vision and Mission Statement (from retreat)

Vision:

To be an inclusive, diverse, and representative community of Postgraduate students who advocate for students as well as enrich the university experience for all.

Mission:

To represent students at every level of the University and organise engaging social, educational, and co-educational events. Our representatives are drawn from every area of the University and will act in the most professional manner as the voice of the Postgraduate students. PARSA respects and values all students and will support members and the community by providing services that students desire and require.

## Education Officer Report

### 1. Academic events planning

- a. Meeting with Research Training Centre (Inger Mewburn and Melanie Haines)
- b. Academic calendar prepared for six months.
- c. Big events
  - PARSA Roundtable
  - PARSA ANU Journal for HDR
  - Employment Fair
- d. Additional budget to be presented to PRC for approval

### 2. Education Committee Meeting (Chancellery July 03, 2015)

- a. Lots of stuff discussed (37 Agenda items spanning 308 pages)
- b. Review of Student Experience of Learning and Teaching (SELT)
  - The university should develop a mechanism for regular benchmarking of student feedback and experience against competitor institutions, within appropriate subject matter and resource requirements.
  - That the core SELT instrument be reduced in length to one overall numeric question (a general numeric indication of overall course satisfaction) and three open-ended questions.
  - SELT instruments should feature broad, open-ended questions that aim to solicit more general feedback about the course as a whole. The following questions are examples:
    - What did you like about this course?
    - What did you not like?
    - What would you change?
  - Course lecturers can select from a bank of additional qualitative questions, including offering students the ability to suggest questions germane to their studies in that course
  - That SELT rounds continue to be advertised via social media and email to students, preferably with the direct involvement and support of both ANUSA and PARSA.
  - To initiate a series of workshops involving staff and students on how to collate and present data for the provision of feedback for teaching and learning.
  - Following processing, SELT responses should be pseudonymous, not anonymous.
- c. Shortening the semester timing
  - Two Option

- A 12 week semester with a two week teaching break
- A 13 week semester with a one week teaching break
- Only CASS is disagreeing to it. Everyone else supported include residency halls, ANUSA,
- ANUSA Supported 6-2-6 Model.

### 3. CAP Strategic Planning Retreat: Research (University House July 15)

Veronica Taylor (CAP Dean)

- Cash surplus is almost non-existent
- Research per staff is declining compared to G8 universities
- Greater scrutiny from govt.—value for research money
- 70<sup>th</sup> anniversary coming-up
- Others
  - Research effectiveness measure document development vis-à-vis ‘**Research Engagement for Australia**’ documents.
    - o What is policy?
    - o What is industry impact of research? And its measure?

Prof. Renee McKibbin

- Creating Research environment

### 4. College level activities

- CPMS College representatives have booked the appointment with Dean of the School Prof. Andrew Roberts.

Month	Program	Type	P
July	Thesis Boot Camp	Workshop	Research Training Centre
	Public Speaking Skill Development		
	Publication for Masters Students		
August	eViews Training	Training	
	Public Speaking Competition	Competition	
	Induction Program	Engagement	
September	Veterans Day	Workshop	Research Training Centre
	3MT ANU Final (PARSA Prize)	Competition	Research Training Centre
	LaTeX Training	Training	
	PARSA Roundtable	Advocacy	NA
October	Induction Program	Engagement	
	Veterans Day	Workshop	Research Training Centre
	nVIVO Training	Training	

November	Thesis Boot Camp	Workshop	Research Training Cent
	Spatial GIS Course	Training	
	Veterans Day	Workshop	Research Training Cent
December	Matlab Training	Training	
	PARSA Roundtable	Advocacy	
	Publish your paper	Conference	