



## **PARSA Postgraduate Representative Council (PRC)**

### **Education Committee**

**Date: 7 December 2022**

**Time: 4-5 PM (4:06)**

**Location: Zoom and PARSA Boardroom**

#### **Part 1 Procedural Items**

##### **1 Attendance and apologies**

Attendance: Akrti Tyagi, Irina Samsonova, Charlene Zheng, Eweha Jeong, Jose Cobian, Junmin Liu, Sanchita Wandhare, Rubab Bahar, Anjani Shivani, Zhangcheng

Apologies: Vidhu Chaudhary, Alley Zhu, Jose Ernesto Centurion Rojas

##### **2 Minutes and Matters Arising**

###### **2.1 Minutes**

**Motion:** that the Committee accept the Minutes of the College Education Committee held on 18/11/2022 as a true and accurate record.

Seconded : Akrti

Passed

###### **2.2 Call for other business**

###### **2.3 Meetings, Conduct and Roles.**

2.3.1 Communication between college representatives and college specific education committee – Irina briefed on meeting etiquettes and norms for college reps while attending college meetings. She elaborated on the importance of building a rapport with colleges and providing feedback that will help the student community.



2.3.2 Permanent Unavailability- Discuss how to manage meetings if a representative is permanently unavailable at the time of the prospective meetings. – Irina emphasised on the importance of attendance at meetings and if a representative is unavailable for these meetings, they need to inform the Education Committee so a different representative will be appointed.

2.3.3 Nature of PRC Meeting- How PRC Meetings work and what is expected from college representatives during these meetings. – She gave an in-depth analysis of the PRC meetings and it's procedure. She explained the role of college reps in these PRC meetings. Irina and Akrti emphasised the reporting structure for college representatives to avoid overlapping.

2.3.4 PARSA representatives presentation at meetings- What is expected of representatives while attending meetings on behalf of PARSA or as a representative – Irina brief the committee on how to introduce yourself and the organisation in the meetings. She elaborated on guidelines and the code of conduct for college reps.

2.3.5 Duties- Independence and initiatives. – Irina discussed that each college representative has the independence to work on their own advocacy issues and events. She emphasised the importance of initiative on the college representative part. She encouraged them to collaborate with their colleges and fellow college representatives. Irina explained that the role of HDR Officer and Coursework Officer is to keep an oversight and help the college representatives with their plans.

2.3.6 Communication Guidelines. (Separately sent out document) – Irina and Akrti went through the communication guidelines with the committee.

2.3.7 Sub-Committee Meeting – Akrti went over the structure of meetings with the committee wherein she went over the different types of meetings that the college representatives have to attend. These meetings entailed Sub-Committee Meeting, College Education Committee and PARSA specific meetings.



## 2.4 O-Week

2.4.1 Planning events- Forms to fill, who to discuss this with, collaborations and approval. In summary, the entire process of planning an event. – Irina briefed the committee on the complete procedure for planning the O-Week events.

2.4.2 Budget – Akrti went over the Budget and explained the breakdown to all the college representatives. She went through each college budget and the procedure to get access to these budgets for the events.

## Part 2 Reports

### 3 Reports – for information and discussion

#### 3.1 HDR Officer's Report

Irina is working providing feedback on advocacy Issues for a Human Research Advocacy committee.

Held one on one meetings with college representatives to go over the O-Week ideas.

#### 3.2 Coursework Officer's Report

Meeting with Social Officer to discuss the O-Week.

Meeting with College representative to discuss O-Week and other ideas.

#### 3.3 Reports and Issues Raised by College Representatives

Committee to receive a report from College Representatives:

##### **College of Arts and Social Sciences (CASS)**

##### **CASS HDR Officer-** (verbal report)

Attended a meeting with HDR Officer to discuss O- Week and her duties.

Attended a meeting with her predecessor Ruonan to complete the handover.

##### **CASS Coursework Officer-** (not in attendance but written report was provided)

Accommodation Survey



- Collected PARSA accommodation survey posters and distributed around campus.

#### College Education Committee Membership

- Junmin (CASS HDR Rep) and I are in touch with CASS College Education Committee (CEC) and nominated ourselves to sit on the Committee as PARSA CASS Coursework/HDR Reps for 2023.
- Gained access to CEC's documents week idea and event
- Is planning to organize a "Welcome to Country and Cultural Walk" on 13/14th February as a way to start off O-week 2023 by welcoming students to the Ngannawal and Ngambri Country, on which ANU campus is located.

#### Purposes :

- The event aims to provide students with the opportunity to understand the cultural significance of the ANU campus and tap into the ways in which First Nations peoples manage and navigate the landscapes.

#### Actions taken:

- Submitted the budget and expense form.
- Scheduled a meeting on Thursday with Events Manager Daniel to further discuss the idea

#### Action planned:

- Plan to report discussion outcomes back to Akrti next week.
- Plan to pitch the event idea to the First Nations officer to seek collaboration

#### **College of Asia and the Pacific (CAP)**

##### **CAP HDR –( verbal report)**

Attended a meeting with Coursework Officer to go over the meetings for CAP and to help access the functional emails.

Attended a meeting with HDR Officer to plan the O-Week events.



### **CAP Coursework Officer – (verbal report)**

Attended a meeting with Coursework Officer to go over the role and duties of CAP college representatives.

### **College of Business and Economics (CBE)**

#### **CBE Coursework Report- (verbal report)**

Attended meeting the Coursework Officer to go over the role, duties and code of conduct for college representatives.

Attended a meeting with her predecessor to complete the handover and take over process.

#### **CBE HDR Officer- (not present but written report provided)**

On November 29<sup>th</sup>, I have a meeting with CBE (International Marketing) members to listen to their needs.

Monday 5<sup>th</sup>, I have a zoom meeting with some Latino American students who study at CBE, also discussing their needs as a minority of international students at ANU.

As an activity, I would like to ask how much money we can get from the PARSA administration to organise a specific event.

### **College of Engineering and Computer Sciences (CECS)**

**CECS HDR Officer-** no report submitted.

#### **CECS Coursework Officer- (written report)**

In the process of obtaining quotes for the following events:

1. Game night for CECS students at Game World
2. Virtual World Event
3. Virtual Reality Games and Rides

- I have also helped the team in putting up the posters for the Accommodation Survey in all the CECC buildings and encouraging other students to fill them up.

- One of the organisers for the events have stated they won't be able to host the event in Canberra, so I am now discussing if any other events could be hosted with their team.

### **College of Health and Medicine (CHM)**

#### **CHM Coursework Officer- (verbal report)**

Attended meeting with Coursework Officer to go over the roles and responsibilities of college representatives.



Attended a meeting with her predecessor to complete the handover and take over process.

In the first stages of implementing the event plan for CHM O-Week.

### **College of Law (CoL)**

#### **CoL HDR Rep** (written report)

-attended ECE meeting from CoL 30/11. (During the meeting I brought up difficulty for international students regarding employability stuff)

-I tried to reach out Associate Dean HDR, Jelena Gligorijevic, to see if there are any HDR specific meetings in the College

-sent about my two event planning proposals to Daniel (meeting will be scheduled in coming weeks)

**CoL Coursework Officer**- no report provided.

**College of Science (CoS)**- No report was provided.

## Part 3      Items for Discussion/Noting

### Any Other Issues/Forward Agenda Items

Next meeting: TBC by Doodle Poll