Minutes of the tenth meeting of the twenty first meeting of the Postgraduate Representative Council (PRC), held on Wednesday, 5th May 2010, in the Graduate Lounge, University House, at 12.30pm.

Present: Nazneen Chowdhury (Chair), Elise Adams, Robert Atcheson (for the first part of the meeting), Matthew Auckett, Tegan Kelly, Tomas O’Kane, Rhadika Patnali, Ihsan Ullah.

Apologies: Christian Beardsley, Melissa Lovell, Sarlae McAlpine.

By invitation: Areti Metuamate.

In attendance: Diane Hutchens.

Membership Matters

Resignation of Bushra Chowdhury: Bushra Chowdhury had been granted leave of absence from her course for maternity reasons, as from January 2010. Her leave of absence was recorded on the student system and she will resume her program after her maternity leave. She was currently ineligible to remain on the PRC due to her temporary suspension of enrolment and her resignation was thus noted retrospectively from this date.

Welcome to visitor: Nazneen Chowdhury welcomed to the meeting Areti Metuamate who was nominating for the PRC for the coming term.

Confirmation of Minutes

The Minutes of the meeting held on 24th March 2010, having been circulated electronically, were taken as read and were confirmed. Kelly/O’Kane.

Business Arising from the Minutes

Accommodation: PARS’s Equity Officer, Tomas O’Kane, had submitted the attached report on the meeting held to discuss the proposed new residential development, ANU Exchange Project SA4. He pointed out that as the inherent differences between undergraduate and postgraduate students had not been properly addressed, the last meeting of the PRC had resolved to hold a Discussion Forum on 13th May to focus on the diverse range of accommodation-related issues faced by HDR students at ANU. A Working Group would be formed to write a submission to the Vice-Chancellor, incorporating the results of a recent student survey on accommodation, as well as the views expressed at this Forum. Both Elise Adams and Bhavani Parameswaran had volunteered to be part of this Working Group.
Following discussion, the date for the Forum was changed to Thursday, 27th May, with Matthew to check with Margareta Olsson that the Graduate Lounge was free. Tomas would follow up with overall coordination and appropriate advertising for the Forum. Written submissions were to be invited from those students who could not attend the Forum, and constitute part of the written submission to the Vice-Chancellor.

**Social events and committee representation:** Nazneen encouraged PRC members continuing on the governing body for another term to be more proactive and attend all functions at the Graduate Lounge, as well as the monthly Games Nights.

Nazneen also asked that if members can not attend a particular meeting of an ANU Committee on which they represent PARSA and postgraduate views, that they circulate the governing body asking for a replacement for that meeting.

Nazneen also drew attention to the fact that PRC members are strongly encouraged to distribute posters advertising PARSA social events, to both spread the load of this work across all members of the governing body, and to have the information available on notice boards in their own areas.

**President’s Report**

Nazneen had circulated the attached report electronically prior to the meeting for members’ information, and invited comments or questions from the floor. The President’s Report highlighted the following points:

**ABC News:** Nazneen had been interviewed by the ABC News concerning a submission to the Government’s review of the skilled migration points system. The Federal Government is being urged to consider a new visa for international postgraduate students to encourage more to stay in Australia after graduation.

**Orientation Reception and PhD Research Day:** Nazneen had accepted invitations to address new graduate students at the ANU Orientation Reception on 6 April, as well as to address students at the PhD Research Day which had been organized by the Crawford School for all HDR students.

**PhD Morning Tea:** The Crawford School of Economics and Government (CSEG) within the College of Asia and the Pacific (CAP) had also organized a formal PhD morning tea session, at which Nazneen spoke on several issues of relevance to students while working on their PhD, as well as after graduation, such as building a research career.

**Indigenous Officer Position:** PARSA had recently filled the vacant Indigenous Officer position on the PRC Executive, with Elise Adams volunteering to represent the Association on the ANU Reconciliation Action Plan Committee (RAP).

**Meetings at ANU Committees:** Nazneen had attended meetings of the following Committees: Vice-Chancellor’s Awards for Excellence, the Honorary Degrees
Committee, the CAP Education Committee, the Student Development Committee, the IAS Sub-Committee and the meeting of the ANU Council on 26 March.

**PARSA Budget:** PARSA’s budget allocation for 2010 had been approved by the Vice-Chancellor.

**PARSA’s Social and Publications Officer:** Nazneen had received a request from PARSA’s Social and Publications Officer, Anna Fox, to work off site for several months for personal reasons. It had been agreed that Anna Fox would return to Canberra to oversee ticket sales and do other work associated with social events, so her request was approved provided that these arrangements did not in any way affect the execution of her responsibilities as PARSA’s Social and Publications Officer.

**PARSA’s website:** Nazneen had approved a request from Anna Fox to engage the original designers of PARSA’s website (Kudasai) to fix a coding problem which she, Anna, could not resolve. Kudasai would charge $100/hour for this work.

**Treasurer’s Report**

Members noted and approved the attached list of cheque expenditure since 24th March 2010. Adams/Auckett

**Approval of Draft Audited Financial Statements**

The meeting noted the draft audited Financial Statements for the 2009 Financial Year, and accepted them for forwarding to the Annual General Meeting. Kelly/Auckett

**Social Coordinator’s Report**

Tegan Kelly reported that the Jenga Night had been a success, but that the Trivia Night had not been as popular as in 2009, although it had worked well in conjunction with Research Fest. Tegan suggested that the MC could be changed in the future.

Tickets for the Wee Jasper Cave Tour would be on sale this afternoon and tomorrow, and both Elise and Rhadika offered to attend tomorrow’s session, as the original plan for ticket sales had had to be changed.

**Equity Officer’s Report**

Tomas advised that he would work with Sarlae McAlpine to form the Accommodation Working Group following the Discussion Forum. He was also working with Sarlae to finalize feedback on the Council of Australian Postgraduate Associations’ benchmarking exercise “Towards Best Practice”, which was due on 21st May. He would attend a meeting of the University Access and Equity Committee later this month, and report back.
Discussion Forum’s Report

Matthew Auckett reported on the very poor attendance at the April Forum, despite Matthew having distributed 100 posters advertising the event across campus. It was agreed that the advertising needed to be more targeted, so Matthew would advertise future Forums on the PARSA website, and send out a reminder closer to the event to the PARSA News list.

Committee Representation Report

*Campus Development Committee:* Matthew Auckett reported that the second round of modular accommodation on campus, currently being built behind Ursula Hall, would be ready for second semester, housing between 70 and 100 students.

*Social Media Advisory Committee:* As outgoing Social Coordinator, Tegan Kelly recommended that the next Social Coordinator be the PARSA representative on this Committee, which had oversight of the promotional activities of the ANU. Matthew Auckett agreed to attend this afternoon’s meeting at short notice.

*Sports and Recreation Council:* Tomas had attended a recent meeting of the SRA, but had nothing to report of significance to postgraduate students.

*HDR Sub-Committee:* Sarlae McAlpine, who was currently absent on fieldwork, would be asked for a retrospective report on the meeting of this sub-committee which she had attended.

*ANU Reconciliation Action Plan:* Elise Adams had agreed to represent PARSA in the work connected with this Plan, as the Association’s Indigenous Officer, but had heard nothing more from the group yet.

Proposal for three formal teams for PARSA

Nazneen proposed to divide 29 council members including the Executive (President, 2 Vice Presidents, Treasurer, Equity Officer, Indigenous Officer and Social Coordinator) into three formal teams as a means of delegating and sharing responsibilities in the running of the organization.

She informed that at the moment PARSA has an informal Social team and Communication team which consisted of a mix of PRC members, PARSA general members and the Social & Publication Officer. But no one is assigned for specific duties other than the Social and Communication team leader/ Social Coordinator. The main purposes of introducing these formal teams are to implement PARSA’s work effectively and efficiently; to ensure equal workloads for the PRC members and to encourage all PRC members’ participation in each activity. These three teams will be supervised, coordinated and monitored by the President, which are
a. **Social Team**, which will be responsible for morning teas, games nights, monthly social events, FB and other social issues. This team consists of members from the PRC (Vice President, Social Coordinator, up to 8 other members from PRC), Social and Publications Officer and general members by invitation.

b. **Communication, Publication and Outreach Team**, which will be responsible for web site, survival guide, promotional activities and events (O-day, induction day, Info evening) and other outreach and publication issues. This team consists of members from the PRC (Vice President, Treasurer, up to 7 other members from PRC), Social and Publication Officer and general members by invitation.

c. **Equity Team**, which will be responsible for all equity issues, discussion forums, seminars, workshops and other relevant issues. This team consists of members from the PRC (Equity Officer, Indigenous Officer, up to 7 other members from PRC), PARSA’s Student Consultant, PARSA Legal Officer and general members by invitation.

The proposal had circulated electronically prior to the meeting for members’ information and discussion. Tegan, as former President and current Social Coordinator, supported this proposal and members agreed that the plan could constitute the structure for a recruitment drive after the new PRC had been elected after the AGM. Tegan/Patnali

**Any Other Business**

*Diary of forward Events:* Matthew drew attention to details of two coming events for the Graduate Lounge, ‘New ways of publishing your research’ on 12 May, and ‘Designing an organizational resilience program’ on 11 May. He also drew members’ attention to the availability of some free office furniture on campus for students and tutors who may need it, and advised that this information would be included in the ANU HR Induction Program for new staff. Matthew agreed to put further details of these matters on the PARSA website.

*Graduate Studies Information Evening:* Elise Adams had attended this function and reported that student numbers were down, partly because of the bad weather on the night.

*College Representatives:* Nazneen asked that College representatives on the PRC make themselves known to the other postgraduate students in their individual College, as well as their Dean, so that they could be a more effective voice generally for the postgraduate students they represented, and raise PARSA’s profile on campus in the process.

The meeting closed at 1.40pm.

****   ****   ****   ****
Minutes of the ninth meeting of the twenty first Postgraduate Representative Council [PRC] held on Wednesday, 24th March 2010, in the Graduate Lounge of University House, at 12.30pm.

Present: Nazneen Chowdhury (Chair), Matthew Auckett, Christian Beardsley, Tegan Kelly, Serene Ng, Tomas O’Kane, Ihsan Ullah.

Apologies: Apologies were received from Bushra Chowdhury, Jessica Hinchy, Melissa Lovell, Sarlae McAlpine, Fouzia Sultana.

By invitation: Elise Adams, Robert Atcheson, Ye Chen (for part of the meeting) Bhavani Parameswaran, Radhika Patnala (for part of the meeting).

In attendance: Diane Hutchens.

Welcome/Co-options:

In her opening remarks, the President, Nazneen Chowdhury, welcomed new students to the meeting, and the following were co-opted during the course of the meeting, as indicated:

Elise Adams, General Representative (CASS) Beardsley/Ullah
Robert Atcheson, College of Law Representative Auckett/Kelly
Ye Chen, General Representative (CAP) Adams/Ullah
Bhavani Parameswaran, College of Law Representative Auckett/Kelly
Radhika Patnala, CoMBE Representative Atcheson/Adams

Confirmation of Minutes

The Minutes of the meeting held on 27th January 2010, having been circulated electronically, were taken as read and were confirmed. Kelly/Beardsley

Business Arising from the Minutes

Supervision Workshop: The written report that has been sent by Fouzia Sultana through email stated that she had represented PARSA at this workshop on 15th February, organised by CEDAM, and attended by approximately 30 staff. Fouzia had outlined PARSA’s functions and how staff could help their students by informing them of what the Association does on behalf of students. The Survival Guide for 2010 was distributed, as well as details of the PARSA website.

Chifley Library Notice Board: Matthew reported that this notice board would always be available for use by PARSA, but that a space would not be dedicated for the Association’s sole use.
Accommodation: Matthew indicated that 200 students currently housed at the City Gate Motel in Lyneham were happy with the arrangements, with food and transport vouchers provided. It was noted that this was temporary, until June 2010. The Vice-Chancellor had written to local real estate agents asking them to support the efforts by ANU students to find more permanent accommodation. In this context, members also noted that the ANU would write a letter of recommendation on behalf of international students at ANU seeking accommodation, in lieu of local references.

Matthew advised that more modular accommodation was being built on the Ursula Hall site, with 70 more units housing 100 students due to become available by Semester II. It was clear that there were many issues around accommodation for postgraduate students, and it was suggested that this be made a topic of the PARSA Discussion Forum, held in Graduate Lounge, on Thursday, 13th May. Members also supported the proposal to create a working group to write a submission to the Vice-Chancellor, incorporating the results of the recent survey on student accommodation. Tomas O’Kane agreed to email the PRC asking for volunteers to be on this working group. Elise Adams agreed to be involved.

President’s Report

Student Issues: Nazneen highlighted the details of student issues (student accommodation, car parking, bike sheds, security patrols, teaching and supervision) that she discussed with the ANU authorities.

Representation: Nazneen reported her representation at the ‘O’ Week activities, at the ANU Executive and Council Retreats and at the Chancellor’s Installation ceremony.

Social Events: Nazneen mentioned that the O-week BBQ was a huge success. She also reported that PARSA games nights and the Jenga elimination showdown received good responses. But responses to the Council morning teas are not encouraging. She requested all PRC members to attend all these events regularly.

Advocacy: Nazneen mentioned that she is regularly monitoring the advocacy work done by PARSA’s Student Consultant and legal matters dealt with by PARSA’s Legal Officer.

PARSA Website: Nazneen mentioned about the recent modification and change in PARSA website and reminded all PRC members to send photos to the Social & Publications Officer to include in the PARSA’s website. The website now featured details of past Presidents since 1988, PRC lists, up to date list for Committee Representations and all minutes.

Other matters raised by Nazneen included the IPRS Report now being publicly available, the final Report on the ESOS Review of the legislation which governs international education in Australia, and the endorsement by the Council of Australian Governments of the move by the Ministerial Council for Tertiary Education and Employment to adopt a nationally consistent policy to extend common transport concessions to all full-time tertiary students in Australia.
Treasurer’s Report

Members approved the attached list of cheque expenditure since the meeting on 27th January 2010. Kelly/Ng

The meeting also agreed to write off $6621 from the Fixed Assets Schedule, since the value of these items – 3 computers – had been written down to zero over 7 years ($2660; $2019 and $1942 respectively).

Creation of New Executive Position – Social Coordinator

Other than PARSA’s regular events, the recent inclusion of Graduate Lounge activities including fortnightly Council morning teas, monthly games night and monthly discussion forums expand PARSA’s regular social activities. The recent inclusion of PARSA Facebook also needs to be regularly maintained. Considering these issues, the Council agreed to the need for creating an executive position of Social Coordinator in organizing several social events, team meetings, rosters, printing of posters, collecting donations for prizes, and keeping the PARSA Facebook page up to date on upcoming social events. It was felt that the creation of a Social Coordinator as part of the PARSA Executive would focus attention on this role. Nazneen reassured members that the Council could create additional Officer positions, under S. 7(1) (d) of the Constitution. Following discussion, it was resolved:

That the position of Social Coordinator be added to the PARSA Executive
And that Tegan Kelly is appointed to this position. Adams/Parameswaran

It was further agreed that Tegan write out the main responsibilities of the role, to help with the succession after the AGM. Members also felt that a statement about all Executive positions would be helpful, when recruiting new members, along with more general guidelines for members of the Council.

Roster for Graduate Studies Information Evening, 4th May 2010.

This event was organized annually by ANU, to showcase the facilities and courses on offer for prospective postgraduate students. PARSA had been invited to have a table of information in the foyer of the Hall at University House, with some postgraduate students also available to answer questions. Elise Adams, Matthew Auckett, Nazneen Chowdhury, Bhavani Parameswaran, and Ihsan Ullah all volunteered to help. Subsequent to the meeting, Ye Chen also agreed to part of the roster. Matthew agreed to set up for the evening.

Committee Reports

Social: Tegan reported that the ‘O’ Week barbecue had gone very well, as had the Jenga Night, with the playoff of finalists still to be organized. There would be a Trivia Night held as part of the imminent ResearchFest, on 8th April, and the Research Student Development Centre would pay for the venue in return for PARSA members providing
an audience for ResearchFest’s ‘skits, songs and videos’ interspersed through the evening.

Another trip to Wee Jasper was planned in May, with students on the waiting list from the previous trip being offered first option on the tickets, which remained at $10 each.

Equity Meeting: Tomas had attended a meeting of the University Access and Equity Committee, which had discussed the plight of mature age students on campus, particularly parents with young children. An audit of child care facilities on campus had been positive, but it was recognized that there was limited support for young mothers, with, for example, no provision for breastfeeding. An action group had been established and more details would become available in due course.

Any other business

Matthew reported that he had helped dispose of all the second hand furniture from the former J.G. Crawford Building, which was being refurbished, by advertising free desks and filing cabinets to passersby in Ellery Circuit. He reminded members of the Second Hand Sunday on 28th March, with more information available on the ACT Government website. He agreed to send an email to PARSANews advertising this event.

The meeting closed at 1.40pm.
Minutes of the eighth meeting of the twenty first Postgraduate Representative Council (PRC) held on Wednesday, 27th January 2010, in the Seminar Room, Research Student Development Centre [RSDC], at 12.30pm.

Present: Tegan Kelly (Chair), Matthew Auckett, Nazneen Chowdhury, Melissa Lovell, Sarlae McAlpine, Fouzia Sultana, Tomas O’Kane.

Apologies: Apologies were received from Jessica Hinchy, Serene Ng.

By invitation: Christian Beardsley

In attendance: Diane Hutchens.

Membership Matters

Resignations: The resignation of Gregore Lopez was confirmed, and that of Tony Tan noted as Gregore was taking leave of absence from his course for 2010 and Tony had graduated.

Co-option: Christian Beardsley was co-opted as a representative from the College of Medicine, Biology and Environment. Lovell/Sultana

Minutes

The Minutes of the meeting held on Friday, 13th November, 2009, having been circulated electronically, were taken as read and were confirmed. O’Kane/Lovell

Business Arising

CAPA ACM: Nazneen reported that her attendance at this conference had been a useful and enriching experience, and advised members that Melissa Lovell had been re-appointed as Treasurer for 2010, while she herself had accepted the nomination to the position of Women’s Officer.

President’s Report

Student Award for Top Supervisors: Tegan reported that nominated supervisors and their nominating students had enjoyed a buffet lunch hosted by the PVC (Research), Professor Mandy Thomas, at University House, on 8th December. The lunch had been followed by a discussion forum on “The Joys and Challenges of Research Supervision”, which had begun with a short speech from a supervisor and one from a student. The Forum had been podcast for use in future supervisor training. Participants had praised the inaugural award.

ANU End of Year Festival: The Festival had been a success with hundreds of attendees, and over 200 children receiving presents from Santa. It is expected that the Festival will
be held every year and that PARSA will continue to be involved in organising entertainment.

**PARSA Trivia Night:** Tegan advised that this year’s ResearchFest (6-9\textsuperscript{th} April) would be held in conjunction with the annual PARSA Trivia Night. Fine details would be worked out at meetings of the Social Team, but hire of the venue would be covered from the ResearchFest budget.

**Treasurer’s Report**

Members noted and approved the attached list of cheque expenditure since 13th November 2009. McAlpine/Auckett

**Presidential Honorarium**

In line with the provision of Section 11 B (2), the PRC approved the early payment of the second instalment of the Presidential honorarium to Tegan Kelly, who was resigning from the position at the end of this meeting. Chowdhury/Beardsley

**Officer Vacancies on the PRC**

The following positions were filled as indicated:

- **Vice-President:** Sarlae McAlpine
- **Treasurer:** Christian Beardsley
- **Equity Officer:** Tomas O’Kane

**Vacancies on ANU Committees**

The vacancies on the following ANU Committees were filled as indicated:

- **Clubs and Societies:** Christian Beardsley
- **HDR Sub-Committee:** Tomas O’Kane
- **Finance Committee:** Christian Beardsley (Observer)
- **CAP Education Committee:** Nazneen Chowdhury

The 2 positions in the College of Arts and Social Sciences remained unfilled, and it was agreed that the Administrator would circulate the Delegates list for possible volunteers.

**Date for AGM and preceding PRC**

Following discussion it was agreed that the AGM would be called for 12.30pm on Wednesday, 19\textsuperscript{th} May, with the preceding PRC meeting being held on Wednesday 5\textsuperscript{th} May at 12.30pm.
International Students Orientation, 9th February

Arrangements were made to staff a booth at this event, at which Nazneen was speaking. Sarlae would confirm her availability to help Matt during the morning and Nazneen would also be available to relieve at the stall.

Assumption of Presidency by Nazneen Chowdhury

At this point in the meeting, Nazneen assumed the Presidency and took the Chair. In her opening remarks she thanked the PRC for electing her, congratulated Tegan for the work she had done during her term of office and thanked her for continuing to run the Social Team until May. Nazneen thanked the Administrator for helping during the Budget preparations, and congratulated Melissa on her appointment as Treasurer of CAPA for 2010.

Any other business

Social Team meeting

This was due to be held tomorrow. In this context, Matthew Auckett raised the issue of the purchase of a second barbecue, to avoid having to hire one twice a year. This was approved by PRC. Auckett/Kelly

Graduate Lounge functions

Nazneen would be absent at the Executive Retreat from 3-5 February and sought a volunteer to replace her in co-hosting the regular PARSA morning tea in Graduate Lounge on Wednesday. Tomas agreed to help in this way.

Nazneen would also be absent for the Discussion Forum from 5.30pm – 7pm on 18th February because of the Installation of the Chancellor, and encouraged everyone to attend Games Night on 22 February.

Supervision Workshops

CEDAM had asked for a speaker at these workshops on Monday, 15th February and Wednesday 17th February. Fouzia volunteered to cover the Monday session, and it was agreed that the Administrator would circulate the PRC to find someone to cover the Wednesday slot.

Library Noticeboard

Matthew had noticed that a noticeboard in Chifley library was unused. The PRC supported his proposal that he check with library staff and Facilities and Services with a view to using the space to advertise student events.
**Student Services and Amenities Fee Bill**

Tegan advised members that this Bill had been rejected twice by the House of Representatives and twice by the Senate. If and when it was passed, both student associations would put together a submission to the Vice-Chancellor on suggested uses of the funds.

**Accommodation and other Issues**

There had been a review of halls and colleges on campus in 2009, which had resulted in a lot of data becoming available on what students needed and wanted. Gregore Lopez had been going to head a Subcommittee of the PRC to write a submission to the Vice-Chancellor prior to his leaving. It was thought that PARSA could follow this lead and write a State of the Nation paper for submission to Chancelry. Members agreed to the suggestion that the Executive could discuss this matter further, and circulate ideas to the PRC, in order to compile a list of ongoing issues, such as accommodation, the new Minimum Resources Policy, the new Schools being established within the Colleges, student development, quality supervision and student facilities. It was noted that Tomas O’Kane, as the newly appointed Equity Officer, would be responsible for accommodation issues.

**Indigenous Students Scholarships**

The Aurora Project had asked PARSA to publicise 120 scholarships available for indigenous students, and it was agreed that this information would be circulated to PARSANews and put on the PARSA website.

**Change of Signing Authority**

As part of the changeover of the membership of the Executive Officers of PARSA, it was resolved that the authority of the signatures of Tegan Kelly and Tony Tan be revoked, and those of Nazneen Chowdhury as President, and Christian Beardsley as Treasurer be registered with Service One Members Banking. The authority of the Administrator to sign on behalf of PARSA was continued.

The meeting closed at 1.15pm.

**** **** **** ****