

Guild Council Report

Christopher Hall (He/Him)

2020 – Vice President Education



OH HEY, CHRIS

Education Vice-President-ing is a tough job. Chris makes sure all of the university's academic policies and procedures are in the best interests of the students.

Chris Hall | Vice President - Education
 Pronouns: He/Him
educationvp@guild.curtin.edu.au

Guild and University Meetings:

Date:	Prominent Meetings:
28 th Feb	<ul style="list-style-type: none"> - Academic Board* (raised issues around retention and low satisfaction of particular courses)
2 nd March	<ul style="list-style-type: none"> - Jon Yorke Policy Meeting. - Humanities Staff Introduction Meeting. - Emergency COVID 19 Meeting - Guild
3 rd March	<ul style="list-style-type: none"> - Course Committee 3 - Leia Duffy Mural Design Meeting
4 th March	<ul style="list-style-type: none"> - Environmental Action Network Stall - Mental Health and Functional Needs Workshop
6 th March	<ul style="list-style-type: none"> - O-Week Debrief - Audit, Risk and Compliance University Meeting.
9 th March	<ul style="list-style-type: none"> - Learning and Student Experience Committee. - Retention Taskforce Meeting
10 th March	<ul style="list-style-type: none"> - Gender Equity, Diversity and Inclusion Committee (Health Sciences). - Athena Swan SAE Meeting.
11 th March	<ul style="list-style-type: none"> - Higher Education Meeting. - New Event Proposals with Jess. - Students as Partners Leads. - Mapping the mental health needs of student's workshop.

13 th March	- Climate Protest Perth CBD
15 th March (Sunday)	- Beach Clean-up with Sea Sheppard Australia (Cottesloe)
16 th March	- Events and COVID19 Guild Meeting. - Student Voice Working Group.
17 th March (acting President)	- Digital Managers Meeting. - Code of Conduct. - Technology Testing meeting 2. - COVID19 Learning, Teaching and Student Experience Meeting. - Parking Meeting.
18 th March	- Higher Education Meeting. - Events in the Online Space planning. - Social Media Filming. - University Council Meeting.

Items of note (*); Highlighted Parts Address Feedback from Council.

COVID19 – The way forward:

Most of my meetings over the past few weeks have all been around the changes to education and the progression to online learning for Curtin University. With Everything changing very fast, there have been many minor meetings with Guild staff to discuss progress forward.

I have spent much of my time attending forums to ensure that the student learning and progression models are upheld and such that every change made in this transition of education is one that will not affect students in any major negative way. Although the steps aren't done I can confidently say that the consistency across all the faculties in their ability to respond and achieve an online transition is good.

25,000 students are directly affected by just the transition to online lectures. It is fair to say that every student would be affected at this time.

Labs that are illustrative are being moved online, the skills development accreditation exams are being provided at different times throughout the year (including waiving many pre-requisites) as well as running intensives. Units that cannot be provided online and assessments cannot be adjusted, those units will be cancelled and students will not receive any financial or academic penalty.

Invigilated online exams will be done through Iris ONLY for accredited exams. Otherwise faculties are being advised to move all exams to assessments.

Any suggestions to online events, wellbeing support initiatives etc while we move into this online learning space institution wide would be very beneficial to the Guild, so I urge councillors to forward any ideas to myself and Bridge.

Student Wellbeing App:

The Student wellbeing app is now in its final stages, all of the outcomes, priorities and measurables have been decided, now the Digital Technology Team is formulating a report for the project team to use as the deciding factor on which technical application will be used.

Parking Meeting with The Director of Parking:

A very odd proposal for council to discuss has been brought to the Guild in relation to Parking during exams. I am looking forward to councils' thoughts and the discussion.

Learning and Student Experience Meeting March:

The University has changed its bump up ATAR policy to include a larger range of students from Low SES high schools, students who fall within the 60% ATAR can receive circumstance adjustments to their ATAR to then enter courses between or 60-70ATAR.

English Language Requirements:

In order to improve the completion rates for SELL/SUCCESS it is recommended that sanctions are placed upon students who do not comply with the requirement rather than the practice of awarding an F-IN grade. Only for those who are "required" to complete not recommended.

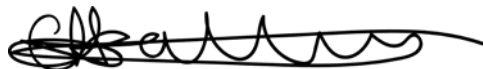
Climate Protest:

I would like to personally congratulate Hana on her speech at the University Students Climate March. I think you raised points that were very crucial at this time, highlighting the effects of global change in the era of much change due to the climate. I think it is the best speech from any climate rally I have been too (and I have been to many).

Cheyenne – First Nations Officer 2019-2020.

I would like to inform council members that Cheyenne has resigned from her position as First Nations Officer effective of last week. Cheyenne has brought so many new ideas and perspectives to the Guild, as well as a heart of gold and humour that cannot compare. Thank you, Cheyenne, for all of the great work in this space, I wish you all the best with your future endeavours.

Sustainable Regards,



**Chris Hall,
2020 Curtin Student Guild VP-E.**

Secretary's Report

Guild Council Meeting #4 26/03/20

Submitted – 19/03/20

Hello again, electronic and distant Members of the 51st Guild Council.

While in my last report I mentioned classes had begun again, and now as I write this report, classes seemed to have stopped, with the university issuing a tuition free week to allow staff to move units online quickly. It seems an extra tuition free week in semester one was never a problem after all.

This report will probably have less meetings in it than it has had previously, this is mainly due to the fact that much of my time has been absorbed with COVID-19, and many quick chats with the guild staff to find the best way to move our presence online.

Guild Meetings

Date	Meeting and Notes
26/2/20	- Guild Executive Meeting
27/2/20	- Higher Ed meeting
2/3/20	- COVID-19 Emergency Council Meeting
6/3/20	- Risk Planning Meeting
9/3/20	- COVID 19 Planning Meeting
10/3/20	- PSC elections - Activities Committee
11/3/20	- Guild Executive Meeting - Higher Ed meeting - International Women's Day Grill the Guild
16/3/20	- Events and COVID-19
17/3/20	- Managing meetings and Committees - Google Hangout testing
18/3/20	- Higher Ed - Legal Committee Feedback period - Attempted finance and risk committee meeting

UNIVERSITY MEETINGS

Date	Meeting
17/3/20	- Meeting to discuss Curtin parking situation

Finances

With the current COVID 19 situation, our financials are starting to look uncertain, what was forecast at the beginning of the year is now being changed, we will be offering more support to our Curtin population than ever before and obviously this costs money. I have

been assured by David and Our Finance Team that we will be able to pay all of our debts when they fall due, and be able to offer additional support to the students.

Other Items of Business

THE BIG MOVE

Renovations are complete, and the mural in the guild office has been finished and looks amazing, now all that remains to be done is sort the remaining boxes into a cohesive pile and slowly whittle them down into nothing. I have been in contact with David Luketina for a list of the currently electronically converted documents, and once I have obtained that, every unnecessary document will be **t e r m i n a t e d**.

COVID 19

The situation is obviously ramping up by the day, and I can understand if any of you feel stressed or upset, if you are please reach out to someone, we're all in this together.

Fortunately, there are some things you can do to help.

Even if you are isolating you can always share any content the Guild puts out, a lot of people aren't checking their OCC's and only see some of this important information when it comes from their peers, making sure students get only correct information is the best way to ensure that no one panics.

I will also be looking for expression of interest from representatives for dropping packages of food off to students in need once isolation starts to set in, this will be completely voluntary.

PSC Elections

A ballot was held on the 10th of March from 12pm to 2pm for the two contested positions, a result was declared following a scrutinised vote count, Congratulations to the two winners, who have now joined the Postgraduate Student Committee.

First Year Committee Elections

The nomination period for the First Year Committee elections was opened, and has now closed, with three nominations, all elected unopposed, which is good as holding a ballot now would be irresponsible.

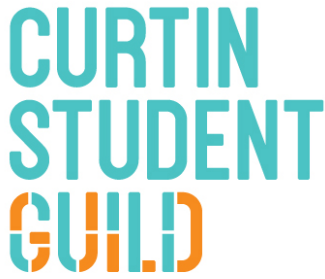
Regards,



LACHLAN LEE
HE/HIM [learn about pronouns](#)
SECRETARY
E SECRETARY@GUILD.CURTIN.EDU.AU
T +61 8 9266 2918 M +61 411 752 404
GUILD.CURTIN.EDU.AU

I attend my office on Tuesday through to Thursday from 9am to 5:30 pm each week, outside of these times I may be slow to reply or unavailable.

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, present and emerging.



Student Guild of Curtin University

51st Guild Council - Meeting #4

To be held at 6 pm on Thursday the 26th of March 2020

Digitally, on Webex digital conference forum.

Motion: that the Guild Council **Postpone** the Annual General Meeting to be held in Semester 2.

Moved: Lachlan Lee (Secretary)

Seconded: Chris Hall (VP-E)

Background:

The Guild MUST hold an Annual General Meeting (AGM) before the end of semester 1, unless in exceptional circumstances determined by the Guild Council. With more and more restrictions being placed on the size of gathering, the University likely suspending all campus operations and moving online and the obvious risk of spread, it will be irresponsible and dangerous to hold a gathering of AT LEAST 100 people. The Guild must push back the date of the Annual General Meeting until such a time as the health issues posed by COVID-19 are no longer likely to pose a risk to the student population.

In place of the General Meeting, the Guild Executive have resolved to present short reports online, and to open an online space for students to question them, however since no quorum can be established online, no motions can be passed until the Annual General Meeting takes place in second semester.

Confidentiality:

Open



Student Guild of Curtin University

Representation Board

Meeting #3

20 February 2020

Meeting opened 6.18pm

1. Acknowledgement of the Traditional Owners:

"We wish to acknowledge the traditional custodians of the land we are meeting on, the Whadjuk people. We wish to 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; Hana Arai, Chris Hall, Jesse Naylor Zambrano, Fatma Sehic, Connie Martelli, Alexandra Parnell, Erin Russell, Ben Grassi, Lucy Rohr, Clare Metcalf, Jeru Sundar
- 2.2. Others Present; Jo-Ann Naidu, Maryanne Shaddick
- 2.3. Apologies and Leave of Absence; Luke Gibson, May Majimbi, Star Castillo, Dylan Botica, Amelia Nguyen
- 2.4. Absent; Bry Jagoe, Cheyenne Conway

3. Disclosure of any potential or perceived Conflicts of Interest

4. Minutes of the Previous Meeting:

- 4.1. Previous Meeting Minutes:
 - 4.1.1. Meeting from the 23/01/20
 - 4.1.2. Meeting from the 09/01/20
 - 4.1.3. Meeting from the 14/11/19
 - 4.1.4. Meeting from the 17/10/19

Motion: that the Representation Board **Approves** the minutes of the previous meeting on the 23/01/20 and the minutes of the inquorate meetings from the 09/01/20, the 17/10/19 and the 14/11/19 as a true and accurate record of the proceedings

Moved by Hana Arai and seconded by Fatma Sehic. Motion passed

5. Matters Arising from the Minutes – N/A

6. Items Not for Discussion N/A

7. Reports

- 7.1. President – Verbal Report. Guild President Hana Arai congratulated those who assisted during O Week. She reported that the new Guild session was successful but low on attendance which was probably because it was straight after O Day and students would have been tired. The session included information on Guild activism and history, how we improve the quality of education and events and clubs. Hana reported that she attended many meetings with University personnel. As well she noted that the Guild building was undergoing refurbishment creating more open plan work space. Grok will

have its own office which could help develop a community around Grok. Hana spoke about the Students as Partners project and that it was a good idea to encourage more student representation. Hana said she had attended the National Union of Presidents summit which was valuable in for getting an idea of the campaigns for this year. Hana noted that two climate days were coming up both of which the Guild was endorsing. Hana also reported that there had been a lot of issues in terms of a recent change management proposal at the School of Public Health. The process was managed badly with many students impacted.

- 7.2. Vice President – Education – Verbal Report. Chris Hall thanked those who helped at O Day notably Lucy, Nicola and Cat on the education stall. Chris said that an estimated 13,000 students attended the event - one of highest attendances ever. The reps stall worked very well. Chris said he was interested in a SAFF campaign taking place in the eastern states. Unlike WA there was no prescribed SAFF funding for student associations. Chris said a lot more could come out of these organisations if there was guaranteed SAFF. Chris said he had a meeting with Diversity and Cultural Services at Curtin. Chris reported that ally training was run by a couple of staff members in their own time. Chris expressed his disappointment at this and has requested that Curtin looks into establishing a team that received remuneration. Chris spoke about an issue relating to the establishment of a new club (Physio Club) at the School Public Health. The School emailed the Guild to say it did not want the club to be formed and that if it was all minutes and events had to go thru the School. Furthermore the School wanted to shut down the Physio stall at O Day. Chris said that it was possible that the Faculty may be asking these requirements of all other clubs associated with the Public Health School. Chris said the Guild wanted to make sure there was no academic penalty for students who were in this club. Chris reported that he was working on project with Jill Downie into mental health and funds had been set aside for an app. The app would be especially helpful for low SES students and engage in peer to peer commentary as well as 24 professional access. This was in response to the long wait time to access counselling services at Curtin. Fatma Sehic said she was interested in being involved. Jesse Naylor Zambrano asked about governance changes in Chris Hall's report. Chris explained that most of the changes were around affirmative action, confusing language, the election and refunds which had been recommended by the Returning Officer. Chris said that none of the changes had been approved yet. They will go to the legal committee first then to Guild Council.
ACTION: send changes to Rep board members.
- 7.3. Faculty of Business and Law Representative - Submitted. Introductory meeting noted.
- 7.4. Faculty of Sciences and Engineering Representative – Submitted. Fatma Sehic spoke about CARR (Curriculum Analysis Review and Renewal). Hana suggested including the impact of collaboration with external companies. The University Council passed a motion to accept UN sustainable development goals. Fatma said CARR was thinking about this for its goal. Hana asked where the Guild stood on the issue of companies which had a poor environmental record that were now turning to renewables. Erin said it was highly unlikely that these companies would turn their back on fossil fuels. She said we should be suspicious and it was green washing. Jesse said Woodside's move to sustainability was gas based and carbon offsetting and that there was something to be said for a move toward hydrogen. Hana said she was not 100% comfortable to collaborate with these companies. Chris said the three biggest companies had acquired 70% of sustainable companies and then shut them down. Erin said we should be firmly against investment from any of these companies. They will keep destroying the planet. For transparency, Fatma said that she did unpaid work experience for BHP in the area of weather forecasting. Fatma said the Facebook group was going well. She had been involved in three head of school interviews and that all heads of school were changing.
- 7.5. Faculty of Health Sciences Representative – Not Submitted. Jeru Sundar

attended meetings about the Athena medal. She reported that there was not enough placements for all nursing students with some students having to defer their graduation. Chris said Curtin should have known the cohort was not going to get their places. Jeru said there was an issue with rural placements as Curtin was allocated only one spot in rural WA. It would be better to have more than one student in the rural placement as it was hard on lone students.

- 7.6. Faculty of Humanities Representative – Submitted. Connie Martelli spoke about the possibility of a fair trade campaign. She reported meeting with Digital Engagement Officer Breanna Holmes about the group Facebook page. Connie said that she had trouble logging into Board Effects for the course committee meeting and found it hard to understand what was going on. She noted that Curtin was introducing increased English proficiency requirements and that there was a new journalism course being introduced. Connie noted that the O Day quiz questions worked well but that there was no need for a suggestion box as students spoke to reps on the spot. Hana said she would assist Connie login to Board Effects. Lucy Rohr left the meeting at 7.13pm.

- 7.7. International Students Committee President - Submitted
- 7.8. Postgraduate Students Committee President – Submitted
- 7.9. Queer Officer - Submitted
- 7.10. Women’s Officer – Submitted
- 7.11. Indigenous Officer – Not Submitted
- 7.12. Accessibility Department Officer – Submitted
- 7.13. Student Assist – Verbal Report. Jo-Ann Naidu reported that Student Assist was seeing more students in hardship at this time and there was a need to give out food parcels. Student Assist has had to arrange for emergency accommodation as well. Jo-Ann spoke about Student Assist working closely with students as a result of the change management process at the School of Public Health. Student Assist was also working with students who had experienced difficulties because of administration errors such as being put on the wrong academic status. Jo-Ann said that administrators were not sitting down with the students. Chris Hall asked whether students needing food parcels came from a particular faculty. Jo-Ann said no that there were varied circumstances. Jo-Ann said that Student Assist was working closely with Curtin Counselling.
- 7.14. Higher Education Developments – Submitted
 - 7.14.1. Requested Media Articles – Attached

Motion to accept reports was moved by Fatma and seconded by Chris. Motion passed.

8. Items for Discussion and Resolution

- 8.1. **Motion: The Curtin Student Guild calls for a non-discriminatory and humane response to Coronavirus.** Erin Russell said that there was racist hysteria in response to the virus that was impacting international students. Chris Hall noted that Curtin’s Valerie Raubenheimer said 851 Curtin students were still in China. Many of these students were from the Humanities Faculty. Luckily the faculty had many online services. Science and Engineering students would be impacted as not much content was online. Law and business had online courses. Chris said that welfare for returning students had been raised and was being addressed. Some graduations would be delayed. Some Curtin staff had volunteered to stay in China. Chris noted that some Curtin communications were getting through the firewall and that we were offering services to the other universities. Hana asked that the NUS had reported on the impact of the coronavirus and the racism and welfare issues associated with it. She said that negative stereotypes of Asian people had been perpetuated in the media. Moved by Erin Russell. Seconded by Hana Arai. Motion passes. **ACTION.** Chris will circulate information about Curtin’s communications strategy Jo-Ann Naidu left at 7.31pm.
- 8.2. **Motion: The Curtin Student Guild endorses the two upcoming Climate National Days of Action.** Moved by Chris Hall. Seconded by Erin Russell. Motion passed.
- 8.3. **MOTION: The Representation Board condemns the recent redundancies in the School of Public Health and calls for the just treatment of the PhD students affected.** Hana gave an overview of the situation and the impact on students. She talked about the steps the Guild was taking. Jeru Sundar said she was contacted by Grok about the issue. Erin Russell said that media strategy was good. Chris discussed feedback from meetings he had attended with university officials. Chris said the change management process appeared to have deficiencies including an inadequate risk matrix. There was no central communication framework. Chris said the university must develop communication protocols. Hana said there was a broader campaign and the guild was working with NTU addressing issues such as casualisation of the workforce. Erin said she did not support working with Curtin to develop communication protocols in the event of change management. Instead the Guild should fight these programs. Chris said that it was the faculties’ responsibility to tell students what any change management meant to each

students in terms of their education. There was a discussion about the wording adopted for the communication protocols. Hana said the Guild was setting up a safety net. She said that demands about communication protocols puts us in a better position to fight these cuts. Right now there is often nothing we can do. School of Public Health had workshops and town halls but no students heard about them. Motion moved by Chris Hall. Seconded by Lucy Rohl. Motion passed. Jeru left at 7.41pm. **ACTION**. The committee will revisit this issue.

9. General Business. Hana said Toga Party was tomorrow. Meeting closed at 7.57pm.

10. Next Meeting

The next meeting of the Representation Board will be Thursday 19th March at 6pm in Council Chambers.



Student Guild of Curtin University

Executive Committee

Meeting #6

To be held at 9:30 am on Wednesday

the 26th of February 2020

In the President's Office

1. Acknowledgement of the Traditional Owners:

"We wish to acknowledge the traditional custodians of the land we are meeting on, the Whadjuk people. We wish to acknowledge and respect their continuing culture and the contribution they make to the life of this university, city and this region"

Opened at 10:05 am

2. Attendance:

- a. Members Present; [Chris Hall \(Chair\)](#), [Bridge Truell](#), [Lachy Lee](#).
- b. Others Present;
- c. Apologies and Leave of Absence; [Hana Arai](#), [Jesse Naylor Zambrano](#)
- d. Absent

3. Disclosure of any potential or perceived Conflicts of Interest

4. Minutes of the Previous Meeting: **EC#13/2020**

- a. Previous Meeting Minutes

Motion: That the Guild Executive Committee approves the Minutes of the Meeting on the 8th of January 2020 as a true and accurate record of the proceedings at that meeting.

Moved: [Lachlan Lee \(Secretary\)](#)

Seconded: [Bridge Truell \(VP-A\)](#)

Motion Passed

5. Matters Arising from the Minutes:

- a. Action List
 - i. Chris to Discuss academic Extension for Striking Students
[Ongoing](#)
[Action: Hana to Follow up on.](#)
 - ii. Bridge to Attempt to Source Trans and Non-Binary Flags Done
 - iii. Bridge to follow up with Kelly about G-stamps [Done](#)
 - iv. Bridge to borrow tip jars [Done](#)
 - v. Chris add QR codes/ signup emails [Done](#)
 - vi. Hana Write Script before Monday [Done](#)

vii. Bridge to Communicate to representatives to attend Oday session [Done](#)

6. Significant Items

a. Guild Executive Verbal Reports

- i. President; N/A
- ii. Vice President – Education;

Chris starts with noting that much of this information can be found in his Council report, He notes that the course representatives' pilot has been taken up by Hana.

So far there has been no advancements with research into the guild creating a position for an Online or ethnocultural representative, but with Orientation week now over for other universities in the country, Chris will be able to start speaking to campuses with these representatives again.

Universities Australia conference is on at the moment, Hana and Chris have decided not to go, which is first time the guild hasn't send a representative, with Chris citing that the conference is not a good forum for communication between staff and student unions.

Student assist were also unable to go due to a lack of resources during week 1.

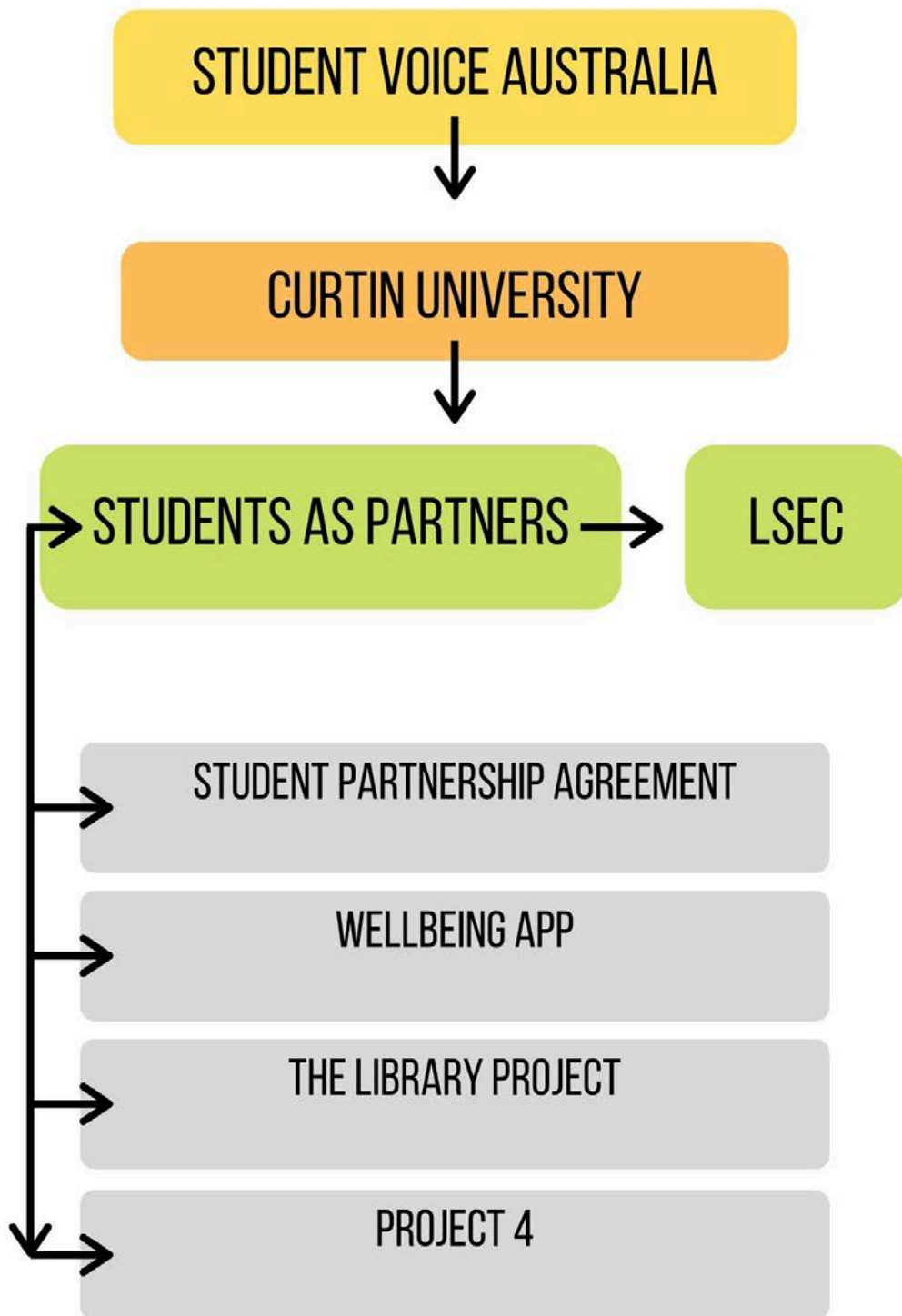
Chris' proposals for authentic assessment design have been sent to John Yorke and Tara Felton with a meeting set to discuss the proposal both have stated that they like the proposed changes.

Chris attended a SSAFEAC and notes that all of the guilds proposals went through however there were questions raised around the finance for student assist being reduced, Chris clarified that this is due to student assist staff being reduced. Once corrie is back all will return to normal.

O-week, was really successful and stressful, chris notes that our Presentations this year were very different and were more interesting and provided a clearer picture of the guild this year with a better understanding of where the Guild stands in relation to the University. The Guild Reps took part in many extracurricular activities, such as dodgeball and speed friending.

Chris excited to see figures for toga, at around 9:30 pm people started flooding in, with the release schedule working really well. Chris informs that the Toga living statue was being harassed early in the night, the person was removed, the statue moved inside and security watching the living statue after that, this will come to activities.

Chris explains to the executive the structure of the Student Voice Australia - "plan on a page" - Students as partners project, with many projects coming out of that area



Chris notes that authentic partnership is now a part of meeting evaluation, Lachy queries if a student or a staff will evaluate the partnership, Chris explains it will not be one of the project heads

New councillor, Briana Hodgkinson has responded to the email and is coming to see Lachy today for paperwork.

Guild office renovations are done, mural designer is booked Chris is to contact today to see how they are tracking.

iii. Vice President – Activities;

Bridge states that Clubs induction is today with two 2-hour sessions, from 12-2 and 4-6 today. Bridge will be giving Shelley a hand and introducing himself, contacting many clubs and having a chat with people.

Bridge is starting to chase up for BBQ's Stars (women's officer) will be the first.

Bridge will be away for the first BBQ on leave, Lachy will sort out BBQ on the day.

Clubs Carnival will also occur while Bridge is away. There will be no guild stall at the carnival

Bridge will need to plan proxies whilst is on leave.

Bridge notes that there will be a meeting of the Gender Equity, Diversity and Inclusion Committee, (GEDIC), Chris or Hana will proxy in this meeting.

Bridge will be away from the 4th to the 18th.

iv. Secretary;

Lachy opens stating with a reprimand for all executives about reports – this is largely his fault, however next guild council the agenda will go out on time, regardless of who is late. Move update – most of his rubbish has been thrown out, with roughly a 50% reduction by volume.

Constitution and Regulation changes have gone to legal committee, where they were discussed and bounced back for further changes, legal committee will meet again to approve them once the changes are incorporated.

Lachy attended the Engineering Interclub Meeting and gave a quick update – he spoke to physio club issues, and the SoPH issues,

Lachy raises that UCP came up Chris advised to email Tara Felton (academic registrar), Chris queries the Unit Outline Review results, and will **chase up Hana for UOR results**.

Lachy notes that a student has noted several cases of exam dates not being supplied to students with deferred exams, this student has contacted their head of school.

Lachy would like officers to do inventories of the items they keep during clean up.

Lachy will be putting out the First-Year committee notice of elections soon.

v. *Chair Of the Representation Board;

EC#14/2020

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

Moved: Lachlan Lee (Secretary)

Seconded: Chris Hall (VP-E)

b. 2019 to 2020 Role Transition Review [Deferred to next meeting](#).

7. General Business

[Lot of assignments without day and time announced](#).

8. Next Meeting

The next meeting of the Executive Committee will be Wednesday the 11th of March at 9:30 am in the President's Office.



Student Guild of Curtin University

Executive Committee Minutes

Meeting #5

To be held at 12:45 pm on Wednesday

the 12th of February 2020

In the President's Office

1. Acknowledgement of the Traditional Owners:

"We wish to acknowledge the traditional custodians of the land we are meeting on, the Whadjuk people. We wish to 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; [Hana Arai](#), [Chris Hall](#), [Bridge Truell](#), [Lachy Lee](#), [Jesse Naylor Zambrano](#)
- b. Others Present;
- c. Apologies and Leave of Absence;
- d. Absent

[The Executive Committee moves straight to item 6.C Compiling O-Day Information](#)

Disclosure of any potential or perceived Conflicts of Interest

3. Minutes of the Previous Meeting: **EC#11/2020**

- a. Previous Meeting Minutes

Motion: That the Guild Executive Committee approves the Minutes of the Meeting on the 8th of January 2020 as a true and accurate record of the proceedings at that meeting.

Moved: Lachlan Lee (Secretary)

Seconded: [Hana Arai \(President\)](#)

4. Matters Arising from the Minutes:

a. Action List

- i. Lachy to be more proactive about action items [done](#)
- ii. Hana to call meeting of SV working group
- iii. Hana to delegate a keeping of records of our achievements
- iv. Work out plan for Welcome Session [done](#)
- v. Hana to work out how to best use Climate T-shirts on O'Day [done](#)
- vi. Hana to do CV check [done](#)
- vii. Chris to reach out to next councillor on the list
- viii. Lachy to add in page numbers on the council and representation board agenda [done](#)

5. Significant Items

a. Guild Executive Verbal Reports

i. President;

Presidents' summit was informative with a lot of training and reporting from the National Office bearers within the NUS.

Hana is still dealing with issues in School of Public Health, and states that there has been no reasonable response from the university to the letter and there will be a meeting this afternoon to discuss launching the campaign.

Hana has been writing many talks and speeches ahead of O-Week.

On March 13th there was a WA Cross Campus Education Action Network meeting Hana discusses the action items from that meeting: putting graphics up in the outlets, on the screens, Chris suggests making something original for the TV screen, Hana responds that we want to have consistent branding for this rally, Chris suggest that one of the organisers may have original graphics. Hana also states that there will be an announcement for the rally on the mainstage during O-Day and that material be available in the guild outlets.

Chris is talking to John York regarding academic exemptions for students attending the strike.

ii. Vice President – Education;

Chris has spoken to a wide range of universities that have online student representatives, about their representatives and how they function, and the Responses indicated that they are often unpaid, have low attendance, and are underutilised.

Finished and sent off the proposal for authentic assessment policy. Chris will get feedback from Hana and student assist, and then send the proposal to the academic registrar.

Chris has been attending the School of Public Health graduations and notes that there has been no response from the university regarding the redundancies.

Learning and Students experience meeting, university meeting regarding anything to do with learning and student experience the committee focuses primarily on HEPPP and how to allocate it. The Executive had a meeting discussing this yesterday.

Mental health pilot, has been confirmed yesterday, developing a plan on a page for the specifics.

Consultation for guild to sit on mental health strategy review

Met with Tim Urquhart, head of properties, who is trying to create nice spaces and is acting as a direct contact regarding bathrooms, Chris notes that they have a good opinion on why some bathrooms can or can't be gender neutral. All available renovated bathrooms will be gender neutral. Chris has been investigating the multifaith/prayer room as properties thinks it belongs to the guild, however it is not one of our services. There is a general lack of information regarding the space.

Chris has been working hard to keep our representatives in the loop and is working to get media training and ally training.

Chris is running presentations with all faculty representatives, workshopping the extent of their role and giving them more information regarding their role. Chris notes there is a gap in the handover that doesn't fully explain the breadth of the role.

iii. Vice President – Activities; As Tabled

iv. Secretary; DNF

v. *Chair Of the Representation Board; DNF

EC#12/2020

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

Moved: Lachlan Lee (Secretary)

Seconded: Bridge Truell (VP-A)

b. 2019 to 2020 Role Transition Review DNF

c. Compiling O-Day Information

Bridge gives a rundown of O-Day tasks, the set list and booking for guild stage are sorted, Lachy and Bridge to MC the main stage, with Bridge also running the toga Stall. Minute to win it games shopping getting done. toga stall is sorted.

Dunk tank may not be running. BBQ is all sorted, with Guild Staff to cook the BBQ's, We do want representatives to hand sausages to students.

Chris states that the inside guild zone: faculty representative/education stall is organised just need confirmation on the popcorn machine, all equity stalls have been submitted, people just need to start buying their decorations. The Queer Department stall won't get their flags in time due to shipping delays. There is a suggestion for Bry to print A3 flags

Bridge offers to source trans and non-binary flags for the stall.

Amelia and Star are both back this week, Lachy says star has reached out to begin ordering things for their stall, star is handing out Krispy Kreme's on O-Day again.

Stickers are here for environment stall, there is a need to source a couple iPads/bingo cards which can be done on the day, environment will be in the education stall. Jesse queries the positioning of the stall relative to the Bingo sheet, as it was requested it be separate on the bingo sheet, Jesse and Chris will man the environment stall, Chris to fill in whilst Jesse talks to Business & Law students.

Bridge Follow up with Kelly about G stamps

Bridge to steal tip jars for get to know Curtin, Chris to find them for them.

5 tip jars topics for O-Day: environment, wellbeing, employment, Quality of education, 5th is choose your own. We will respond to some of the write your own on Instagram. Jesse wants all of the lid topics to connect to a call to action, or a way for people to stay in touch.

Quality of education to call people to action to sign on to letter/petition directed at staff cuts or sign up to be a part of the Course Representatives.

Jesse queries about how to get people involved on O-Day, Chris states that people have already reached out about joining the First Year Committee, Jesse wants to get student contact details for a mailing list, Chris suggest a general interest sign-up sheet for the Guild. Jesse queries if we are continuing the bushfires fundraiser on O-Day, Hana says we don't have a specific plan for it at the moment, Chris suggest a donation at the BBQ, and a donation tin at the environment stall.

Hana states that she wants every single equity stall to have a sign-up sheet.

Action: Chris QR codes/ sign up emails

Guild Session is now at Elizabeth Jolley lecture theatre, due to the large interest of students. Bridge to sort out catering with Maryanne. Hana queries food allowances in Elizabeth Jolley,

and if it is worth doing food, general consensus is that food isn't required, things can be given away at the tavern afterwards instead.

Bridge is chasing Maryanne up about Squad pack for most creative team photo, or equivalent value in guild vouchers.

Bridge has almost finished all the info for the places that are listed on the scavenger hunt.

Bridge suggests a competition for groups to name a koi with the prize being four \$5 vouchers.

Bridge also suggests a potential best group name prize. We have a lot of merchandise to give away at this session, including the exclusive water bottles and USBs.

Friendship speed dating will take place in the scavenger hunt groups, Jesse queries how large each group should be since we estimate 200 people, that is a huge number of groups. Jesse comments that B&L had roughly about 7 people to the group and suggests 8 people maximum per group.

Bridge comments that they will work to configure the prizes for more people.

Executive committee decided that group sizes will be around 6.

Jesse suggests sorting the groups via faculty, so that each group is comprised of mostly one faculty. Bridge and Hana comment that it could be messy and ineffective, Chris suggest ushering the students into faculty groups on the way in. Hana suggest a map on the projector.

Chris asks if everyone who is doing a standalone presentation has the required health and safety slides.

Presentation Speeches breakdown:

Presentation will go for ½ and hour, Hana will speak on operations, and then into the 3 main pillars of the guild.

Make up graph explaining university structure.

Hana to make script BEFORE MONDAY. Exec to review before COB Monday

Make run sheet before end of Monday.

List of things to cover: operations, activism, clubs, education, elections, call to action for anyone who wants to be involved, introduction to equity and faculty reps.

We can give the faculty representatives introduction as a block and have each of them introduce themselves.

Brief overview of how university is structured.

Bridge to communicate to all faculty and equity representatives to attend the Guild Session.

Bridge states that the plan for the scavenger hunt is almost done, only G-Mart will be open.

Bridge has ordered 1000 lollipops for the event and will use it to funnel people into to the Tav.

Toga tickets will be available at the Tav, O-day special price will be available.

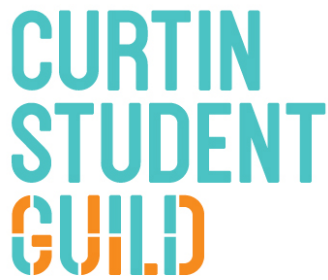
Announce winners at 5pm in the Tav. Jesse suggests a Toga making workshop inside the Tav post event.

6. General Business

7. Next Meeting

The next meeting of the Executive Committee will be Wednesday the 19th of January at 9:30 am in the President's Office.

The meeting closes at 2:00 pm



Student Guild of Curtin University

Activities Committee - Meeting #1

To be held at 2:00 pm on Tuesday the 11th of February 2020

Location: The Bridge (106F).

1. Acknowledgement of the Traditional Owners:

"We wish to acknowledge the traditional custodians of the land we are meeting on, the Whadjuk people. We wish to acknowledge and respect their continuing culture and the contribution they make to the life of this university, city and this region"

Bridge opens the meeting at 2:02 pm

Everyone goes around the room and introduces themselves, Name, Pronoun and Position.

2. Attendance

2.1. Members Present; Bridge Truell, Dylan Botica, Min Dee Chia, Clare Metcalf, Lucy Rohl, Rebecca Barendrecht, Tanya Della-Santina, Maryanne Shaddick, Jessica Adamson-Bourne.

2.2. Others Present;

2.3. Apologies and Leave of Absence; Jason Kim, Hana Arai

2.4. Absent;

3. Disclosure of any potential or perceived Conflicts of Interest

none

4. Confirmation of the Minutes of the Previous Meeting

5. Matters Arising from the Minutes – None

6. Business on Notice

6.1. Activities Vice President's Report

Bridge opens by letting the committee know their recent activities, stating they have been getting ready for o-day, helping the events team, organising the grill the guilds, and sorting out bits and pieces for O-Week, stalls for the guild Bridge asks the student representatives to fill out the doodle polls for the Guild Insider Tours and for faculty feud. Bridge states that toga is the highlight of O-Week and that it should be a good time.

6.2. Manager Reports

Maryanne states that their main campaigns are around guild stickers, O-Day and Toga, Toga ticket sales have started with an "early bird" offer which was offered over a 24-hour period to previous attendees, once that had concluded ticket sales have opened to higher prices. Maryanne Notes that 270 tickets have already sold, and notes that advertising for the event has mainly come through Facebook advertisements and emails scheduled for new to and returning students. Activity on toga is going really well, Maryanne notes a higher engagement with the younger cohort of Instagram vs Facebook. The Guild has sent emails to students specifically about O-Day, however reach for O-Day isn't quite

where it needs to be, Instagram for O-Day is doing very well, Maryanne notes that we are now able to email roughly $\frac{3}{4}$ of the new to Curtin students. The guild has 1000 new users on Facebook and Instagram. Maryanne notes that all the merch for the experience team is sorted, more prizes for faculty feud events. There has been a huge response for welcome session, with 430 people who have clicked going, and as a result we will be moving to a different room. So far there will be a good attendance for the Welcome Breakfast.

Bec states that O-day and O-Week are next week, and that these events are all consuming for their team. Casual staff recruitment is finished for this semester, Club Renewals in full swing, with club training scheduled for week one of Semester. Bec notes that the events calendar is significantly fuller and that this year it is more of a fluid document, less rigid.

Tanya opens stating that toga is a large priority for the Tav, and other than toga the tavern has been getting ready for the rebrand and has been organizing activations namely the comedy and trivia nights that will run through semester, the Tav is still open on Thursday and Friday for the time being, the Tav will be open all weekdays, but limited hours from Mon – Wed.

Jess states that O-Day and O-Week are their main focus, noting that for O-Week the Guild is a main partner in this, providing services such as giveaways, screen-printing t-shirts and tote bags, succulent pot painting and prize giveaways. The Guild also runs Friend Speed Dating, of which there are two sessions, which have been successful previously, with roughly 200 people registered for each session. According to previous year's attendance we should roughly have 90 on Monday and slightly less on Thursday, this will be run by Bridge and Chris. There will also be the welcome breakfast and a mature age mixer. There is an ongoing membership drive, using how to get your guild graphics and there will be popups for guild stickers, diaries and club vouchers, which this year will be separate to diaries.

O-Day is fully run by the guild, there will be 180 stalls, which is the highest number stalls ever, mostly made by clubs/guild stalls/ internal university stalls and the rest are external stalls. We are using West farmers court a lot more this year to make space for the stalls, and we will have sideshow games. There will be more live music on the mainstage, moving away from minute to win it challenges and club showcases. Bridge will be running the make your own toga stall, and the Tav will be promoting toga. The quiet 30 will return this year, having been successful in the past, Dylan has brought the idea for a Quiet Space that will be open for the whole day, for people to escape, relax there will be only quiet speaking no music and some relaxing activities. The space will be in building 401. Tanya asks if Dylan wants to approach some of the suppliers to walk through the space so that people who can't/don't want to engage with the full O-Day space won't miss out. Dylan responds that it should be used as a "step away" zone, for people to relax and then go back out if they are comfortable.

We will not have any non-biodegradable consumables at the event, in line with our principles of sustainability. Stalls will be allowed to give out water bottles this year; however, we will be looking into options to cut down on this as well. Organic bins will be available.

There will be Guild Showbags and those will go out on O-Day, there will be 2000 available, from 2 different points, First Year committee will be handing them out. Met with all the reps, ran through how to run events, and how to fill out the event proposal form, already some events have been booked. An International Women's day event, similar to last year's event has been booked however more to be worked out. ISC will

also run a panel type event with other students for new students. May would like to run a postgrad event with innovation central. Chris has sent a couple of event proposals for a lot of things. Week 3 of semester for semester one will be the cut off for large scale events, to ease the flow of planning, events team will still be accepting events, however this will make sure that advertising/planning gets sorted out well in advance.

6.3. Events Staff Report

6.4. Event Proposal

a) Toga

Online tickets sale has started, following feedback from EOSB however we will be reducing the time period for people to buy tickets in an effort to stop people buying at the last second.

Promo code will be available, at early bird price during O-Day for an "O-day" special, in the draw for bar cards for the night, Online tickets cut off on Thursday at 6pm, tickets are available for door sales at 6 on Friday night, however we are not promoting this and we are not promoting the price. Tanya is unsure where ticket sales will be, as G-mart is under construction

Toga is taking a different flick, with a different layout. The whole area will be a silent disco, everyone gets a set headphone when they enter the venue, however we only have 800 headsets, with 1300 people expected to come. There will be Live Statue performer at the event.

Jess Queries if Tanya means a person when they say "live statue", Tanya clarifies that it will be a performer. The whole Tavern area will be closed up from 6 pm, the live statue will be out there from 7:00-8:15pm, and will then have a 30-minute break and will go inside to the "insta wall", for photography purposes.

Min Dee queries if the O-Day Early Bird will be accessible for online students, Tanya clarifies that the promocode will only available from the stall, and capped at 200 tickets.

Tanya will have grapes to hold,

Jess commends the "insta wall".

Bridge wants this committee to give more feedback on events, particularly on the student. Bridge encourages members to go to as many events as possible and to take some notes.

Tanya encourages members that if they do go to an event they can provide feedback straight away, as adjustments can be made straight away.

8. General Business.

Clare queries to timing of the Toga party, if it is meant to be during O-Week or first week of semester 1, Tanya clarifies that it is usually during O-Week, as a bit of O-Week hype.

Tanya notes that there was a large downturn once it was moved to end of week 1. Tanya also notes that we will be mainly focusing on the events at the start of semester 1, and end of semester 1 and 2 as start of semester 2 event usually struggles to attract students. Bec asks for feedback around the date change.

9. Next Meeting –

The next ordinary meeting of the Activities Committee is Tuesday, the 10th of March at 2pm, location TBA. Documents and motions are to be submitted no later than 5 pm on Tuesday, March 5th to secretary@guild.curtin.edu.au