



Arc @ UNSW limited
PGC MEETING AGENDA
Tuesday, 8 March 2022
TEAMS
4:30 pm

Present: Joshua Karras (PGC President), Suhyun Kweon, Anthony Surjaya, James Wilkinson, Reem Almasri, Dana Tribbia, Andrea Tsui, Sardorjon Bakhtiyorov, Ece Egilmezer, Hang Bui (in part)

Apologies: Fatima Iqbal

1. Meeting Opening

The meeting opened 4:30pm

1.1. Acknowledgement of Country

Completed by the PGC President.

1.2. Apologies

An apology was received from F. Iqbal.

RESOLVED

THAT the apology received from F. Iqbal is accepted.

CARRIED

1.3. Conflicts of interest disclosure

No declarations were made.

1.4. Previous minutes

1.4.1. Confirmation: N/A, new PGC cannot approve 2021 Minutes of previous PGC.

1.4.2. Matters arising/ action list

No action list noted.

1.5. Meeting administration

1.5.1. Items flagged for immediate discussion

There were no items flagged for immediate discussion.

1.5.2. Selection of meeting observer

S. Kweon was appointed as the meeting observer.

2. Matters for Decision

N/A

3. Matters for Discussion

3.1. President's Update

The paper was taken as read.

Excellent start to the year, contributions towards O-Week by PGC were noted as excellent. Special mention to H. Bui with regards to their hard work during O-Week.

General reminder of Office Bearer commitment in terms of hours and output required. Teething issues have been discussed and resolved.

Reminder regarding the SDG piece that the President has asked the PGC to consider. Per the vision of the PGC, it is important to align with the UN's Global goals and targets with regards to event development and strengthening their integrity.

Reminder to stay abreast of relevant accruals and portfolio budgets.

S. Kweon will be running a training on the use of the PGC's shared calendar. With the expectation of each portfolio to hold 1 (one) event per month, use of the shared calendar is important to avoid clashes. Reminder to ensure that all Office Bearers have logged into their Arc accounts and synced calendars etc as they will be used moving forward.

Thanks to the previous leadership team's excellent networking and advocacy, the PGC President is involved in meetings that they previously would not have been present in. The Vice Chancellor has requested to attend an upcoming PGC meeting.

3.2. VP Coursework Update

Subcommittee Recruitment

Majority of interviews have been conducted with some upcoming rescheduled interviews to be finalised.

Employability Event

Met with A. Surjaya & D. Tribbia regarding event, dates and details to be finalised. Event will be geared towards networking vs being a 'job fair'. An online and in-person iteration of the event will be planned, with the in-person event to take place at the top of campus near the food court / dining area in an unused space. Discussions around relevant speakers and industries are underway, with a plan to reach out to UNSW Employability and Careers Acceleration to consult and/or collaborate, with hopes to access contacts more easily with their introduction.

Port Stephens Trip

Tour identified, including an Australian BBQ, sandboarding and dolphin watching/beach time. Trip will be important for many coursework international students who are experiencing Australia for the first time. Event is relatively pricey, therefore other projects may need to be scaled down to facilitate budget. Proposing \$40 per person (for \$115 of value).

2022 Plan

Plan for each term is available within spreadsheet. Dates are still TBC.

3.3. VP Research Update

A. Surjaya shared a presentation summarizing activities from Dec 21 – Mar 22.

The goal of the Research Office is to support HDRs with the principles of: Connect, Curate, Collaborate.

PGC Research Committee

There has been a lot of interest and interviews have concluded. In setting up committee, priority was given to diversity across faculties, gender, location and university tenure.

Event Planning

Policy - A HDR 'needs' survey has launched with over 200 responses to date. Monthly GRS meetings to discuss policy and advocacy. A Team group has been established for HDR representatives to increase communication.

Social - Supported Arc's Funner Summer Program and are planning a Sydney 'day out' and coastal walk.

Academic - Planning a thesis writing boot camp with GRS, and a social morning tea collaborative event.

Careers - Post PHD Panel is being planned in collaboration with a society, a shared industry panel with another society and a LinkedIn workshop with Medicine CHDC.

Interim HDR Survey Results

Presented to the PGC and will be shared with the Dean GRS. Over 200 responses received across various faculties, gender identities, university tenures, local and international students, locations and affiliated institutes and study modes. 70% of respondents had not attended PGC events before. Of those that have, they have attended academic workshops and social events. Most popular responses for workshop interests were academic, professional development, social and inter-school networking. Events targeting these interests will be focused on.

COVID impacts were also surveyed, with mental health being the biggest impact. Difficulty accessing labs and offices were also noted. Only 30% noted financial impacts.

Question regarding preparedness of HDR students for careers post university, with majority responding that they are ready.

3.4. VP International Update

February has been fruitful for the International Office. The major event being O-Week Welcome Day in collaboration with the UNSW onboarding team. Also hosted virtual networking event with more than 50 participants, as well as a PG Welcome Day event and participating in the Funner Summer Picnic event.

Committee selection process is underway with 2 members appointed to date.

Upcoming Postgraduate Pub event occurring within Roundhouse. Networking event with Arizona State University planned for March (online) to enable discussion with UNSW Students around study habits and common issues.

Additional events to be planned for April in line with student schedules. Visa seminar to be held in May due to recent visa changes, to help students understand their options.

3.5. VP Equity Update

Equity Office has commenced interviews for committee members, finalizing within the week. Activity has been difficult with absences however things are now moving forward.

No events were planned for International Womens Day as a result of conversations with Arc and UNSW EDI who raised the point of collaborating rather than competing for events. Cross-promotion and collaboration will occur moving forward. This enables the Equity Office to focus on their goal of educating the postgrad community on issues and becoming better academic representatives.

Upcoming event (date TBC) will be a Women in STEM/Academia event, engaging with Prof C. Ford as the key speaker.

The Equity Office is beginning the organization of the 'Tell Me Your Story' flagship event. They will be setting a meeting with previous organisers for insights into planning and requirements. Consideration given to remove the 'judging' component of the event. Unsure how to navigate 'prizes', would like to hear input from the committee.

With regards to other events and initiatives, looking to bring International Food Stalls onto campus to garner attention from other societies and participants. 'Coffee catchups' have commenced (fortnightly). Recent event had representatives from Discover Disability facilitate a very educational and engaging conversation. Further speakers and facilitated discussions to occur moving forward. Many students have expressed interest in a 'movie night' – planning for this is underway.

A student that visited the PGC Stall during O-Week engaged with Ece around disability awareness and is pushing for more closed caption systems across meetings and events (her PHD project is in this area). She is very keen to work with the PGC. Equity Office would like to push a university-wide program where all lectures have the option for captions. Ece will investigate how to move forward.

Lastly, it is important for the PGC acknowledge the current floods situation and promote donations across social media. It was noted that picking a specific charity and justifying reasoning behind this choice may be problematic. It would be best to refocus on supporting UNSW students affected by floods via a fundraising initiative. It is recommended to consult with UNSW as to whether they have any existing initiatives that can be promoted.

Calendar to be updated as events are finalised.

ACTION

THAT the Equity Office will investigate avenues for supporting UNSW Students affected by recent floods, such as via a fundraising initiative for promotion.

3.6. Marketing & Communication Update

Discussions have been had regarding a better approach to Marketing and Communication strategies within the PGC. Two options were proposed, with the recommendation being option "2", the decentralization of Marketing & Communications rather than the responsibility falling to one person which is proving unsustainable.

Vice Presidents of each committee will now have social media access to manage and schedule their own marketing and promotions via the relevant calendar, with the General Secretary monitoring and tracking this. Vice Presidents may delegate marketing and communications to a committee member, noting that it would be best to limit access to as few people as possible within committees. Eventbrite access should only be used by elected members of the PGC.

3.7. Postgraduate Week

PGC President requests that each portfolio plans and facilitates 2 (two) events each for Postgraduate Week. It would be best to have draft event ideas to propose to Arc for postgraduate week. Overall a minimum of 2 events to be held online. Collaboration across committees is encouraged as well as transparency of event plans to ensure overlapping doesn't occur.

ACTION

THAT each PGC Portfolio will plan and facilitate 2 (two) events each for Postgraduate Week.

THAT the PGC President will organize a meeting with M. McBurnie to discuss event ideas when these have been drafted by the PGC, as well as format and timing of the event.

THAT the PGC will share data from the PGC survey.

3.8. PGC Cruise

PGC Cruise date to be confirmed with cruise provider. It was noted that a previous PGC has already paid a large deposit with a cruise provider. The council is supportive of the Cruise being held at the end of Postgraduate Week, taking into consideration any relevant COVID precautions and restrictions and allowing for flexibility such as refund requests or reallocation to another event.

The PGC President confirmed that the deposit that has been paid is non-refundable and cannot be reallocated to another initiative. There is however flexibility in the sizing of the boat, proposing that potentially a larger boat is chosen to allow for more space for participants. It is advisable to hold the event within 2022 to ensure that deposit is utilised as well as offering an engagement event for students who have been unable to engage in activities through 2020 and 2021.

ACTION

THAT the PGC President will take the lead in planning and logistics of the PGC Cruise.

THAT members of the PGC will each brainstorm 3 (three) theme ideas for the PGC Cruise for presentation and voting at the next PGC meeting.

3.9. Employability

The PGC inherited a fiercely contested point of contention regarding improvement of industry and employability events. The previous PGC raised the point that they have been advocating for an improved postgraduate employability experience. Discussions have occurred and plans are underway for an event or conference via the Coursework committee in collaboration with UNSW, potentially within the Roundhouse.

Canberra Officer is planning an employability event in collaboration with UNSW Canberra Innovation Hub, in June for Sydney based PGC to visit Canberra campus and vice versa. It would be great for the Sydney Employability event to be the flagship event for visiting Canberra students.

Conversations are underway between A. Surjaya and UNSW Employability who have historically delivered a 'job fair' which will likely occur in 2022. It was noted that smaller mentoring events can be more effective from a networking perspective for individuals.

UNSW Future Students reached out to the PGC President and General Secretary to gather their perspective on the appetite of current PG students to engage in further PG studies. The PGC discussed the differences between PHD and Masters students. If the sentiment is yes then UNSW Future Students would like to work more closely with the PGC. The President has already flagged that they should engage with the PGC for any postgraduate initiatives.

3.10. Survey implementation

Thank you to D. Tribbia and A. Surjaya for leading the survey implementation. It would be great to circulate interim data and insights with the PGC for all Offices to utilise and reference within event planning.

ACTION

THAT A. Surjaya will send the PGC President and A. Tsui the interim survey results for analytics and circulation to the rest of the Council.

4. Business without notice

Canberra Officer Update

Currently in conversation with Arc Canberra to launch activities and collaborate, building a great relationship with them. Hang has been in conversation with Food Hub Coordinator (Miles Portek) and will be launching the first Canberra Food Hub in April.

In discussions with UNSW Innovation Canberra to collaborate on Employability event, as well as an 'exchange' event to bring PG Canberra students to the Sydney campus and vice versa.

The Canberra Officer will be presenting to ~340 postgraduate students in April to raise awareness of PGC presence and initiatives.

Paddington Officer

The Paddington Officer position is still vacant. All PGC members to keep this in mind and ensure they promote this to any PG Paddington students they meet with.

Budget

The PGC Budget was discussed, with a request to clarify processes and requirements. A 'refresher' training was requested regarding the Budget. It was noted that the budget process was covered in the initial induction however now that the PGC is in operation there are further questions.

ACTION

THAT the PGC refreshes their understanding of the PGC Budget and accrual process.

Events

Clarification that each Office is responsible for planning their own events and adding them to the shared calendar and flagging any conflicts if required. The PGC President will keep an eye on the calendar and will raise questions if required. If the event is not in the calendar it is not deemed to be approved. General Secretary is to run through the shared events calendar after the photo-shoot on Friday to standardize the way it will be used. Excel spreadsheet to be used as the planning tool; once event dates are set they are to be added to the calendar.

With regards to aligning events with the UN SDGs, there will be a field within the events calendar to identify which UN SDG the particular event is targeting, if relevant.

5. Q&A (if any)

R. Almasri questioned regarding the requested paper she wrote. The President confirmed that it is being taken to Academic Board, EDI and GRS, with thanks.

The PGC President's upcoming 'paternity leave' was discussed, with the Council asking for transparency regarding capacity during this time so that they can plan and manage workload and expectations accordingly. The President noted while he has delegated the attendance of a number of meetings to other PGC members, he will be taking an official break from all other commitments during this time so therefore believes that they will be able to continue performing duties in this time. His proactivity and response rates will likely be slower than usual.

ACTION

THAT the PGC President will create a plan for their workload and delegations during their period of 'paternity leave'.

Day Trip

There is a need to confirm the insurance aspects with Arc. Budget is being compiled, noting that most 'stops' are free of charge with the primary expense being the bus hire, driver and lunch costs.

PGC Photo/Video Day

This is taking place on Friday. All members of PGC are to come up with a 'one liner' for the video that helps explain and clarify what the PGC is and what they do.

J. Wilkinson clarified the functionality available with Teams for posting notifications and attachments.

ACTION

THAT all PGC members to prepare a statement for the upcoming photo/video day.

6. Meeting Finalisation

6.1. Meeting evaluation

Meeting went well, everyone was really engaged. It would be great for all members to continue contributing in the same manner and to raise any concerns in advance when required.

6.2. Next meeting date: 19 April 2022

6.3. Meeting close

The meeting closed at 6.22pm

A handwritten signature in black ink, appearing to be 'JK', is written over a solid horizontal line.

PGC President – Joshua Karras
04 May 2022