



Draft Minutes



PGC MEETING MINUTES

Monday 16 September 2024
Hybrid (Arc Training Rooms/TEAMS)
4:00 pm

Present: Tony Le (PGC President), Ada Choi (in-part), Nicole Zhao, Anuvinda Sreenivas, Sidra Sarwat, Vicky Yu, Salauddin Pathan Akash, Nitharsaa Ambalavana and Ervan Herkusuma

Invited Attendees: Davina MacCarthur and Allison Avery (in-part)

Apologies: Anushka Anchan, Daiana Venancio and Gurpreet Hansra

1. MEETING OPENING

The meeting commenced at 4:06 pm.

1.1. Acknowledgment of Country

Completed by the PGC President.

1.2. Apologies

Apologies were received from A Anchan, G Hansra and D Venancio. A Choi was noted to be joining the discussion late.

RESOLUTION

THAT the apologies received from A Anchan, G Hansra and D Venancio are accepted.

CARRIED

Attendees from UNSW - Davina MacArthur and Allison Avery - introduced themselves as two members leading the development of the new UNSW strategy, "Progress for all".

1.3. Conflicts of interest disclosure

There were no new conflicts of interest disclosed.

1.4. Previous Minutes

1.4.1. Confirmation: 20 August 2024

RESOLUTION

THAT The Minutes of the meeting held on 20 August 2024 were confirmed as a true and accurate record.

1.4.2. Matters arising/ action list

The action list was noted with the following updates advised:

1	PGC reviews the responsibilities and tasks of the council positions in the Charter.	RESOLVED.
2	PGC's responsibilities and handover documents and contribution to the 2024 annual report were confirmed as an ongoing matter.	OPEN.
3	PGC Shares the election notice and encourages others to consider running	RESOLVED.

4	PGC ensures they include matters raised by the President in their reports in Board meetings. <i>It was noted that this would remain an open and ongoing item.</i>	OPEN.
5	Consider further O-Week representation	RESOLVED.

1.5. Meeting administration

1.5.1. Selection of meeting observer.

N. Amblavanar was appointed as a meeting observer.

1.5.2. Items flagged for immediate discussion

The order was suspended with leave from the Council. The minutes reflect the meeting order.

3.1 UNSW Strategy and Q&A

Ada Choi joined the discussion at 4.16pm.

An overview of the progress of the development of the UNSW Strategy progress was given, highlighting the following:

- Focuses on goals for next 10 years, with the first phase to be delivered over 3 years.
- Societal impact framework focuses on enabling healthy lives, accelerating the transition to a sustainable society, and fostering societal resilience.
- Aims to incorporate Indigenous knowledge and focus on equity, inclusion, social justice, and trustworthiness.
- The ambition is to maintain UNSW's position as a premier global university and distinguish its unique strengths.
- Strategy to be finalised in December for Council approval and officially launched in 2025.

A discussion followed, with the PGC providing the following feedback to the Strategy Committee representatives:

- Discussed concerns about AI impact on education quality and need for a balanced approach.
- The impact of the trimester versus semester system and its impact on students.
- Funding needs for HDR students to attend conferences and professional development events, overlaid by visa challenges and course changes for international students.
- In developing the strategy consider and detail how other campuses and communities outside of the main Sydney campus are included.
- The PGC was advised of the upcoming Strategy Expo, scheduled for October 21st at the Michael Crouch Innovation Centre. The Expo will feature a speakers and a series of workshops and pop-up presentations to give students opportunities to be involved and provide feedback and input into the strategy process.
- The presenters advised that they would share the discussion paper and slides with the PGC President to circulate to the PGC. An email address would also be provided to enable additional feedback and ideas to be forwarded.
- The PGC were encouraged to circulate the details of the upcoming Expo within their networks.

ACTION

THAT the PGC resident will circulate Strategy materials to the PGC once received.

THAT the PGC circulate within their networks the details of the upcoming Strategy expo and promote student participation in the expo sessions.

2. MATTERS FOR DECISION

2.1. Appointment of Vice President (Coursework)

The paper was taken as read.

E. Herkusuma addressed the council stating:

- As the current Coursework Committee Liaison, felt that the position was too important to remain vacant before elections in November.
- That he will continue to support the areas of focus of the Coursework Committee and continue to advocate for and collaborate with students if appointed.

The President invited the PGC to provide comments and questions:

- It was reflected that E. Herkusuma has been fulfilling aspects of the role in addition to his role as Coursework Committee Liaison.
- E. Herkusuma noted that he would continue to represent the circa 15,000 students at the next three events, advocate, and prepare the Committee for handover to the new PGC Committee appointed in November.
- E. Herkusuma summarised the activities undertaken to identify a new Coursework Committee Liaison to replace him.

RESOLUTION:

THAT the PGC endorses the appointment of Ervan Herkusuma as Vice President effective 16 September, with a term expiring at the end of November 2024.

CARRIED

2.2. NSW ISRC Membership

The papers were taken as read.

It was noted:

- The committee aims to represent international students and address issues like the temporary graduate visa and the travel concession campaign.
- The Committee was established following discussions with other delegates of the student representative bodies, who identified the need for dedicated representation.
- The PGC was asked to join the committee and nominate a delegate representative. A discussion on a suitable representative followed.
- It was proposed that the PGC member who fulfils the International Vice President role would be the appointed delegate to the International Student Representative Committee. In their absence, the PGC will decide on an alternate representative.

RESOLUTIONS

THAT the PGC joins the NSW International Student Representative Committee as a member organisation.

CARRIED

THAT the PGC appoints the International Vice President as its nominated representative and delegate on the NSW International Student Representative Committee.

CARRIED

3. MATTERS FOR DISCUSSION

3.2. PGC Charter Review

The Paper was taken as read.

The Chair introduced the Charter for review and comment. A discussion followed:

General Feedback.

- Noted the proposed minor amendments circulated with the materials and that there were no concerns with these changes.
- The Chair sought feedback from all Committee Chairs, and suggestions for the Marketing Committee were briefly considered and set aside for the time being.

Campus Officers.

Under the current terms, it was noted that:

- Representatives for Canberra and Paddington Campus Officers are not defined as Committees and sole representatives for their respective campuses.
- Despite representing large cohorts of students, they were restricted to only attracting volunteers to assist, which was often difficult and unreliable.
- Volunteers preferred to be recognised as members of the Postgraduate Council, which would require changes to the current charter.
- The Committee discussed proposing amendments to the Charter to establish a committee for each campus and enable the appointment of at least one additional committee member for each campus.
- It was agreed that the Chair would contact the Canberra and Paddington officers to seek their input and discuss the proposed changes to be put forward for approval by Arc out of session

Quorum.

Under the current terms:

- The Arc Chair, SRC Chair, and Canberra President were required to be in attendance to form a quorum of eight. While needed, not all these roles typically attended.

It was agreed to include as proposed amendments:

- To remove the requirement for the three roles to be present while retaining voting rights.
- Reduce the number required for a quorum from eight to seven.

ACTIONS

THAT the Chair liaises with Campus Officers to discuss proposed amendments to the Charter and Terms of Reference to adjust the definitions of Canberra and Paddington offices to enable additional committee representation and resources.

THAT the Chair incorporate the amendments tabled and discussed and submit to Arc for consideration.

4. OFFICE BEARER REPORTS

4.1. President

The report was taken as read.

The Chair:

- Thanked all volunteers who supported O-Week. It was observed that there was a good level of engagement, with 18 new people registering to volunteer.
- Requested the PGC to engage their respective committees to determine who wishes to continue next year.

For November:

- Emphasised the importance of writing handover documents for the incoming PGC utilising the template to be sent out by Joelle.
- The PGC to think about planning to contact their 2025 counterparts once appointed to arrange a handover session. The intention to share knowledge and help to ensure the continuity of PGC activities.
- The PGC members each prepare a short summary (200 words) for inclusion in the 2024 Annual Report. Suggestion to include key activities and achievements and reflections on involvement. One to two photos are to be provided to the report writer.
- The Chair will request marketing support to prepare the annual report with the intention of releasing the report before the conclusion of the current PGC members' terms.

ACTIONS

THAT the PGC begin to plan and prepare handover notes for incoming PGC Members utilising the template circulated by Joelle/available as an attachment to the PGC Charter. (All)

THAT the PGC to start thinking about and preparing a short summary (200 words) for inclusion in the 2024 Annual report which will be released in November. (All)

4.2. General Secretary

The report was taken as read.

Discussions followed highlighting:

- Successful O-Week representation.
- PGC election campaign, noting several nominations received.
- A reminder regarding planning and accrual for remaining 2024 budget.
- T Le and S Sarwat are representing the PGC at the induction of newly elected members that is scheduled for 12 November. S Sawat requested that the PGC include a summary of what could be improved in their handover materials.
- The Arc end-of-year event will be a cruise on 12 October. The event numbers are to be finalised two weeks before the event. The PGC was asked to promote the event

within their networks and via social media. Final numbers need to be confirmed two weeks prior, and 80 people must purchase a ticket to attend the event to succeed.

ACTIONS

THAT the PGC ensure budgets for any events being planned before year-end are appropriately accrued in the budget.

THAT the PGC promote end-of-year ARC cruise via networks and social media.

THAT the Handover information includes individual feedback on what can still be improved.

4.3. Equity Vice President

The report was taken as read.

Discussions:

- The mental health and well-being guide was launched pre O-Week and is available on the Arc website. Printed copies were requested, with the cost and number of copies to be discussed with the Chair out of session.
- Following feedback from marketing, the parent guide content and length need to be revised prior to its release.
- The Lifeline Out of the Shadows Walk was held with more than 20 people in attendance. This was 50% of the registrations for the event received. The event went well. It was suggested that the event be held as an annual event by the new PGC.
- The next event is the cultural diversity story initiative. Nine submissions have been received so far, with the hope that more will be received before the cut-off date on 1 October 2024. A brief discussion was held to consider how to promote the event. It was agreed to circulate the link amongst the PGC and For T Le to follow up N Ambalavanar and discuss further.
- The Chair thanked the Equity Committee for their efforts on the recent initiatives and reflected on his keenness to promote and support the well-being and parent guides.

ACTIONS

THAT T Le and N Ambalavanar discuss the requirements for printed copies of the well-being and parent guides before requesting from Marketing

THAT N Ambalavanar circulate link for the cultural diversity initiative for the PGC to circulate and promote within respective committees.

4.4. International Vice President

The report was taken as read.

Discussions:

- Shared the plan to hold a movie night for international students in early October.
- A sports event is also being planned for October in collaboration with the Coursework Committee.

4.5. Research Vice President

The report was taken as read.

The following update was provided:

- Two events were held, with the recent day trip to Canberra very successful and oversubscribed. The trip was viewed as a positive for students wanting to engage with the Canberra campus, noting that an additional 50-60 students were waitlisted for it.
- The second event was the research awards event, and positive feedback was received from award nominees and other university stakeholders. The Chair acknowledged the excellent organisation of both events.

4.6. Coursework Vice President

The report was taken as read.

An update on the following was provided:

- Hackathon event plan is being drafted with potential format to incorporate 'bingo' trend.
- The Village Green has been booked for two options, either the 10th or 25th of October for International Committee's Sport Event.
- Logistics for the cruise continue to progress, with the buffet and DR arrangements to be finalised. Marketing for the event will include a request to advise dietary requirements in the RSVP details.

4.7. Canberra Officer

N/A

4.8. Paddington Officer

The report was taken as read.

- Wellbeing week will be held in week 3. An initial meeting with a Wellbeing representative was held, and a detailed briefing was provided.
- A pop-up store on Wellbeing day will be hosted.
- A networking workshop is being planned in collaboration with the Founders to help students with pain points including finding internships and preparing a portfolio.
- Volunteer support is required for upcoming initiatives and marketing.

ACTION

THAT T Le to call-out for volunteer assistance in support of the planned Wellbeing and networking events for the Paddington campus.

5. MATTERS FOR NOTING [discussed only on an exception basis]

N/A

6. Q&A (if any)

N/A

7. MEETING FINALISATION

7.1. Meeting evaluation

The meeting was well attended and concluded within a two-hour timeframe.

7.2. Next meeting date: 21 October 2024



7.3. Meeting close

The meeting closed at 6.03 pm AEST.

A handwritten signature in black ink, appearing to be 'Tony Le', written over a horizontal line.

PGC President – Tony Le

Date: 8/11/24