



AGENDA – College Representative Council (CRC) 1 2020

Wednesday 11 March 2020

ANUSA Boardroom – 6:15pm

Item 1: Meeting Open and Apologies

- 1.1 Acknowledgement of Country
- 1.2 Apologies
- 1.3 Passing of previous meetings minutes (CRC 8 2019)

Item 2: Executive Reports

- 2.1 President's Report (L. Day) [Reference A]
- 2.2 Vice President's Report (M. Janagaraja) [Reference B]
- 2.3 General Secretary's Report (T. Heslington) [Reference C]

Item 3: College Representative Reports

- 3.1 College of Arts and Social Sciences [Reference D]
- 3.2 College of Engineering and Computer Science [Reference E]
- 3.3 College of Law [Reference F]
- 3.4 College of Sciences, Health and Medicine [Reference G]
- 3.5 College of Business and Economics [Reference H]
- 3.6 College of Asia Pacific [Reference I]

Item 4: Discussion Items

- 4.1 Joint TLDC agenda items

Item: 5: Other Business

Item 6: Meeting Close

Expected close of meeting 7:30pm

Reference A

Refer to the President's SRC 1 report.

Reference B

Refer to the Vice-President's SRC 1 report.

Reference C

Refer to the General Secretary's SRC 1 report.

CASS Representative Report SRC 1

James Eveille and Samuel Lee

Executive Summary

1. Meetings with CASS College Executives
 2. CASS Education Committee Meeting 1 (2nd March)
 3. Bachelor of Arts (BARTS) Review
 4. CASS Student Drop-In Session
 5. Introducing ourselves in First Year Lectures
 6. CASS Courses with difficulties
 7. Miscellaneous
-

1. Meetings with CASS College Executives

- Had two meetings with CASS College Executives before CASS Education Committee
 - College executives very kindly gave up time to hear and discuss student interests
- First meeting was Friday 21st February
 - Attended by: Deborah Veness, Manager of Student & Education Office in CASS, Rachel Heng-Walters, CASS Education Governance Officer, Samuel, Varshini Viswanath, Vice-President of Education of SASS (another student representative on CASS Education Committee)
 - Provided update on coronavirus and CASS:
 - 350 CASS students trapped in China, 750 overall who do CASS courses as electives
 - Can't given online program because of logistical difficulties
 - Trying to provide Adjusted Learning Delivery Method
- Second meeting was Thursday 27th February
 - Attended by: Dr Geoff Hinchcliffe, CASS Associate Dean of Education, Rachel Heng-Walters, CASS Education Governance Officer, James, Samuel
- Both meetings had a focus on the BARTS review (see below) which is a critical issue for CASS and potential changes and restructuring of the student consultation model within CASS.

2. CASS Education Committee Meeting 1 (2nd March)

- First CASS Education Committee Meeting was 11am Tuesday 2nd March
 - This year the CASS AQAC and CASS TLDC committees have been combined to simply one CASS Education Committee chaired by CASS

representative on central AQAC Dr Geoff Hinchcliffe (CASS Associate Dean Education)

- Grade distribution and grade creep were discussed
 - Issue raised that course conveners are getting more lenient with grades semester by semester
 - Dr Hinchcliffe's office will deal with this
- CASS is very eager for ANUSA to continue to provide course rep training and we will provide updates to CASS as we are made aware of them.
- Mandatory SELT across the board
 - Progress developing this on hold due to university dealing with coronavirus outbreak
- Echo360 auto-transcript discussed
 - Unfortunately overwhelmingly entire CASS Committee negatively against this
 - Course conveners believe this is another reason for students not to come to lectures
 - We will continue to raise auto-transcription has a positive and a necessary tool to improve accessibility.

3. Bachelor of Arts (BARTS) Review

- The mandatory 5 year review of the Bachelor of Arts is CASS' major project for 2020.
- BARTS review deadline extended due to fire, hail and coronavirus travel ban
- According to Dr Hinchcliffe looking at ways to enlighten program as it currently lacks direction with the potential of putting more constraints on the program
- **CASS will organise student consultation session in late March/ April**
 - Likely two hour session where Bachelor of Arts students come in, hear about suggested changes and provide feedback
 - We are happy to aid CASS in getting feedback and promoting this consultation session through social media means such as our facebook page and CASS@ANU
 - We will hope to have our own consultation with students about the Bachelor of Arts with a variety of students across many different year levels and programme types.
- If BARTS students have any immediate feedback/ thoughts on program please let us know, we would love to listen and pass on your opinion.

4. CASS Student Drop-In Session

- Consistent issue within CASS is the student drop-in session system they employ. Both of us hope to help CASS address this issue and discuss how service delivery can be improved for both students and the staff. Consensus that while service is good, there is a lack of staff and facilities.
- New management and staff in CASS Student Experience Office this year
 - Wait to see if any changes are made
 - If not will bring up again to CASS College Executives later in the year
- We want to see ideally:
 - More flexibility with option to book appointments directly
 - A reduction in wait times with more staff and better facilities
 - More privacy for students when discussing sensitive and personal academic issues

5. Introducing ourselves in First Year Lectures

- Have been introducing ourselves to several first-year lectures

- Been doing this as part of election commitment
- Want to raise awareness that we are here to support and advocate CASS students particularly those in first-year
 - Historically first-years are least aware/ engaged with ANUSA, CASS representatives and relevant resources
 - Also a group of students that need lots of support settling in
- Also targeted courses that involve music, visual art and design students
 - Groups of students that are also considered CASS but often less tended to due to sheer number of international relations and politics students

6. CASS Courses with difficulties

Unfortunately there have been a number of difficulties with several CASS courses that we have had to deal with.

PHIL1004

- We received a number of complaints regarding PHIL1004 through both the PPE Society and individual students
- Many students were concerned about the way tutorial enrolment was launched, with a staggered approach instead of opening all tutorials at the same time.
- Left many first year students distressed and confused about the system.
- Was raised with the school and the course convenor with a disappointing response about how students couldn't expect courses to be consistent between different schools and different colleges
- Will be something we address with the college and a discussion we would like to have more broadly about standardising tutorial enrolment across CASS.

US Politics and Washington Internship Program

- SPIR did not open the US Politics course this semester, despite doing so first semester for many years now.
- A communication error didn't communicate to students that with the cancellation of the course the requirements for the Washington Internship Program would also be changing
- A representative from SPIR confirmed that "the pre-reqs for this course have now been changed to no longer include POLS2127, it now states under Assumed Knowledge on P&C that *'Enrolment in this course is selective and determined by an application process. To be eligible to enrol in this course you must have maintained a Credit average in your studies.'*"

POLS2111

- POLS2111 (Elections, Political Behaviour and Public Opinion in Australia) was a course that was supposed to run in the summer session this year
- Initially supposed to run from Monday 6th January to Friday 17th January on Mondays, Wednesdays and Fridays
- Initially postponed by one day due to university shutdown because of bushfires
- One day before postponed Tuesday 7th January start course convenor announced course had been cancelled due to uncertainty over bushfire threat and future university shutdowns
- Affected students to various degrees including Samuel personally
- Frustrating because course could have potentially continued as there were still spare days and no future shutdown

- However, check with university policy and procedure confirmed the course convener was entitled to cancel the course in this manner having given information to students via email
- Course will now likely run in Winter session 2020

7. SRC 1

- We both attended SRC 1 on Wednesday 4 March.
- We were pleased to see the support from the SRC to motions 6.2 and 6.10.
- Obviously a robust discussion was held surrounding the Governance Review. We hope this discussion continues to be broad and well encompassing for all students. The proposed changes to the SRC, including the roles of College Representatives remain a top concern for us.

8. Miscellaneous

- Both of us attended CASS-CAP Orientation Session in O Week on Tuesday 17th February
- ANUSA CASS Representative consultation hours:
 - Settled on a time that works for both of us **11am to 12pm Tuesdays**
 - Will start consultation sessions **next week (Week 4)**.
 - Venue TBD
- Samuel will be second student representative on Class Allocation Project Steering Committee (Timetabling) along with ANUSA Vice-President Madhu
 - Very excited and look forward to working with Madhu to ensure the new changes to timetabling are advantageous to students



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Reference E



**COLLEGE OF ENGINEERING AND COMPUTER SCIENCE REPRESENTATIVES'S
REPORT #1**

[Sophie Burgess]

Executive Summary

- Pls find me a CECS rep partner
- A significant increase in CECS Rep email queries from students due to impact of travel ban has been noticed, however all of the current issues have been easily remedied. No significant issues currently being raised.
- Current initiatives are focusing on getting information into the community regarding the role of ANUSA and CECS Representatives

Academic Issues

Agenda	Further Information
ENGN2219 – skill gap in the BEng/BEng(R&D) programs	Background: A major course change in 2019 was made to a compulsory engineering course, which is having flow-on effects to education. The content of this course was changed from MATLAB (used in most future engineering courses) to Assembly (used for ... nothing applicable in our degree/careers). Students are now going into courses where MATLAB skills are assumed without having formally learnt MATLAB. Current action being taken: I am investigating the purpose behind this change and am in conversation with the Associate Director of Education in the engineering school to resolve this. Am looking at both short term solutions for students who have taken ENGN2219 in 2019 or 2020 so that they can learn MATLAB as well as long term solutions of integrating it back into the curriculum.
Remote students impacted by travel ban	Have been receiving a lot of emails from students impacted by the travel ban regarding gaps in information and communication provided by individual course conveners. Most of them have been new students who have not realised that course conveners are the best point-of-contact for course specific questions, so referring them to relevant conveners and offering in-person support (ie – me following up with conveners if they cannot get contact) has been successful.
Student experience in education	At CECS CEC #1, it was raised by committee members that student experience should be a priority in 2020. This motion was broadly agreed upon. One issue raised was how hard it was becoming to reach a wide volume of students to request feedback on changes and education in CECS due to the large number of different platforms being used by students. Am current gathering information from students as to which platforms they use and how they would like to receive communication.

Further Information

Social Initiatives and other Agendas

Initiative	Further Information
Intro CECS Rep/ANUSA Info	Information for Wattle/Piazza has been posted by course conveners in 1 st and 2 nd year courses to explain my role. Additionally, the TV's in CECS buildings display an information slide about ANUSA and CECS Reps.
CECS Class Rep Meetings	Am in discussions with CECS Student Services to have CECS Reps more deeply integrated into Class Rep feedback loops. Am awaiting a list of emails and will be contacting all CECS Class Reps personally to reach out a line for support in their feedback gathering and issues with conveners.

Academic Initiatives

Initiative	Further Information
Student Research Week	I am looking into organising a major event in Semester 2 to help support undergraduate students with research components or integrated Honours. This will be a 2-3 event program with information sessions, meet and greets with academic staff, laboratory tours and networking events. I have gotten feedback from key staff stakeholders and will be moving forward to getting student feedback on the event, before putting together an event brief and planning dates/sessions. Will likely be requesting funding from the College Rep pool for catering at some of these events.

Future Initiatives

Initiative	Further Information
Joint CECS Calender	Investigating a joint calendar for CECS students for events, as well as potentially job application closing periods and major assessment due dates. Will be consulting ESA and CSSA in the near future to discuss if this is a viable idea.

Reference F

College of Law Representative's Report

Georgina Price and Max Claessens
CRC 1 - 11/03/2020

Summary

1. Introduction
2. Coronavirus
3. O-Week and Welcome Events
4. Student Services Office
5. Coffee and Vending Machines in the Law School
6. LLB Review
7. Textbook Bursaries
8. CoL Representative Office Hours

Introduction

Hi everyone, we are your College of Law Representatives for 2020 and are very excited to be taking on the role this year. We can be contacted at sa.col@anu.edu.au or on our facebook page 'ANUSA College of Law Reps'. We have had a productive start to the year, Georgina met with the Sub Dean Cam Roles in early January and we will be setting up a regular meeting time with him throughout the semester. Additionally we attended the first College Education Committee for the year and have had our first meeting with Elaine and the Student Services team who have provided us with much of the information we pass on below and the opportunity to raise any student concerns. We hope everyone is having a good start to the semester after a difficult summer and invite you to contact us if you have any problems or concerns!

Coronavirus

Addressing issues arising from the advent of Coronavirus has been at the forefront of student support measures undertaken by the college of law this semester. We have been very fortunate compared to other colleges in that only a small number of law students have been affected by the travel ban and most have been later year students. This has made it manageable for the college to support students through measures including:

1. Online courses; lectures, tutorials, assessment and reading materials. This has been made much easier by the technology and experience from facilitating a pilot online JD degree program last year.
2. Consistent communication with affected students about their circumstances and needs. The college has individually reached out to all students affected and assisted them in developing a tailored study plan for the period affected by the travel ban. They have also been taking a proactive approach to communication asking that we direct any questions to the student services office.
3. There have also been morale boosting efforts through, for example, marketing teams taking videos of students in class sharing supportive messages in verbal unison. Additionally, many lecturers have made an explicit comment at the start of their introductory lectures welcoming students who are taking the course online due to the travel ban.

We note at the time of this report we have not received any communication from students affected by the travel ban with any complaints or confusion about how the college is managing their studies during this period.

Overall we are very satisfied with the college's efforts and welcome any questions.

Events - LAWS1001 and CoL Welcome Lecture

On the Monday of O Week the College of Law held their annual 'Welcome Lecture' for first years commencing in 2020. The ANUSA CoL representatives were invited to speak by the Sub Dean Cam Roles. Georgie attended the event alongside the Law Student Society (LSS) and spoke to the first year cohort about the role of ANUSA broadly and college representatives more specifically, she also provided the contact details for the CoL Representatives.

In Week 1 the LSS hosted their annual panel for the first year cohort, 'LAWS1001 - Expectations vs Reality'. Georgie spoke on this panel alongside Tiger Lin from the LSS, Associate Professor Joshua Neoh and Rachel from Clayton Utz's Canberra Office.

We also were invited by the LSS to contribute to their first year guide, with information about our role as college representatives. We are very appreciative of the working relationship we have with the LSS and look forward to continuing the relationship throughout the year and use any opportunities to raise student awareness about the college representative role.

Student Services Office Changes - assessment collection, locker hire etc.

Following from our meeting with the Student Services team we have been given a number of updates about their role this year. The student services office has now moved back into the main law school building. Their offices can be found just past the law library foyer.

The Student Services Office has taken over responsibility for locker hire and assessment collection. They have also moved much of this process online, with greater detail available on their website. The biggest point to note here is that assessments need to be requested by a form online in advance of their collection and that they are no longer able to be collected from the office in Building 7.

The student services office also remains in charge of student study enquiries offering drop in sessions as well as longer appointments available to book via their website. We also note that they are a good first point of contact for students wishing to change their enrollment, get permission codes and for other course related advice.

Coffee and Vending Machines in the Law School

We have been asked to pass on that there is free tea and coffee available in the law school foyer for the month of March as a thank you to students for their patience with the renovations. We have also been informed that the college is looking into a more permanent coffee arrangement.

Additionally, we have been informed by the student services team that the decision has been made to remove all vending machines from the law library and foyer. They have asked that students who feel passionately about the return of these vending machines please email them and they can pass these requests on.

LLB Review

We have been advised that the LLB Review is in its final stages of review and will be released shortly. We will have a further update once we have seen the content of the review and will provide this at the CRC closest to that time. We have been informed by our predecessors in handover that they were actively involved in the review as were the LSS in providing student feedback. Additionally, there were many opportunities for student consultation, including an online survey that we have been advised by the College had a large response rate.

Textbook Bursaries

Textbook bursaries formed part of the discussion at our most recent meeting with the student services office on Friday 28 February. Here are the key take aways:

1. Why has there been a transition from cash to Harry Harthog gift cards?
 - Firstly, it bypasses the bureaucracy of finance approval processes which consistently led to delays in receipt of textbook bursaries by awardees in turn delaying access to textbooks. This is because the college can buy the gift cards themselves without undertaking approval processes and distribute those promptly.
 - Secondly, the college can rest assured that their bursaries will certainly be spent on textbooks and nothing else.
 - Thirdly, it allows students to readily purchase their textbooks on campus.

Our feedback so far:

- Gift cards are less cost effective because it prevents recipients from purchasing textbooks online or 2nd hand. However, purchases with the gift cards do provide the purchaser store credit
 - Gift cards haven't ensured speedy receipt of bursaries by awardees. E.G. Max was a recipient last semester and only acquired his gift card in week 6.
2. What is the scope and plan for change of the textbook bursary program this year?
 - There has been recognition of significant need but its extent varies person to person. Hence there is scope for expanding the bursary program to meet this need but also provide bursaries scaled to need. That is, recipients would receive bursaries varying in value according to need.
 - Applications have also been opened and closed earlier this year to ensure speedier receipt by awardees.
 - Feedback is being enthusiastically welcomed. This opportunity to provide feedback will be taken up by Max through an email summarising his hopes and justifications for expanding the textbook bursary programs.
 - Textbook bursaries will continue to allow awardees' holding of other bursaries concurrently. For example they may hold a law textbook bursary and ANUSA textbook grant.

Our feedback so far:

- This scope and plan for change is great!

CoL Representatives Office Hours

Upon coming into the role and gaining a greater understanding of the types of issues most commonly raised as part of the handover process, we have come to believe that holding regular in person office hours will not be the best form of communication and presence for the CoL representatives this year. Instead we are looking to ensure we respond in a timely manner to all email and other online enquiries. If anyone has any feedback about this approach we would welcome any feedback, and we can best be contacted via our email sa.col@anu.edu.au

Reference G

CRC 1 JCOS Report

Joint College of Science Representatives: Sai Campbell & Yasmin Potts

Introduction:

We are really excited to be taking on the role of JCOS reps for 2020 and want to acknowledge the wonderful work of the 2019 JCOS reps and the handover we have been provided. We are currently unable to access the College Rep pool as the splitting of the funds is yet to be decided among the representatives, but we expect this to be resolved soon. National Science Week planning is currently our main priority and a considerable amount of work must be completed before the end of Term 1 for us to be in a good spot for the Week.

Projects:

Project	Details/Purpose	Timeline	Costs	Progress and Actionable Items
ANUSA Science Reps X Science Society BBQ	Welcome BBQ held with Science Society to informally introduce JCOS reps to the wider community. To be held in the BBQ area near the Science Ball	Thursday 12 March 2020 11am -1pm	~\$150	Need to meet with other college reps to divide the college rep funding pool which is currently planned to be an even split between all colleges. Then we will use funds to purchase food. Science Society has already completed Functions on Campus application and will help with running the event.
ANUSA Science Reps X Science Society Drop in Sessions	Holding joint drop-in sessions in a public area for science students to come and ask questions and for advice about their degrees or courses. Will be integrated with SciPals program to allow for mentors to meet with their mentees.	Fortnightly Mondays 11am – 1pm starting Week 3	TBC	Need to find a location. Considering having free food/coffee/tea which will potentially be jointly funded by JCOS reps and Science Society.
2020 National Science Week	Largest event of the year which celebrates Science at ANU in an accessible way for the ANU community.	Early Semester 2	~5k More funding usually provided by other societies which run joint events with JCOS	Handover document provided by previous JCOS reps Ruth and Grace. Events need to be decided and event directors need to be scouted before end of Term 1.
Research and Internships Fair	Opportunity for students to speak from representatives from major research institutions in Australia including CSIRO, WEHI, ANSTO, ANU academics and so on.	Week 8	TBC	Planning for NatSci Week needs to be done before we will be certain this event will happen as it may be moved to Nat Sci Week. CECS rep has also expressed interest in co-hosting and organising the event.

	Although something like this was carried out during National Science Week last year, some discussion with Science Society has focussed on more 'fun' events being held during the Week rather than academic events.			
Container Deposit Scheme Facility on Campus	CDS for students to recycle bottles and other recyclables which will ideally be located in Kambri for ease of use.	TBC	TBC	Need to consult with management and CDS ACT.

Expenditure:

Nil.

Academic Issues:

Course	Details	Progress and Actionable Items
MATH1013/1014	Many international students have been affected by the travel ban. We have been receiving multiple emails from students taking MATH1013/1014, exclusively, regarding remote learning. Convenors for both courses did not open remote access options until Week 2. Queries have been received regarding midsemester exam arrangements and what will happen for students who will not be back by then as the travel ban has not yet been lifted and does not appear to be lifted for a while yet. Queries have also been received regarding special consideration with respect to assessment that is usually done in person (workshop quizzes etc etc).	Workshop enrolments appear to have been resolved for remote learning students. However there is still uncertainty about changes to assessment. Am planning to speak to course convenors to clarify what their plans are for assessment and ensuring those changes are communicated clearly to students.

Reference H

Reference I

ANUSA CAP Reps Spencer Cornish & Millie Wang CRC 1 Report

CAP Orientation Week Undergraduate Induction Session & Welcome Lunch

We made an appearance at the Undergraduate Induction on the Thursday of O'Week, where we introduced ourselves to first-year CAP students. We explained our roles and how ANUSA represents the interests of undergraduate students, both CAP and non-CAP. Then we hosted a Welcome Lunch that was organised by the CAP Student Office. We invited various CAP-affiliated societies, of which eight societies came and set up their stalls, to create a 'mini Market Day'. This gave the first-year students a chance to meet the societies and learn about the opportunities available to them. Overall, it was a successful day, as we were able to clearly present and introduce ourselves as the ANUSA CAP Representatives and leave an impression on the first-year CAP students who attended.

CAP Education Committee Meeting 1

At this meeting, several topics relevant to undergraduate interest were discussed. First, there was a suggestion for a meeting between all elected CAP undergraduate course representatives and CAP Student Centre leadership some time during week 5 of semester. We mentioned that we also plan to attend this meeting to encourage communication between ourselves and the course representatives. Secondly, the Committee deliberated on and agreed to remain engaged on Scholarship and Prize administration. It was decided that a series of common principles concerning scholarship administration, roles and responsibilities needed to be settled. The majority of the meeting following this issue was concerned with moderation practices in CAP-led courses. Within this, numerous student appeals were cited to exemplify potential grading issues across courses. A primary issue identified here was the ambiguity of take-home exams in their heavily variable time-length (including 3 hours, 1 day, 1 week etc.). We commented on this issue and agreed that the format of take-home exams can often be confusing for students, particularly the difference in quality expected between them and longer-length assignments.

Meeting with CAP Student Society Vice President

We met with the Vice President of the CAP Student Society for an hour on the 25th February. During this time, we focused our conversation largely on two topics. The first was the establishment of a CAP student leaders meeting in week 4. For this, we hope that each student groups bring about 2-3

members to come devise how we could collectively enrich the CAP students experience on campus, primarily through the planning of joint events. Currently, a room in the China in the World Building is temporarily booked on the Thursday the 19th March to host this meeting. The second topic we discussed was our joint efforts to increase engagement with first-year students. Several methods were considered to help solve this issue including increasing advertisement of Monsoon magazine and the potential of a Facebook group-chat between ourselves (ANUSA CAP representatives) and the 1000-level CAP course representatives.

Meeting with ANUSA College Representatives and Education Officer

The Education Officer met with four College Reps, representing CAP, CASS, and Science, between them. There were a few issues that were discussed, the first being the Teaching and Learning Development Committee (TLDC). Topics for discussion included the length of STUVAC and teaching breaks, learning engagement, and the idea of students as customers. The second issue was regarding First-Year Camps. It was agreed upon that instead of the camps, each College will run their own 'Get to know your College' weekend, which has been proposed for the 21st – 22nd March. The third issue that was raised was concerning the international student experience. Discussion was mainly focussed around automated Echo transcripts, student timetable regulations, and making international students feel genuinely welcome at the ANU. This led to a discussion about the challenges facing working undergraduate students, including the issues with compulsory lecture attendance. An idea that was raised was to consult/survey students within each College. Another issue that was mentioned was that there should be meaningful discussion about how ANU's recent climate statement ties into our teaching and learning activities that are relevant to every discipline. Course Representative training is also still yet to be finalised.