



AGENDA – College Representative Council (CRC) 3 2020

Wednesday 6 May 2020

Zoom – 6:15pm

<https://anu.zoom.us/j/92713353064?pwd=OWdnT0lsRDBJMW5ZazY1L2FIT2lqQT09>

Meeting ID: 927 1335 3064

Password: 026692

Item 1: Meeting Open and Apologies

- 1.1 Acknowledgement of Country
- 1.2 Apologies
- 1.3 Passing of previous meetings minutes (CRC 2 2020)

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 Course quality/end of year survey

Item: 5: Other Business

Item 6: Meeting Close

Expected close of meeting 8pm

Reference A

Refer to the President's SRC 3 report.

Reference B

Refer to the Vice-President's SRC 3 report.

Reference C

Refer to the General Secretary's SRC 3 report.

Reference D

CASS Representatives Report CRC 3

James Eveille and Samuel Lee

Executive Summary

1. [Acknowledgements and College Update](#)
2. [COVID-19 Continuity Updates](#)
3. [Proctorio within CASS](#)
4. [Meetings and Updates](#)
5. [Ongoing consultation and Education Workshops](#)
6. [Miscellaneous](#)

1. [Acknowledgements and College Update](#)

The start to the second half of the semester has been relatively quiet for both of us beyond issues we address later with Proctorio. We've received a few pieces of correspondence from students with concerns surrounding assessment structures and general class-based issues which we've been able to resolve directly with course reps and course conveners. Otherwise our focus has been on ANUSA wide issues such as Proctorio. We are particularly pleased with the ongoing campaigns and efforts from ANUSA and the broader student body, including those student societies within CASS who were very proactive on the issue of Proctorio. We would like to congratulate and thank all student representatives for their activism and work regarding this issue. **We continue to encourage any CASS student with any issues or concerns about anything to get in touch with us via our email sa.cass@anu.edu.au or via our Facebook page inbox <https://www.facebook.com/anusaCASSreps/> . We are working hard to be as proactive and responsive as we can be in this ongoing situation.**

2. [COVID-19 Continuity Updates](#)

The big issue across the College in our last report were issues with assessments and the transition to online learning. We are pleased that a significant amount of issues raised with us were resolved quickly with the College and that the College administration were very proactive and responsive to our feedback. Broadly, the transition to online learning within CASS has been done with general success and we are very pleased with the efforts most of the schools have done to ensure their courses can be as accessible and responsive to the situation as possible.

Now that the second half of the semester is upon us, we anticipate the number of concerns around assessment structures and scheduling to be minimal (apart from exams that will use the Proctorio software). We are being vigilant about issues that we are hearing through a multitude of channels and we are looking to get some more feedback on the transition from students and advice from them on what the College can learn from this experience so that CASS can be better prepared in the event an event like this were to occur in the future.

3. [Proctorio within CASS](#)

We are fundamentally opposed to the use of Proctorio across the university and are greatly concerned about the likelihood of its use within CASS courses this semester. We contacted the Associate Dean for Education, Geoff Hinchcliffe, about the use of Proctorio within CASS who informed us it was his expectation that some courses within the College would use the software to conduct invigilation within their courses. So far though we have not received notice of any specific CASS course definitely using Proctorio.

We are very disappointed that the use of Proctorio will not be blanket banned across the College and have since contacted the individual Schools to get updates on the use of Proctorio within their courses on Tuesday 28th April. We have received confirmation that the School of History, the School of Sociology, the School of Art and Design and the School of Demography will NOT be using Proctorio across their schools. We hope other Schools will follow suit and we will continue to advocate on that matter. It is worth noting as well that according to Denise Ferris, the Head of School of Art and Design, that the school did not even need to consider using proctorio anyways because their examination process is very different and does not require invigilation. Below is a detailed table summary of all nine undergraduate schools of CASS we reached out to and their response in regards to the use of proctorio in their school.

CASS School	Date Response Received	Use of Proctorio
Archaeology & Anthropology	No response so far	TBC
Art & Design	Wednesday 29 th April	None, noted that examination process is different and does not require invigilation
Demography	Tuesday 28 th April	None
History	Tuesday 28 th April	None
Literature, Language & Linguistics	No response so far	TBC
Music	No response so far	TBC
Philosophy	No response so far	TBC
Politics & International Relations	No response so far	TBC
Sociology	Tuesday 28 th April	None

Proctorio remains a fundamental breach of trust between the university and students. The privacy and security issues and the accessibility concerns raised have not been adequately addressed by the university. **We are frankly very disappointed** that the university has gone down this path and are very frustrated that the response from the university has been poor and not directly addressed concerns raised by ANUSA, student societies and the broader student body. **ANU must and should lift their game when it comes to important issues like this in the future.**

4. Meetings and Updates

On 2pm Friday May 1st we held a virtual meeting with the Associate Dean of Education, Geoff Hinchcliffe, to discuss ongoing issues and concerns within CASS. Professor Hinchcliffe again confirmed that there was nothing stopping CASS courses from using Proctorio and that it was a convener by convener basis. However, he did remark that CASS courses will always try to look for a Plan B to using Proctorio and encouraged us to make students views known about Proctorio at the upcoming CASS Education Committee meeting. We also spoke to Professor Hinchcliffe about the student perspective on auto-transcripts given the strong opposition from the CASS Education Committee at the last meeting. We pointed out how it helps students with accessibility issues and different learning styles and were pleased to hear Professor Hinchcliffe agree with our consensus. Professor Hinchcliffe informed us that the Bachelor of Arts Review is on-hold due to the ongoing crisis, but that the first year CASS “My College” Wattle page was going well. We hope to make these meetings a regular occurrence before every CASS Education Committee meeting so we can provide the Associate Dean a more detailed perspective of students on various issues. We thank Professor Hinchcliffe to listening to our and students’ concerns.

On 11am Monday May 4th, we attended a CASS Education Committee meeting. This meeting occurred after reports for CRC were due and we will give an oral report at the meeting about the meeting itself.

Additionally, several internal ANUSA meetings on COVID-19 Continuity and Proctorio occurred since last CRC. These meetings were on the 15th, 16th and 23rd April with a CASS Representative attending all of them. The bulk of these meetings were about Proctorio and we are pleased with the progress being made by ANUSA and the campaign ANUSA is running on these issues. **We would also like to thank the ANUSA Executive and other ANUSA members for keeping us up to date with the COVID 19 situation and decisions as they progress** and assure them that we feel very much in the loop of what is happening.

5. Ongoing consultation and Education Workshops

Ongoing consultation is a challenge we are facing due to the inability to hold our intended in person consultation hours. Instead we have been as proactive with issues we've seen on online forums and have been encouraging students as much as possible to contact us through our email or Facebook page. **We continue to urge all students to get in touch with any issues, concerns or feedback through our email sa.cass@anu.edu.au.**

Samuel has been running a series of education workshops to help provide academic support to CASS students. The nature of these workshops has changed drastically due to the COVID 19 outbreak, however content still remains the same and beneficial.

The first series of "workshops" were done in conjunction with the Society of Arts and Social Sciences (SASS) and ANU Academic Skills, catering specifically to CASS students. Samuel and SASS worked and discussed together with Vivien Silvey from Academic Skills to create videos on **How to reference Harvard style, How to reference Chicago style and How to structure and write essays** for Art and Social Science subjects. These were done in a video format to allow CASS students to be able to go back and use these videos as a reference many times. There was also a virtual question and answer session on **3pm Wednesday 22nd April** where Vivien was able to answer questions students had in regards to these videos. **We would like to thank Vivien and ANU Academic Skills in all their hard work helping create and present these videos. We would also like to thank SASS Vice-President of Education Varshini Viswanath for her collaboration and help.** Links to the videos on YouTube can be found below:

Harvard Referencing: <https://www.youtube.com/watch?v=q5BFfy9ntw&feature=youtu.be>

Chicago Referencing: <https://www.youtube.com/watch?v=NNOfZSmNqxQ&feature=youtu.be>

Essay Structure and Writing: <https://youtu.be/t1V4CuHjz2A>

Another workshop collaboration Samuel and SASS did was with ANU Careers. We were delighted to get Susanne Jones on board from ANU Careers to help us present a **careers workshop on How to search for jobs that relate to your interests for CASS students**. This virtual workshop ran at **6pm Tuesday 5th May**. Again, **we would like to thank Susanne for all her hard work presenting this workshop**. We hope to work again with SASS, Vivien, ANU Academic Skills, Susanne and ANU Careers on more (hopefully in-person) workshops in the future.

6. Miscellaneous

OGM 1 was held on 23 April. A motion against Proctorio was put forward and we were very happy to support it and the campaign in this meeting. An additional motion with electoral reforms to the position of College Representatives was also put forward. A large discussion occurred at the meeting

about the proposed reforms and the substantive motion was split into its two aspects. We were pleased to support reforms to the casual vacancy mechanism used in the event of a vacancy within the CRC. The first aspect, relating to electoral reforms to do with ticketing and split election results, was ultimately voted down and we both voted against these reforms for several reasons James litigated in the meeting. **We are disappointed that no consultation was given to any College Representatives about these reforms in advance**; but we hope that the established Electoral Reform Committee will address these issues more broadly.

SRC 3 was held on 29 April. We both attended and were pleased to see the SRC endorse a number of motions relating to proctorio and workers' rights.

James attended a meeting of the Governance Review Working Committee on 28 April. A lot was discussed, and James intends to hold broader consultation with the rest of the CRC as a timeline and discussions continue.

On 15th April Samuel had a meeting with Madhu and Susan Scarlett (new Timetabling Project Manager) about the Timetabling Class Allocation Project. The meeting was constructive. Madhu and Samuel then sought feedback from the ANUSA Timetabling Steering Group on 22nd April about some of the issues Susan wanted student input on. This again was very enlightening. Samuel would like to thank Madhu for her hard work on this committee and many other committees as well. Samuel would also like to thank all the department officers and college representatives that agreed to be on the timetabling steering group to help provide a diverse and multi-college opinion on this new timetable. He also encourages all college representatives who would like to get involved to do so and let him know.

On 29th April Samuel attended the Disability Action Plan Committee meeting. Samuel is excited to be the College Representative for this committee and applauds the work of Zoe Ranganathan, the DSA Officer.

Reference E



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COLLEGE OF ENGINEERING AND COMPUTER SCIENCE REPRESENTATIVES' REPORT #3

[Sophie Burgess & Kriti Tripathi]

Main Updates

- There are issues regarding access to some key software used by CECS students.
- There are two courses in CECS intending to potentially use Proctorio (details below).
- Activities to support potential CECS honours students are being planned.

Academic Issues

Agenda	Further Information
Ongoing: Proctoio for Final Exams	There are currently two CECS courses which are planning to trial and potentially use Proctorio. At this stage, we do not have further details about which courses these are.
Resolved: Access to software and system kernels	ANU's "My Digital Campus" option did not originally fully support CECS students, with several software gaps. Solidworks (used in courses such as ENGN1211, ENGN2300) was not present, however feedback has been taken on board and it has recently been added. As far as we are aware, there are no more major persisting issues regarding access to software in CS or ENG courses. Mac compatibility with some software types may still be an issue for a small number of students, however no recent feedback has been provided in this space.
Resolved: Assessment Weightings	Conveners of concerned courses have been approached, and solutions have been discussed. ENGN2219 reintroduced their Mid-Semester Exam. COMP1730 is unable to reintroduce a Mid-Sem Exam, however is offering an optional practice exam for students with feedback and marking. Options for the final exam are yet to be finalised. ENGN3226 had incorrect information on Programs and Courses - no Mid-Sem exam was planned this semester. COMP1100 seems to have split opinions in the class. Students concerned have been recommended to talk to their Class Reps. MATH1013 (joint with JCOS reps) is planning to set a more lenient exam and marking standards to take Sem 1 challenges into account. This will/has been communicated with the class.

Social Initiatives

Honours Support	We have reached out to the honours convenors of each school to give us an insight into their recommendation regarding choosing a topic and approaching a potential supervisor for students planning on undertaking their honours projects soon. We are now attempting to organise a panel online where students can ask questions and advice about honours projects to a panel of academic staff and students that have already done /are doing their honours projects.
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Other Agendas

Agenda	Further Information
N/A	

Reference F

Reference G

Reference H

CRC 3 CBE rep report

During the break and week 6 we have received several student concerns about their courses and some suggestions for the college. There has been one education committee meeting since the last CRC

CBE remote delivery

The CBE has reached out for feedback on their remote delivery so far. We would welcome any more feedback students would like to provide but the key concerns we have had raised so far have been the removal of assessment and concern over the quality of digital lectures and materials. Going forward we will be ensuring that student feedback is continued to be taken on board for the next phase of remote teaching. While the CBE has not made a formal announcement about semester 2 I believe they are preparing for it to be delivered remotely.

Proctorio

In both the feedback document we provided to the CBE as well as the education committee this week Proctorio has been discussed. In the education committee meeting the Associate Dean of Education said that the decision would ultimately rest with convenors and there would not be a college level rule, however she anticipated it would be a small number of courses that used it. We emphasised that informing students whether a course is using Proctorio before census date is incredibly important and will alleviate a lot of stress and anxiety. This was supported however the convenors will only receive access to the testing website on the 4th of May which will be 4 days before the census on the 8th. Hopefully, any courses that are planning to use it are quick in their announcements because this is a very tight turnaround.

Winter courses

We have received queries about whether there will be any winter courses running in the CBE this semester, I am currently unaware of any announced ones however we are chasing this up with the college as these would be invaluable to help the many students that have had disruptions to their programs this year. The CBE has not replied to us by the report date however we will hopefully have something soon.

Reference I

ANUSA CAP REPS Spencer Cornish & Millie Wang CRC 3 Report

Student Concerns

Since CRC 2, we've received several messages from CAP students both on our CAP Representatives Facebook page and through our CAP Representatives email. A central concern within these messages has been the lack of clarification for academic protocol during this period of remote learning. For example, one student messaged to explicitly ask whether the assessment extension process had changed, while others, have asked when the courses using Proctorio will be announced.

Several students have also flagged how the cancellation of overseas study programs in CAP has pushed back their graduation. To counteract this, some of these students have suggested the college offer more on-campus summer and winter courses this year and next, an idea which we will discuss further with our college.

Scheduled Meeting with CAP Student Centre

After CRC 2, we scheduled fortnightly meetings with members of the CAP student centre to create a new avenue for discussion with our college. So far, we've had two meetings and both were mainly focused on the use of Proctorio within CAP. From what we've been told, Proctorio will be used far less frequently in CAP than in other colleges, limited primarily to CAP language and economics courses (however the specific courses using the software are still undecided). In these meetings, we mentioned the handful of issues students have had with Proctorio (i.e. privacy concerns, its inflexibility with students that have children, the bandwidth requirements being too demanding for rural students, etc.) and were assured these will be considered during testing and our colleges' rollout of the software. In particular, Access and Inclusion will be generally relied upon to help students in exceptional circumstances and who are entirely unable to use the software.

CAP Student Office Meetings

In April, we had the CAP Curriculum 3 and CAP Education Committee 3 meetings, where the discussion of how the university's use of Proctorio would affect CAP courses. The deduction made from the meeting was that the convenors of most CAP courses would be able to create alternative assessments, and not warrant the use of Proctorio. However, it seems that language courses may not

have an alternative option in terms of assessment style.

ANUSA Meetings

The issues of Proctorio and how to go about them from a student perspective was a major source of discussion at both the ANUSA OGM and SRC meetings in April.

CAP Degree Q&A with Degree Convenors

On April 7, the CAP Student Centre also facilitated a BINSS Q&A with the new degree convenor, and this proved quite beneficial to those who attended, as they were able to ask or clarify any questions they had about their degree program/structure, and how it has been affected by the pandemic.