



MINUTES – College Representative Council (CRC) 5 2021

Wednesday, 16 August 2021

Zoom – 6:15pm

Item 1: Meeting Open and Apologies

1.1 Acknowledgement of Country

1.2 Apologies

1.3 Passing of previous meetings minutes (CRC 4 2021)

Mover: Christian

Seconder: Sai

Outcome: Passes

Motion to suspend standing orders.

Mover: Christian.

Outcome: Passes

Item 2: Executive Reports

2.1 President's Report (M. Janagaraja) [Reference A]

- Working on a proposal to have a teaching break/ CRC and CRN – keen to deliver in a format similar to previous

- Wanting to avoid having things administered by individual colleges

- Need to also keep in mind that students can't have too many courses attributed to CRS/CRN or they will not meet their academic requirements

- Come to the SGM to move the budget around – want to move money to emergency grants

o Will send a copy of the updated budget to College Reps as some funds have been cut but have been moved to Student Engagement

o This line item can still be accessed by College Reps for running projects

Q: How much will be cut across the college rep pool?

A: Will just be a blanket cut but College Reps can still access the Student Engagement line item.

Q: How quickly can the Board pass the proposals for academic concessions?

A: Meeting ends at 12.30pm on Tuesday so students will probably get comms by Wednesday/Thursday. Student Registrar has resigned so there is a temp in that role – comfort in grant discretions may be low.

2.2 Vice President's Report (C. Flynn) [Reference B]

- Very busy last few weeks – reiterating the things that Madhu has been working on

- Trying to work on things for Residential Halls
- Other academic items will be discussed later
- ACQUAC has passed changes to student academic integrity standards – template letter for academic misconduct has been toned down to reduce stress on students
 - o Working on including ANUSA support services on all of the template letters
 - o If you are an international student whose visa is threatened by proceedings, Student Assistance can help
 - o New letter rolling out sometime this semester

2.3 General Secretary's Report (M. Malone) [Reference C]

- Nothing to add on SRC Report

Item 3: College Representative Reports

3.1 College of Engineering and Computer Science [Reference D]

- Casual vacancy will be filled today
- CECS had a teaching pause last week from 3pm on Thursday until Tuesday morning
 - o Allowed students and staff to make arrangements

Q: What did you do to get the teaching break? What was the reasoning for granting the break?

A: Top down decision. Motivated by lockdown and needing/giving both staff and students the time to adjust. No blanket extensions but indicated that she was hoping for generosity from individual course convenors.

3.2 College of Arts and Social Sciences [Reference E]

- Waiting for course concerns to pop up – hopefully indication that courses are going well.

3.3 College of Law [Reference F]

- LSS has reached out about petition for the the teaching break.
- Christian noted that ANUSA didn't write the petition but they have been in touch with the people who did. Have communicated with the ANU jointly.
- If that falls through, other things will be put in place.

3.4 College of Sciences, Health and Medicine [Reference G]

- Issues with Proctorio – had a suggestion that there would be a set amount of time to do the exam so that technical issues could be worked out
- National Science Week postponed to September

3.5 College of Business and Economics [Reference H]

- Nothing much to add to report
- Discussed the pathway out of red and extreme levels which might be useful
- CBE suggested that it was to teaching staff's discretion as to what mode they want to continue with the rest of the semester
- CBE's mandate for automated transcripts on Echo – huge plus now that there is no in person meetings
- Revisited privacy issues associated with recorded tutorials

3.6 College of Asia Pacific [Reference I]

Motion to pass all reports:

Mover: Sandy

Seconder: Christian

Outcome: passes

Item 4: Discussion Items

4.1 Class Rep policy

Please see the below files:

https://anusa.slack.com/files/U01FUC81KPV/F02AXCJQS4E/item_33a_class_representative_policy_final.pdf

https://anusa.slack.com/files/U01FUC81KPV/F02B4AWPD8B/item_33b_class_representatives_final.pdf

https://anusa.slack.com/files/U01FUC81KPV/F02B4AZS02F/guide_to_raising_concerns_at_anu.pdf

- Each college has their own system for the Course Reps policy – creates a set policy across the ANU for class representatives
- Has an exemption clause that each college is able to make
- Gives a framework by which most colleges and convenors will abide by – saves them the time of having to manage a different policy
- Been on the works for 4 years – finally is getting put up to the University
 - o Assistant Deans were all very happy with it
- Main thing is that it should be a point of standardisation and ensuring that there is a course rep in every single course – goes some way towards providing for academic advocacy
 - o Should be worthwhile

Q: What happens if there are no expressions of interest in the roles?

A: Will not randomly assign. Working with Student Assistance on an escalation of academic concerns guide. Will be a section on Wattle called ‘Course Support’ for every single course including Course Rep details and the escalation guide.

4.2 Content warnings in the classroom

Please see the below policies:

- Policy 1a:

<https://anu365.sharepoint.com/:w:/s/ANUSA2021/EVHBLDs2vABPjjo4Uz2ioegBqKjxRbufHxJiI90QenMHg?e=SqHh1Y>

- Policy 1b:

<https://anu365.sharepoint.com/:w:/s/ANUSA2021/EQI0Xnmtx6NEuAOW6thWwnoBecVPDiCb0H9umzfTT5cbQ?e=tXomPm>

- Federal Government made political changes to pass free speech requirements
- Was hoping to work on introduction of CW guides for each course
- Way to create an easy to follow draft for a content warning guide for course convenors
- Imminent content warnings are not helpful because they don’t give students much time to

- prepare
- Template for each convenor to use which lays out all of the issues
- Shows that students will make the necessary arrangements to attend the class and look after themselves
- Draft content templates to come
- Including compulsory acknowledgements of country at the beginning of teaching activities – good way to make sure that people are reflecting meaningfully on reconciliation
- Pronouns guide to do a pronoun round at the beginning of each tutorial

Q: How comprehensive is the list of trigger warnings?

A: Never expressed as an exhaustive list but just flagging the general issues with the convenors. Asking convenors to include their own where appropriate and have run ideas past Department Officers.

Item: 5: Other Business

5.1 Confirming the appointment of CECS rep

Motion that the CRC confirms the appointment of Sophie Chinn as the new CECS Representative.

Mover: Sandy Ma

- Sophie is an Engineering student so should allow us to be more across the CECS portfolio

Seonder: Christian

Outcome: passes

5.2 Discussion of COVID situations

- Christian: looking for specific things that people are struggling with. High priority is Teaching break and then after that, looking at policy for extensions or CRS/CRN
 - o Are there other things that might be useful?
- Yasmin: CASS just didn't want to have to distinguish people for CRS/CRN but they were okay with COVID stuff generally
- Sai: Working group looking at assessment development/hybrid learning?
 - o Are there students on that working group?
 - o Christian: have been in contact but pretty sure that there is no substantial working group set up yet or if there is, it's just a Steering Group dealing with the whole online system.
 - If there is a working group, there will be a CRC member and Exec member on that.
- Sai: noted that they haven't been getting many requests for assistance
- Meg/ Christian suggested that we could do a post on the ANUSA page which highlights each of the College Reps contact details and then someone could share that
- Meg also suggested filtering concerns to your junior Exec buddy instead of going directly to Madhu/Christian to take off their workload a touch

Item 6: Meeting Close - 7:24pm

Reference A

[Refer to SRC 4 Report]

Reference B

[Refer to SRC 4 Report]

Reference C

[Refer to SRC 4 Report]

Reference D

College of Engineering and Computer Science Representative Reports

Education Matters drop-in

- The CECS ADE has launched “Education Matters”, a regular meeting where academics, professional staff, and students can meet to discuss ways of improving student and staff experiences within the College.
- Sandy attended the inaugural meeting on the 6th of August, and was one of three students present at the meeting. I strongly recommend students to drop in, it’s a really good way of getting solutions and ideas straight to the person who is able to make these changes within the College. People in attendance are not just within CECS so it’s a really cool place to discuss ways of improving student experience :)
- Drop in anytime between 9-11am on Fridays in the newly renovated Birch Building :)
There’s free coffee, tea and biscuits!!

ANUSA CECS Representative Casual Vacancy

- Early last week, Swatantra submitted her resignation. I wish her the very best, and thank her for her support in the past 8 months.
- ANUSA opened applications for the casual vacancy last week, and we will hopefully be able to appoint a new CECS Representative at CRC 5!

Lockdown teaching pause

- In response to the Canberra lockdown, CECS has implemented a teaching pause on all COMP and ENGN coded coursework activities from 3pm on Thursday 12th August until start of business on Tuesday 17th of August.
- While many convenors have been extending deadlines during this pause period, there is nothing currently mandating this. If students are experiencing distress due to this, please reach out at sa.cecs@anu.edu.au - I have contacted the school regarding this already but they have yet to respond (as at 10:45am, 16/08/2021).

Reference E

CASS Representative Report CRC 4 - Yasmin Kirk

Executive Summary:

1. CASS CEC 4
2. Courses with issues
3. Redesign of Clinical and Social Services at ANU
4. Canberra and COVID

1. CASS CEC 4

- € I attended the 4th College Education Committee meeting for 2021 on the 26th of July. Where various issues were discussed, the primary ones noted below.
- € There was a presentation from the ANUSA Queer* Officer, Vincent Lee, about the ANUSA Pronoun Practice Guide. Those in attendance were supportive of the idea of beginning tutorials with names and pronouns, but a couple did express concern at accidentally forcing students to out themselves.
- € In relation to student dispute resolution, the semester 1 method of approving CRS/CRN was brought up and the general consensus was CASS supports the continued use of CRS/CRN. However, this support was conditional on a blanket approval or denial of applications. They did not want to have to distinguish who should be allowed to have it again as many students mistakenly applied for it when the only applications approved were those who were directly affected by COVID (i.e. being in the middle of an outbreak such as remote students in India).

2. CASS Courses with Issues

- € POLS2123 Peace and Conflict Studies
 - ∅ There was a discrepancy between online and in-person tutorial, causing concern that students studying remotely would be disadvantaged by the higher student to teacher ratio.
 - ∅ Upon contacting the course convenor about this, he was able to put in a request to the Director of Education at the School of Politics, for an additional online tutorial. This request was accepted, allowing a more even distribution of students.

3. Redesign of Clinical and Social Services at ANU

- € I was invited to a working committee on the redesign of services at ANU, however was unable to attend so Grace King, ANUSA Gen Rep, went in my place. Really positive that we're having access to these committees!

4. Canberra and COVID

- € I'd lastly just like to note that any CASS students experiencing difficulty in the current outbreak should reach out for support. If you are having difficulty completing coursework or attending class at this time, let your course convenors or tutors know, and I'm here to provide any back-up you might need!

Reference F

College of Law Representatives' Report

Lily Henke and Isabel Marsh

CRC 5 - 18/08/2021

Summary

- 2 **Introduction**
- 3 **On Campus vs Online Learning this Semester**
- 4 **Streamlining Career Services at the College of Law**
- 5 **Support throughout Semester 2**

1. **Introduction**

We hope everyone had a good start to Semester 2. Since presenting our last report at CRC 4, we have had a relatively quiet period. We met with staff from CoL Student Administration Services shortly before CRC 4, so updates from those meetings can be found in our CRC 4 Report.

2. **On Campus vs Online Learning this Semester**

As mentioned in our previous CRC 4 report, the College of Law has planned for most tutorials to be held on campus this Semester. The College has moved several on-campus tutorials to an online format due to the large number of students unable to return to Canberra for Semester 2.

As stated in the previous CRC 4 report, elective law courses will retain a primarily on-campus mode of teaching, unless the ACT enters a lockdown period. Students studying these courses who cannot study on campus will be catered for via recordings of class content.

Should any students have feedback about the number of on campus or online tutorials provided for a particular course, please feel free to reach out and we will address these concerns with the College.

3. **Streamlining Career Services at the College of Law**

The College of Law has appointed a new employee to streamline career-related programs by the College. As part of the CoL Student Services Administration Team, the Careers team will be working to introduce career workshops, such as working on resumes, interview preparation etc. The team is also working on improving the internships program and practice experience opportunities at the College.

4. **Support throughout Semester 2**

We hope everyone has had a successful start to Semester 2 and congratulate everyone on their efforts through a challenging start to the semester. We encourage law students with any academic issues or concerns this Semester to reach out to us at sa.col@anu.edu.au as we are always willing to lend a helping hand and point students in the right direction to receive support.

Reference G

CRC 5 JCOS Report

ANUSA Science Representatives: Metta Chalapati & Sai Campbell

18th August 2021

1. College Education Committee Meeting July 26th 2021

Metta and Sai were both in attendance for the CEC meeting on 26th July 2021. We reported that we have obtained funding from the state committee and those funds are primarily being used by Science Society to run a number of events. Furthermore, these events included panels, balls, hands-on events and more. We also encouraged any members of the committee to reach out to us if they are interesting in running or obtaining funding for events for students.

We also relayed our concerns for issues instigated by the use of Proctorio that were encountered in a MEDN course. Essentially, Proctorio failed for some students which meant that some of the individuals sitting the final exam were not invigilated while others were. We were interested to hear if this has been a common occurrence in other schools and what options could exist to either prevent this from happening or, alternatively, allow for a more failsafe and fair final examination.

Maryanne Denver (Pro Vice-Chancellor for Education and Digital) gave an address at the start of the meeting regarding digital advancement here at ANU. She had mentioned that a working group had been put together to examine assessment in the new remote-learning environment. At the previous CRC, we had asked if any students were sitting on it and the ANUSA President said that they would investigate.

Maryanne also mentioned that the university was interested in further improving the 'employability' of students which we thought might relate nicely to our interest in professional development programs. She stressed that they were interested in building an employability framework which might focus on industry engagement. Sai and Metta are both interested in following this development as we are concerned with the ethical implications of this strategy.

In regards to online assessment, presently, it was noted that administrative issues with exams and technical support has so far been provided by convenors which creates a large burden. Online exams, however, have also saved convenors a lot of time due to the ease of marking. It was also noted that the grade curve has been significantly impacted with more students obtaining higher grades which was potentially due to factors such as staff being able to actually read students' writing. It was also suggested that the weighting of exams could be brought down and it could be a line of investigation for us as to whether this would be preferable for students.

2. JCOS/CECS Student Professional Development Program

After discussions at the previous CRC meeting, it was brought to our attention that there have been talks of the ethical implications of allowing third parties to run professional development programs here at the ANU. Sai is interested in following this further.

3. National Science Week

National Science Week has unfortunately been severely affected by the current COVID lockdown situation in Canberra. Many events have been moved online or postponed. We do not expect this to impact our funding, however, we are required to seek permission to use the funds to run events outside of the designated time period.

More details about these events can be found here: <https://www.scienceweek.net.au/>

We do still have access to a substantial amount of funds which have carried over from the previous year. Our preference is to use the funds to run in-person events however it is unclear when the current lockdown might end. We may have to carry over funds to next year as well for the future JCOS reps to use.

4. Current Financial Position and Student Financial Assistance Fund

The JCOS College reps currently sit with a surplus of \$2670. After considering the ANUSA President's request to review our funds, we have decided to donate \$500 of our budget to support the student emergency financial assistance fund considering the current impact of COVID-19 on students in lockdown.

The following table excludes the funding provided by the College Representative Budget.

Line Item	Credit	Debit
ACT National Science Week Grant 2020	925	
ACT National Science Week Grant 2021	1045	
Science Society Leaders Lunch		300
ANUSA College Rep Pool	1000	
Donation to Student Assistance Fund		500
Net position		2170

Reference H

ANUSA CBE Representative Report for CRC 5

Summary

1. CBE Education Committee 05/2021
2. Following up on student concerns

1. CBE Education Committee 05/2021 (26 July)

We attended CBE Education Committee 05/2021 on 26/07/2021. The most important items raised in the meeting are presented below:

- COVID-19 measures

Citing the ANU policies, CBE noted that in high/extreme risk levels, the university will shut down, as is currently the case during the lockdown period. In the medium risk level, teaching staff will have the discretion to return to in-person modes subject to masks and social distance requirements. Prior to the lockdown, we were at low risk, so we may see a change in the teaching method over the next semester.

- Privacy in tutorials

CBE has implemented several policies to maintain privacy in online tutorials that are recorded for later purposes. Students are directed to ask questions at the end of each tutorial if they wish to remain private so the demonstrators can crop the recording. Students who ask questions during the tutorial will be left audible and/or visible in the recording.

- CBE-wide extension forms

A CBE-wide assessment extension form has been created. It is a Google form based on that of the Research School of Management's existing form. It is intuitive and will be advertised on Wattle and the CBE website. Unfortunately, we will need to confirm when the form will be made available to students.

- Use of Studiosity for academic skills support

CBE is somewhat hesitant to endorsing the use of Studiosity as a substitute to academic skills support. The ANU is considering allowing access to Studiosity for international students only, however, Committee members raised fairness issues on this restricted use given some domestic students are unable to access on-campus services as well. Committee members were also concerned over the support service's ability to distinguish between assignments and take-home exams when aiding students who may look to exploit it.

- Automated transcripts for ECHO360

CBE reports that lecturers will need to seek approval to turn off automated transcripts for lectures and other recorded videos. This a considerable step forward in accessibility at CBE given the issues raised in the past.

- Year in Industry program

CBE's Year in Industry programs have been approved by AQAC and will be advertised soon for prospective students. It will be a four-year program in either Actuarial Studies or Commerce streams, with a year of industry placements included. These programs are designed to provide workplace experience and mimic similar degrees at University of New South Wales and Macquarie University, as well as the Year in Asia programs at ANU's CAP.

2. Following up on student concerns

We have been following up on one major concern since CRC 4. That being, accessibility in ECHI3009 for remote-learning students. The lecturer primarily used a whiteboard instead of lecture slides when teaching. The work covered during these lectures was not recorded by ECHO360, leaving remote students disadvantaged. CBE has investigated these concerns and progress has already been made.

As a postscript, we must note that we will be attending the CBE Education Committee 06/2021 on 17/08/2021. We expect important changes to courses will be announced in this meeting given the current COVID-affected situation. We will update the College Representative Committee and wider

student body in due course.

Reference I