



Arc @ UNSW limited
PGC MEETING AGENDA
Tuesday, 19 April 2022
TEAMS
6:00 pm

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

Apologies: Fatima Iqbal

1. Meeting Opening

The meeting opened at 6:03pm.

1.1. Acknowledgement of Country

Completed by the PGC President.

1.2. Apologies

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 of previous minutes: 8 March 2022

RESOLVED

THAT the minutes from the PGC meeting held on 8 March 2022 are accepted as a true and accurate record.

CARRIED

1.4.2. Matters arising/ action list

The action list was 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

J. Wilkinson was appointed as the meeting observer.

On behalf of PGC, the President showed appreciation to J. Wilkinson for his great work throughout his time in PGC.

2. Matters for Decision

There were no matters for decision.

3. Matters for Discussion

There were no matters for discussion.

4. Office Bearer Reports

4.1. President

The report was taken as read.

The President noted that the Council has been stronger this year, with many engagements with the Vice Chancellor of UNSW happening along the way.

Aligning with the University's desire to improve safety, the President has been working to advocate for concession parking, especially for postgraduate students who may need parking at odd times during the day.

On the findings of the NSSS Report, and of which the Vice Chancellor of UNSW has placed a high priority on the issue of sexual harassment on campus; if funding were available, it was suggested the Council hold events regarding the issue, with ideas such as incorporating a safe environment in lounge areas, having resources available to students, and setting up promotional campaigns.

The President is also anticipating to work more with UN SDGs, so that the council can be aligned with global ideals and be approached from outside eyes as an entity of itself.

Postgraduate Week has been tracking well, and whilst being aligned with the Future Students Office, more collaboration is hoped for as they have a wide promotional outreach.

4.2. General Secretary

The report was taken as read.

Various external organisations have been keen to work together with PGC. Hence, it was raised as a good opportunity to work with external organisations and organise events when running out of budget.

Meetings will be recurring until PG Week and Vice Presidents were advised to have a committee member attend on behalf of them if unavailable to keep the communication going. Marketing material requests were advised to be submitted in advance unless urgent.

The General Secretary will send a report to J. Barallon regarding the recruitment progress, which will be updated.

4.3. Equity Vice President

The report was taken as read.

The Postgraduate Week will involve various events, including a mental health talk, wine & cheese night that involves a thesis aspect, gender violence guest talk and parenting & postgraduate students talk. An issue was also raised that the university does not have much information or resources for students who may be parents. The Equity Vice President will be attending an Arc EDI meeting to discuss this further.

4.4. International Vice President

The report was taken as read.

Since it has been a busy period with assignments, no new events were held in April due to low attendance. However, reassessing resources and planning has started for May.

An information booklet is being prepared for international students since the University website can be hard to navigate. The design of the booklet will be done in collaboration with Arc's marketing office, with plans to distribute by O-Week.

Upcoming events include a visa seminar due to changes in visa rules for international students. Suggestions for PG Week include an international food event with games and culturally diverse cuisines. A proportion of the unused PGC funds was mentioned as a possible funding solution for bigger events down the road.

4.5. Research Vice President

The report was taken as read.

A PowerPoint presentation was given by the Research Vice President:

The Morning Tea received good responses from the HDR community; hence it was suggested that officers can take turns running the event on a regular basis. The PGC Research Thesis Retreat brought in academic learning facilitators and saw about 50 participants register and 20 attending.

Final PGC HRD survey results received 429 responses, which was 10% of all HRDs across UNSW and is aligned with the goal from the previous year. The results were presented to GRS and for which they proposed the results to be presented to the University Higher Degree Research Committee and potentially Academic Board. Further work with the GRS team will be taken regarding the next steps.

Key points regarding the PGC Supervisor & Student Awards included key criteria for award, which is still at work within the Research Committee, the eligibility of awards, focusing on prestige and listing those who are above a certain benchmark, and funding & logistics for the award ceremony.

May events involve a LinkedIn workshop which is on track to be held. Postgraduate Week events include an employability event and Women in Research event with potential panel speakers.

The Research Committee Liaison added that a small Shut Up and Write session was delivered, however, was less well-attended. It was mentioned that the level of participation may vary between different portfolios but serves a point to consider if running such events.

Results of the HRD Survey:

- The faculty demographic is reflective of the postgraduate research students in each faculty, with engineering, medicine, science and art, design & architecture being high in numbers.
- There were slightly more international students than domestic.
- Most students financed their tuition through scholarships of some type.
- 70% of people had heard about PCG, however, most people have not attended a PGC event.
- The largest runner of events that students attended was GRS, Graduate Research School.
- Students were mostly interested in academic workshops and professional development.
- Most students were ready to start their career after their research course.
- Significant impact was found in a variety of areas due to COVID, but mainly degree progression in the mental aspect and a lack of lab/office access.
- A number of people had visa or scholarship concerns, due to worries that the visa or scholarship will run out before the degree finishes. It was noted that many may be unaware that extension scholarships are available.

More work will continue in collaboration with GRS on academic workshops and sharing them out.

ACTION

THAT A. Sunjaya will pass the workshop sign-up email list to S. Kweon to add to database.

4.6. Coursework Vice President

The report was taken as read.

To make the events different from last year's PGC Week, Opportunity Australia was taken out of the list, and instead a new panel will be brought on. Work is still in progress for a postgraduate startup event and postgrad hack. Opportunity Australia was mentioned to be held at a later stage.

Details were discussed in a meeting about the Hong Kong China Alliance event to understand the specifications and goals of the event. Understanding that exams are happening for coursework students, the event will be moved to Week 1 Term 2, with dates subject to flexibility.

4.7. Canberra Officer

The report was taken as read.

Postgraduate students were excited to attend events. Main activities on plan involve an introduction of PGC, postgraduate students from Sydney visit Canberra and Canberra students joining the Postgraduate Week in Sydney, with roughly 40 students attending in-person.

Work is still in progress to try and bring a food hub to Canberra, with helpful discussions with M. Portek and collaborations with Arc Canberra.

4.8. Paddington Officer

The President noted the vacancy for the Paddington Officer position and raised that any recommendations for the position to be sent to him.

4.9. Media & Communications Report

The General Secretary reinforced that any submission for marketing requests to be sent two weeks in advance via WhatsApp.

5. Matters for Noting [discussed only on exception basis]

5.1. Committee Liaison Reports

5.1.1. Equity Committee Liaison

5.1.2. International Committee Liaison

5.1.3. Research Committee Liaison

5.1.4. Coursework Committee Liaison

6. Q&A (if any)

Question was raised as to whether PGC can advertise in any of the Arc run newsletters or materials. The President advised members of the PGC to contact himself regarding any such requests.

The accrual approval form and the expenses form were noted to be the same form – PGC Expenditure & Accruals Approval Form.

Regarding the PGC Supervisor & Student Awards, the President raised concerns with the President and the General Secretary being able to be nominated, of which was akin to awarding the PGC itself.

The Equity Vice President mentioned that there is bias unless the nominators remain de-identified and anyone in a position of judging is not part of PGC. Hence also, the President and General Secretary should be eligible for nominations for all the above reasons. Last year the awards did meet both points. There will need to be further discussions, considering also that the Research Committee should not be part of the nominations. The Research Vice President raised that there will be multiple reviewers in place for the award nominations. It will also depend on the criteria for the award, which will be finalised by the Research Committee.

A point was raised to find out previous year awards funding and logistics arrangements with J. Barallon.

A note was made for all to ask other Vice Presidents for any other items for discussion in the future, whether beforehand or on the meeting day, and for matters for discussion to be included in the report.

ACTIONS

THAT A. Sunjaya develops award criteria and further research be taken into the award nomination process.

THAT A. Sunjaya contacts J. Barallon to find out previous year funding & logistics arrangements for the awards.

7. Business without notice

There was no business without notice.

8. Meeting Finalisation

8.1. Meeting evaluation

The meeting ran smoother than last month with a lot of content being taken through. Members were onboard, and the meeting delivered what was required.

The President further added that he would want to be invited to all the committee meetings that are upcoming.

8.2. Next meeting date: 17 May 2022

8.3. Meeting close

The meeting closed at 7:24 pm.

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

PGC President – Joshua Karras

Date: 24/05/2022