



**Arc @ UNSW limited**  
**PGC MEETING AGENDA**  
**Friday 31 March 2023**  
**Hybrid (Arc Training Rooms/TEAMS)**  
**5:00 pm**

**Present:** Anthony Sunjaya (PGC President), Daiana Venancio, Haley Stone, Gurpreet Hansra, Sidra Sarwat, Jack Lodge, Ankita Gupta in-part, Ratih Listiyandini, Tony Le

**Apologies:** Karina Grunewald

**Attendance:** Isabelle Greco

**Absent:** N/A

**1. MEETING OPENING**

The meeting opened at 5:09pm.

**1.1. Acknowledgement of Country**

Completed by the PGC President.

**1.2. Apologies**

An apology was received from K. Grunewald.

**RESOLVED**

THAT the apology received from K. Grunewald is accepted.

**CARRIED**

**1.3. Conflicts of interest disclosure**

N/A

**1.4. Previous Minutes**

**1.4.1. Confirmation: 24 February 2023**

**RESOLVED**

THAT the minutes from the PGC meeting held on 24 February 2023 are accepted as a true and accurate record.

**CARRIED**

**1.4.2. Matters arising/ action list**

Not addressed by the Chair.

**1.5. Meeting administration**

**1.5.1. Selection of meeting observer**

T. Le was appointed as the meeting observer.

**1.5.2. Items flagged for immediate discussion**

I. Greco provided an update to the PGC regarding Universities Accord.

The Task Force team has reviewed the postgraduate submissions for Universities Accord and seeks to focus on three key areas: affordability, the future vision for HDR programs, and ensuring Master's degrees remain exceptional. The team is planning to circulate the submission paper for feedback and consultation and to submit it before 10<sup>th</sup> April 2023.

The Academic Board, GRS and DVCE are also aware of the submission and are open for PGC to share the paper for their views and feedback. The University has also asked for actionable items from the paper to be sent to them, so they can be reviewed and actioned upon by the University.

## **2. MATTERS FOR DECISION**

N/A

## **3. MATTERS FOR DISCUSSION**

### **3.1. The PGC discusses whether the monthly PGC meeting should be opened to any postgraduate student to attend and raise matters**

The paper was taken as read.

### **3.2. The PGC discusses whether the monthly meeting minutes should be publicly disclosed**

The paper was taken as read.

Discussions:

- Both PGC meeting papers and minutes can be published.
- It would be an appropriate first step to have the committee members invited.
- Having minutes and papers on the website will allow and prompt students to raise issues directly with PGC.
- It should be clear whether an individual is observing or contributing at a meeting if they are invited, and how they are managed during the meeting to ensure a coherent structure.
- Non-PGC individuals should ask for permission before they are invited to attend the meeting. The PGC can invite individuals when feedback or issues are received from them.
- It is encouraged that PGC members read minutes to identify any sensitive matters. The PGC can then choose to release a bridged version of the minutes onto the website if necessary.
- Non-PGC individuals invited to the meeting can present their matters at the start of the meeting and have Q&A discussions before being asked to leave the meeting.
- There is a potential concern that there is no confidentiality for the Council.
- An alternative could be to hold events or town hall meetings for the public where the PGC can discuss and answer questions from students.

### **ACTION**

THAT the PGC committee members are advised and invited to attend PGC meetings.

THAT an alternative event/meeting arrangement is sought for public attendance to discuss and raise issues with the PGC.

*A. Gupta joined the meeting at 5:21pm.*

## **4. OFFICE BEARER REPORTS**

### **4.1. President**

The report was taken as read.

A student has expressed interest in the Paddington Campus Officer position.

### **4.2. General Secretary**

The report was taken as read.

Further points:

- Approximately 70 PGC committee members and 50 external students attended the PGC Town Hall event. It was a great opportunity to meet all the committee members. There is a plan to have another Town Hall event in T3, however this could be embedded within the Postgrad Fest or other events throughout the year.
- Committee team recruitments are complete. A number of coursework applicants have been allocated to the Coursework Committee and Project Management Office. The ~40 applicants who have not responded should be contacted and added to the volunteer database for future.
- There needs to be more advertising for PGC morning tea events.
- The General Secretary is starting to plan for T2 O-Week.
- The General Secretary will review PGC financials quarterly and will circulate to committees for officers to plan and use their budget accordingly.

#### **ACTION**

THAT the unresponsive PGC committee applicants are contacted to have them added onto the volunteer database.

#### **4.3. Equity Vice President**

The report was taken as read.

- The Gendered Violence working group has had its first meeting. There will be further updates as it progresses. The Equity Committee Liaison has been attending the meetings in place of the Equity Vice President where relevant.
- There is still work to be carried out on website content for the Equity Committee.
- Harmony Day generated a profit of approximately \$38.
- The learnings from Harmony Day for the future is to switch from Eventbrite to an alternative platform as they are expensive, to plan for pre-packed food instead of food that needs to be handed out on the spot and to have more support in finding a suitable venue.
- UNSW Psychology does not have enough resources to support postgraduate students, and the Equity Vice President is seeking to gather and distribute resources to students to support them in their mental wellbeing.
- Equity Committee members have been invited to attend the Ally training.

#### **ACTION**

THAT the Governance Admin Officer provides PGC an update regarding the transition from Eventbrite to Humanitix.

#### **4.4. International Vice President**

The report was taken as read.

Further point:

- There have been meetings with the Chair of Student Health Advisory Committee (SHAC) regarding mental health, bullying and harassment issues, who is also seeking to take papers surrounding the issues to SRC and SHAC meetings.
- The International Vice President has spoken with the Deputy Vice Chancellor regarding housing issues for PhD students.

#### **4.5. Research Vice President**

The report was taken as read.

Further points:

- An email promotion will be sent out by 7<sup>th</sup> April, which will include HDR survey completion, nominations for Research Awards and a list of events throughout the year. PGC members were welcome to send through any planned events to the Research Vice President to include in the email.

- The coastal walk event was well attended, however, the number of coursework students outweighed the number of research students. The focus on attracting research students is a point to consider for future events.
- Dates have been confirmed for the Research Awards.
- The International Vice President is keen to run events with other committees.
- There is no official closing date for the HDR survey currently, as the Research Committee seeks to encourage as many responses as possible. It will likely close near the end of T1.

#### **4.6. Coursework Vice President**

The report was taken as read.

- The planned Postgrad Pub event will be run as a casual event at the Roundhouse. There will not be any catering or ticketing. The event will need to be put into the PGC event calendar for the wider postgraduate community to attend, not solely coursework students.
- The Marketing team has contributed significantly to the promotion of Harmony Day.
- It would be beneficial to reflect upon the event timeline and to review when tickets spiked in Eventbrite to create an effective marketing strategy.
- Approximately 28 responses have been received for the Coursework Survey. It may need to be promoted via social media posts, rather than emails.
- The Coursework Vice President will be reaching out for members' support for the Coursework Awards.

#### **4.7. Canberra Officer**

The report was taken as read.

Further points:

- The Canberra Officer has delegated work to various volunteers.
- It was confirmed that Arc Canberra is a Club. The Canberra Officer is encouraging PGC Canberra members to run for its Board.
- There are plans to hold a Sydney to Canberra trip in June. The Canberra Officer will review the academic calendar and find a date that suits postgraduate students. Canberra Innovation will likely be able to provide catering and networking for the event.

#### **ACTION**

THAT the Canberra Officer sends a list of PGC Canberra team members to the General Secretary to add onto the Teams channel.

#### **4.8. Paddington Officer**

N/A

#### **4.9. Media & Communications Report**

N/A

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

#### **5.1. The PGC notes the formation of the PGC Task Force on Universities Accord**

The paper was taken as read.

#### **5.2. Appointment of Ada Choi as Chief Marketing Officer**

The paper was taken as read.

The Chief Marketing Officer has posted within the Teams channel to schedule an in-person meeting for marketing members, where the team will discuss task delegations. The frequency of the meetings will also be reduced, from weekly to fortnightly.

### **6. Q&A (if any)**

Humanitix charges similar rates to Eventbrite, however, their profit goes to charity.

## **7. MEETING FINALISATION**

### **7.1. Meeting evaluation**

There may have been more discussions needed during officer report updates, with the possibility of decreasing the amount of running through the already included contents in the reports and updating the council more on new happenings since the report submissions. Otherwise, members asked questions in an orderly manner, which were also answered appropriately.

### **7.2. Next meeting date: 28 April 2023**

### **7.3. Meeting close**

The meeting closed at 6:40pm.

*Anthony Sunjaya*

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PGC President Signature – Anthony Sunjaya

Date: 15/05/2023