



# May Reports

JUNE 21, 2021

POSTGRADUATE COUNCIL 2021



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<b>Submission To</b>	Postgraduate Council
<b>Meeting Date</b>	21 June 2021
<b>Category</b>	Select: Confidential or Non-Confidential
<b>Authors</b>	Jerry Ofor
<b>Item No</b>	[Governance use only]

## PRESIDENTS' REPORT

### May 2021 Report

#### *Executive Summary:*

The President's was actively involved in supporting and supervising all PGC events especially Tell Me your Story and cultural conference and Term 2 O-week. The President was also involved in several diplomatic high-level meeting with management staff of UNSW stakeholders. Apart from several other commitments, the President will continue to supervise the implementation all PGC events in the coming month.

#### *Progress Summary:*

<b>Date</b>	<b>Task Description</b>	<b>Status</b>	<b>Hours Invested</b>
May 2	Held a meeting with key committee members of "Tell Me your story event" to discuss details, implementation strategy and allocation of responsibilities as required.	Completed	0.5
May 3	Together with Diana and Saltanat, Arc Marketing Manager, Mitch met at the Law Theatre to do a walkthrough of everything needed for the flagship Tell me your story event	Completed	0.75
May 5	Together with SRC President, Chair of Arc board held a meeting with DVC EDI and Team to discuss different issues as related to key proposed topics	Completed	1
May 6	Together with Diana, Jing and Chuka, Liam facilitated the TMYS workshop training event for all shortlisted speakers. This workshop involved a one-hour lecture given by Prof. Michael Kent and accompanied by tutorial-style workshops, a dinner and networking section held at Roundhouse.	Completed	4
May 10	Alongside Diana, we met with Arc Marketing Manager, Mitch and other Arc staff to do a dress rehearsal of the Tell Me Your Story venue space in Law Theatre.	Completed	1
May 11	Alongside Diana, Arc Executive admin Joelle, Arc Marketing Manager, Mitch, did a thorough clean-up of the Postgraduate Lounge	Completed	2
May 11	Attended UNSW Academic Board meeting where key proposals were presented	Completed	2:30
May 11	Alongside SRC President and chair of Arc board met with Jonathan Strauss to discuss and resolve key issues affecting students.	Completed	1



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May 12	Alongside Diana, Constantine and Liam met to discuss the strategic points that will be presented to Arc CEO.	Completed	1
May 12	Held a meeting with Saurabh, brainstormed on various ideas for the strategy meeting with Arc CEO.	Completed	1
May 12	Held a meeting with Arc CEO Shelley to discuss key items as it relates to PGC's effective representation	Completed	1
May 13	Had an urgent meeting alongside SRC President and Chair of Arc Board with Rorden PVCESE UNSW on key successful outcomes and feedbacks	Completed	1
May 13	Alongside Diana, Constantine, and Liam and Saurabh, met with Arc CEO and executives to discuss the various PGC proposals for improving sustainability and effective governance within the PGC.	Completed	2.5
May 14	Actively Supervised and supported the final execution of Tell Me Your Story event	Completed	6.5
May 17	Alongside Diana participated in the UNSW Postgraduate Graduate welcome Rehearsal. Thereafter, alongside SRC president, Chair of Arc board and other stakeholders attending a meeting with DVCA Merlin	Completed	0.3
May 17	Met with Arc executive admin to collect PGC AMEX Credit card & and second PGC President's office Key	Completed	0.3
May 18	Alongside several PGC members held a meeting with UNSW Online team and UNSW Engagement team to discuss promotional strategies on how PGC can better represent the postgraduate cohort.	Completed	1
May 18	Alongside Diana held a meeting with Director of Student Life, Neil to discuss the actionable of the inaugural Ambassador of the Year and Course Co-Coordinator of the Year Awards.	Completed	0.5
May 19	Along key stakeholders of Arc, SRC President and Chair of Arc board met with DVC EDI to address several concerns as it relates to Equity and diversity.	Completed	1
May 21 <sup>st</sup>	Alongside SRC President, Chair of Arc Board and Arc CEO held a meeting with Rorden PVCESE UNSW	Completed	1
May 24	Actively supervised and Supported ISO and Research Office to host the PGC Postgraduate Pub event at Roundhouse	Completed	2
May 24	Alongside Diana held a meeting with Emilia and Swarali and Events Committee members to discuss the planning of the PGC Cruise	Completed	1
May 25	Attended a board meeting where several PGC resolutions were approved and passed.	Completed	2
May 25	Alongside Diana represented PGC as a guest panellist at the official UNSW Term 2 Postgraduate Welcome event held at the Roundhouse	Completed	1



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May 28	Gave a presentation on behalf of PGC on Arc board strategy day held at Blue Mountains	Completed	0.3
May 26	Alongside SRC President, Chair of Arc Board and Arc CEO held a meeting with Rorden PVCESE UNSW. Thereafter, had a catch up with Arc executive admin Joelle and Anna.	Completed	2
May 28	Alongside key PGC members held a meeting with Arc Marketing Manager, Mitch and Eric to discuss key items of Postgraduate Week planning.	Completed	0.5
May 31	Attendance at the PGC Council Meeting (please see Minutes)	Completed	2.5
May 1 – 31 <sup>st</sup>	Attended to all queries, actively executed President's admin duties, constant consultation with high level management staff on several issues facings students, held different meetings with key Postgraduate students at several times, Coordinated several PGC successes throughout the Month. Diplomatically followed up with all executives on their actionables for this month.	Completed	12

**Key Actionable Items for June:**

1. Supervise and assist in the execution of PGC's inaugural Postgraduate Week
2. Supervise the completion of other actionable for Tell Me Your Story
3. Continue to liaise with all stakeholders of UNSW and at the same time work with all Office bearers for effective delivery in the coming months.
4. Work with Arc and SRC on all deliverables



<b>Submission To</b>	Postgraduate Council
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<b>Category</b>	Select: Confidential or Non-Confidential
<b>Authors</b>	Diana Zhang (DZ) & Ramanashree Palakshamurthy (RP)
<b>Item No</b>	[Governance use only]

## VICE-PRESIDENTS' REPORT

### May 2021 Report

#### *Executive Summary:*

The Vice-President's Office was heavily involved in successfully executing and providing logistical support to several PGC events which included the inaugural Tell Me your Story event and Term 2 O-week. The VP Office also initiated a LinkedIn UNSW Postgraduate Community group featuring current students and past alumni. The VP Office also continued to liaise with key UNSW stakeholders (e.g. UNSW Online and Student Communications), successfully signed key external guests for upcoming PGC events, and provided extensive administrative support and content creation (e.g. Monthly PGC Newsletter, co-ordination of PGC Committee communications, online assets). The VP Office will continue to oversee the execution of the inaugural Postgraduate Week which features 20 exclusive events for postgraduates hosted by PGC and Arc.

#### *Progress Summary:*

Date	Author(s)	Task Description	Status	Hours Invested
May 2	D.Z.	Along with President, Jerry, Women's Officers Saltanat and Rabia, and Equity Officers, Jing and Chuka, we met to discuss the logistics of the Tell Me Your Story event and detailed the individual duties and responsibilities required.	Completed	0.5
May 2 May 3 May 6 May 10 May 11 May 12 May 13 May 18 May 20 May 21 May 22 May 24 May 25 May 27 May 28	D.Z.	Completed various administrative and executive matters for PGC which includes writing and editing meeting minutes, editing PGC website, creating PGC assets (e.g. Ambassador of the Month), creating social media assets, liaising with committee members, planning of Tell Me Your Story event (e.g. creation of judging sheets, publication of marketing assets, creation of run sheets, editing of slides, liaising with all PGC members about their duties and responsibilities), planning of Term 2 O-week and Postgraduate Week, writing newsletter drafts, compiling PGC reports, compiling PGC meeting agenda, liaising with judges and workshop trainer for the Tell Me Your Story event, editing online newsletter, creation of Eventbrite links, setting up UNSW Postgraduate Community LinkedIn group, writing the PGC report for Tharunka Magazine	Completed	19



<b>Submission To</b>	Postgraduate Council
<b>Meeting Date</b>	26 April 2021
<b>Category</b>	Select: Confidential or Non-Confidential
<b>Authors</b>	Diana Zhang (DZ) & Ramanashree Palakshamurthy (RP)
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May 3 May 10 May 17 May 24 May 31	D.Z.	Meeting with Councillor, Saurabh to discuss, plan, and execute PGC Newsletters and marketing related matters	Completed	2.5
May 4	D.Z.	Along with President, Jerry, and Women's Officer, Saltanat, we met with Arc Marketing Manager, Mitch and Arc volunteers to do a walkthrough of the Tell Me Your Story venue space in Law Theatre and discussed the necessary props, audio and visual requirements, and other assets needed for the event.	Completed	0.75
May 6	D.Z.	Along with President, Jerry, Equity Officers Jing and Chuka, and Councillor, Liam, facilitated the workshop training event for all TMYS shortlisted applicants. This workshop included a one-hour lecture with Prof. Michael Kent, followed by tutorial-style workshops and a dinner and networking event at Roundhouse.	Completed	4
May 10	D.Z.	Along with President, Jerry, we met with Arc Marketing Manager, Mitch and Arc volunteers to do a dress rehearsal of the Tell Me Your Story venue space in Law Theatre.	Completed	1
May 11	D.Z.	Along with President, Jerry, Arc Marketing Manager, Mitch, and Arc Executive Joelle, did a spring clean of the Postgraduate Lounge	Completed	2
May 12	D.Z.	Along with President, Jerry, Research Officer, Constantine and Councillor, Liam, met to discuss the various discussion points that will be presented to Arc CEO.	Completed	1
May 12	D.Z.	Preparation of slides for the strategy meeting with Arc CEO.	Completed	0.75
May 13	D.Z.	Along with President, Jerry, Research Officer, Constantine, and Councillors, Liam and Saurabh, met with Arc CEO and executives to discuss the various proposals for improving sustainability and governance of PGC.	Completed	2.5
May 14	D.Z.	Supervised and helped to execute the inaugural Tell Me Your Story event which includes supporting the judging panel, doing a dry run with participants, managing PGC members in their tasks, and overall setup and pack down of the event. The event was followed by a networking event at the Roundhouse	Completed	6.5
May 18	D.Z.	Along with various PGC members, met with UNSW Online team and UNSW Engagement team concerning the promotion of PGC through various platforms (e.g. websites, electronic	Completed	1



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		distributed material etc). This also included a discussion about how PGC can embed the UNSW Online Hexasemester into its calendar, as well as alternative strategies to connect with this postgraduate cohort.		
May 18	D.Z.	Along with President, Jerry, met with Director of Student Life, Neil to provisionally go through the purpose and logistical considerations of the inaugural Ambassador of the Year and Course Co-Coordinator of the Year Awards.	Completed	0.5
May 20	D.Z.	Went to pick-up and deliver 20 hampers from OzHarvest (Alexandria warehouse) and re-stock the cupboards in Postgraduate Lounge. This is part of PGC's collaboration with OzHarvest to provide food support to postgraduates in need.	Completed	1.5
May 24	D.Z.	Supported the PGC Postgraduate Pub event which was hosted by ISO and Research Office held at Roundhouse	Completed	0.75
May 24	D.Z.	Along with President, Jerry, met with Events Officers, Emilia and Swarali and the Events Committee to discuss the planning of the PGC Cruise (e.g. ticket sales method, expenditure model etc)	Completed	1
May 25	D.Z.	Along with President, Jerry, spoke as a guest panellist at the official UNSW Term 2 Postgraduate Welcome event at the Roundhouse	Completed	1
May 28	D.Z.	Along with PGC Marketing Committee member, Hang, met with Arc Marketing Manager, Mitch to discuss the upcoming Newsletter and other strategies to improve overall PGC promotion (e.g. YouTube channel)	Completed	0.5
May 28	D.Z.	Along with various PGC members, met with Arc Marketing Manager, Mitch and Arc Deputy Director of Student Engagement, Eric, to discuss the planning of Postgraduate Week.	Completed	0.5
May 31	D.Z. R.P.	Attendance at the PGC Council Meeting (please see Minutes)	Completed	2.5

**Key Actionable Items for June:**

1. Oversee and successfully execute Postgraduate Week
2. Oversee and support remaining duties for Tell Me Your Story (e.g. electronic book, reports)
3. Continue to liaise with existing UNSW services and personnel to advance PGC mission





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<b>Authors</b>	Jing Sun & Chuka Madumelu
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## EQUITY OFFICE REPORT

### May 2021 Report

#### *Executive Summary:*

The highlight of the month of May was the “Tell me your story” (TMYS) culture and conference. The culture conference, which was a flagship project of the Post Graduate Council of the university, was a night of inspirational storytelling, and a celebration of the personal stories, struggles and successes of both domestic and international postgraduate students. A total of 20 (twenty) stories were shared, with some participants sharing their stories via video. The event had over 130 people from the university community in attendance, along with invited external judges. The conference ended with a dinner/ networking event at the Round House.

#### **Progress summary:**

#	Author(s)	Dates	Task description	Status	Hours spent
1	CM	12 <sup>th</sup> May	Meeting with members of Arc sports to discuss how to strengthen PGC- Arc Sports partnerships/ collaborations for future PGC sports committee events	Completed	1
2	JS	14 <sup>th</sup> May	Gifts purchasing and packing for TMYS conference	Completed	2
3	CM & JS	14 <sup>th</sup> May	Pre-conference preparations. TMYS conference. Post-conference dinner/ networking event	Completed	7
4	CM & JS	16 <sup>th</sup> May	Write and submit monthly report	Completed	1
5	JS	24 <sup>th</sup> May	Promotion O-week events on Wechat platform	Completed	2
6	CM	28 <sup>th</sup> May	Design & editing of TMYS electronic book	Completed	12
7	CM	28 <sup>th</sup> May	Postgraduate week work-in-progress meeting	Completed	1
8	CM & JS	31 <sup>st</sup> May	PGC council meeting for the month of May	Completed	2.5

#### **Key action items for June:**

1. Publish e-book for TMYS conference, prepare accounting and work with members of planning committee to present final report.



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2. Planning and execution of flagship Post-graduate week activities.



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<b>Authors</b>	Kalyani Patil & Christine Castor
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## ISO REPORT

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### May 2021 Report

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#### *Executive Summary:*

International Student Officers Report for Month of May 2021

#### **Progress summary:**

#	Author initials	Dates	Task description	Status	Hours spent
1	Christine	May 24	Postgraduate Pub at Round house	DONE	3.75
2	Christine, Kalyani and Cindy	May 21	Half Year Planning for PGC ISOP	DONE	5.5
3	Kalyani	May 18	Meeting with Semra Testan – Student Accommodation Sub- Group	DONE	0.5
4	Christine, Kalyani	May 17	PGC ISO – May Events and Tasks Deliverables	DONE	1.0
5	Christine	May 17	Meeting with Charlotte Long, James Meade, Natalie Nickson	DONE	1.0
6	Christine	May 14	Meeting with Research Officers for Postgraduate Pub	DONE	0.5
7	Christine, Kalyani	May 10	PGC ISO Meeting and Action Register Updates	DONE	1.5

#### **Key action items for June:**

1. Postgraduate Pub presents Wine and Cheese Night
2. Virtual Legal Seminar with Arc Legal
3. Set up Meeting with James Meade for Offshore Students



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<b>Authors</b>	Niharika Kodare & Simon Xu
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## COURSEWORK OFFICERS' REPORT

### May 2021 Report

#### *Executive Summary:*

A monthly work report for the month of May 2021 from the office of coursework with all the tasks mentioned.

#### **Progress summary:**

#	Author initials	Dates	Task description	Status	Hours spent
1	SX	10 <sup>th</sup> May 2021	Brainstorming with the Vice-President on the Coursework Enrolment Guide Presentation in the Orientation Week.	Completed	2
2	SX/ Min/ Cathy/ Jing	14 <sup>th</sup> May 2021	Planning with the WeChat team to advertise the 2 events in May: Tell Me Your Story & PGC O-Week	Completed	3
3	SX	14 <sup>th</sup> May, 2021	Assisting the Women's Office for the photography of the "Tell Me Your Story" event.	Completed	5
4	SX	21 <sup>st</sup> May 2021	Meeting with the Educational Committee to discuss about the ideas on the presentation during the Orientation Week.	Completed	1
5	SX/ others	28 <sup>th</sup> May 2021	Brainstorming with the VP and other Council members on a better engagement for the UNSW Online students	Completed	1
6	SX	31 <sup>st</sup> May 2021	PGC Council Meeting	Completed	2.5



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<b>Authors</b>	Swarali Marathe & Emilia Nwakpa
<b>Item No</b>	[Governance use only]

## EVENTS OFFICERS REPORT

### May 2021 Report

#### *Executive Summary:*

The office of events has successfully participated in meetings, organised and coordinated events to support social networking and student's wellbeing.

#### *Progress Summary:*

#	Date	Author(s)	Task Description	Status	Hours Invested
1	31/05	EN & SM	PGC Meeting	Completed	2
2	14/05	EN & SM	Tell me your story	Completed	4
3	21/05	EN & SM	Cruise party planning	Ongoing	2
4	21/05	EN	Cruise party plan review with Gideon (subcommittee member)	Completed	1
5	24/05	EN & SM	meeting with President & VP regarding the cruise party	Completed	1
6	21/04	EN	Dance with Milli	Completed	2
7	27/05	SM	Coffee catch-up	Completed	2
8	24/05	SM	List of consumables for Coffee Catch up	Completed	0.5
9	28/05	EN	Attended Postgraduate WIP discussion	Ongoing	1hr 16mins
10	29/05	EN	Prepared Cruise party presentation	Completed	1
11	21 & 24/05	EN	Prepared Agenda and organised meeting with subcommittee members, President & VP,	Completed	1



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***Key Actionable Items June:***

1. PGC meeting
2. PG O-week preparation
3. Cruise party planning
4. Dance with Milli
5. Coffee catch-up



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<b>Authors</b>	Constantine Tsounis & Mariam Soomro
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## RESEARCH STUDENT OFFICE REPORT

### May 2021 Report

#### *Executive Summary:*

The research office in May created a significant proposal for the Dean of GRS and all Associate Deans (research training) throughout the university. The focus of the proposal was to increase visibility for the need of HDRs to have sufficient professional development opportunities and awareness throughout their degrees. The execution of the proposal which calls for a structured approach to professional development opportunities will follow in June, where it will be presented at various university committees (such as the University HDR Committee chaired by the PVC RTE).

The research office also continued organizing events for postgraduate week, with 4 events either directly executed or supported/organized by the research office, including a “shut up and write” session, a panel discussion on HDR pathways with high profile panellists, a session on mental health and wellbeing for HDRs, and a coffee catch up including an OzHarvest food hamper delivery for all postgraduate students.

May also saw the continuation of the work of the Research Committee, where members prospectively planned future events in 2021 to be held by the committee such as workshops for skill development for HDRs, and also discussed ways to best support postgraduate week to maximize impact and reach as many postgraduates as possible.

Other significant highlights from the Month of May for the Research Office include: discussions with university governance on integrating leadership positions across the university, a strategic planning session with Arc on the future of the PGC (including how to make student representation as effective and sustainable as possible), dissemination of the PGC survey results with over 200 responses, a postgraduate pub session held for HDRs, and extension of the hamper collaboration with the food hub for future OzHarvest hampers to support postgraduate students who are struggling as a result of COVID-19.

#### *Progress Summary:*

Date	Author(s)	Task Description	Status	Hours Invested (each)
5/5/21	CT, MS	Monthly meeting with the GRS on proposal for professional development	Completed	1.5
12/5/21	CT	Meeting with PGC Charter Committee to strategically plan future of the PGC	Completed	1
13/05/21	CT	Strategic Meeting with Arc on the sustainability and structure of the PGC	Completed	2
14/5/21	CT, MS	Postgraduate Pub planning session	Completed	0.5
19/5/21	MS	Venue meeting with MCIC staff to discuss future events and protocols (MCIC will be	Completed	1



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		used for both postgraduate week and student supervisor awards)		
20/05/21	MS	Analysis of survey/generating reports with filters/slides for GRS meeting	Completed	3
24/5/21	CT	Postgraduate Pub event hosting and event preparation	Completed	4.5
25/5/21	CT	VC Postgraduate Welcome T2	Completed	1
30/05/21	MS	Newsletter preparation for GRS	Completed	1
31/05/2021	CT, MS	PGC Meeting (6)	Completed	2
5/21	CT	Draft and student + staff consultation of Proposal for Professional Development Opportunities for HDRs	Completed	4
5/21	CT, MS	Research Office fortnightly meeting/discussion	Completed	3
5/21	CT, MS	Research committee chairing weekly meetings/discussion/agenda/meeting minutes and follow up	Completed	6
5/21	CT, MS	Postgrad week planning of main events	Completed	4
5/21	CT, MS	General inbox management on enquiries, support, advice, and follow up	Ongoing	2
5/21	MS	OzHarvest discussion and planning meetings (arrangement of pick days) with Alan and Paul	Completed	6

**Key Actionable Items for June:**

1. Present proposal for professional development to all ADRTs, GRS and University HDR Committee and follow up
2. Continue OzHarvest collaboration/food hub and logistics
3. Plan and execute 4 Postgraduate week events
4. Disseminate PGC survey results to wider community stakeholders (eg. GRS and University HDR Committee)
5. Finalize details for field trip to Cicada innovations to be held later this year
6. Continue planning Research Student and Supervisor Awards
7. Plan monthly PGC Research Committee seminars and continue meetings with team
8. Continue supporting Academic Board student proposals where appropriate





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<b>Authors</b>	Saltanat Paritova & Rabia Mobeen
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## WOMEN'S OFFICERS REPORT

### May 2021 Report

#### *Executive Summary:*

Women's office together with Equity office, VP and President were hosting the flagship event "Tell me your story". This involved planning the event, hosting the event, working on communication with participants and working on the e-book.

#### *Progress Summary:*

<b>Date</b>	<b>Author(s)</b>	<b>Task Description</b>	<b>Status</b>	<b>Hours Invested</b>
1-14 May	Rabia	Communication with participants, emailing requirements, informing about training, event, preparation and preparation of the Presentation for the event	Completed	20
1-14 May	Saltanat	Organising and brainstorming on the event organisation	Completed	4
6 May	Rabia	Training workshop for "Tell me your story" with Professor Michael Kelly	Completed	2
14 May 21	Saltanat	Master of Ceremony & post event networking	Completed	6
14-31 May 21	Rabia & Saltanat	E-book design and working with Arc Marketing team	Completed	4
24 May 21	Saltanat	O-week Postgraduate Pub – networking with new students	Completed	2
27 May 21	Saltanat	O-week Coffee catch-up – networking and co-hosting the event	Completed	2
31 May 21	Rabia & Saltanat	PGC Meeting	Completed	2

#### **Key Actionable Items for June:**

1. "Tell me your story" e-book finalisation and reporting for EDI
2. Postgraduate week planning & hosting



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<b>Authors</b>	Saurabh Kaura
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## COUNCILLOR A REPORT

### May 2021 Report

#### *Executive Summary:*

A monthly work report for the month of May 2021 from the office of coursework with all the tasks mentioned.

#### **Progress summary:**

<b>Author initials</b>	<b>Dates</b>	<b>Task description</b>	<b>Status</b>	<b>Hours spent</b>
Saurabh	4th May	Meetings with eminent speakers to coordinate for the Postgraduate Week	Completed	1
Saurabh	3rd May, 10th May, 17th May, 24th May, 31st May	Weekly Meetings with Diana to discuss on the PGC Marketing and other key proposals for the betterment of PGC's future	Completed	2.5
Saurabh	4 <sup>th</sup> May, 5 <sup>th</sup> May, 17 <sup>th</sup> May	PGC Weekly Podcast Planning with Prof Josh Keller, Mr Amit Dasgupta and Mr Nizar Hoblas	Completed	2
Saurabh	12 <sup>th</sup> May, 19 <sup>th</sup> May, 26 <sup>th</sup> May	PGC Weekly Podcast Episode with Prof Josh Keller, Mr Amit Dasgupta and Mr Nizar Hoblas	Completed	3
Saurabh	14 <sup>th</sup> May	Planning and Meeting with the Arc CEO	Completed	2
Saurabh	20 <sup>th</sup> May	Preparing for the other logistics to broadcast the PGC Podcast videos on YouTube and Anchor (Meetings with Richard Austen from Blitz, Mitch from Arc and Vishnu Nair from Marketing Committee)	Completed	4
Saurabh	21 <sup>st</sup> May	Meeting with the Educational Committee to discuss the ideas on the presentation during the Orientation Week.	Completed	1
Saurabh	31 <sup>st</sup> May	PGC Council Meeting & Preparation of key agenda items for the meeting	Completed	3