



Submission To	Postgraduate Council
Meeting Date	27 September 2021
Category	Select: Confidential or Non-Confidential
Authors	Diana Zhang, Constantine Tsounis & Jerry Offor
Item No	[Governance use only]

Minutes

PGC Council Meeting

September 27th, 2021, 6:09 – 7:18pm (AEST)

Zoom online

Members in Attendance (on time)

Jerry Offor, Diana Zhang, Jing Sun, Rabia Mobeen, Min Huang, Mariam Soomro, Liam Cheney, Saltanat Paritova, Sardor Bakhtiyorov, Chukwuka Madumelu, Saurabh Kaura, Simon Xu, Gideon George Jebarajan, Cathy Deng, Christine Castor, Emilia Nwakpa, Melve Varghese, Emmy Lau, Hugo Su

Members in attendance (after meeting opened):

6:29pm – Constantine Tsounis (with apologies)

1. Meeting Opening

The President (Jerry) welcomed all members who attended via Zoom to the September PGC Council Meeting. The meeting was declared open at 6:09pm.

- 1.1 An Acknowledgement of country was made
- 1.2 An apology was received from Vice-President Constantine
- 1.3 No conflict of interest was declared
- 1.4
 - 1.4.1 Two items were flagged for immediate discussion.
 - 1.4.1.1 Events Officer, Emilia raised a discussion on the annual report structure. She asked why the Events Committee had been excluded from the initial report structure. Vice-President, Diana responded that based on an initial planning meeting with Vice-President, Constantine, a draft framework for the report was devised such that all PGC Committees would be mentioned in its own section and those Committees that had produced additional outcomes would then have a short section to feature those highlights. However, Diana emphasised that as the report is written in 3rd person, all achievements by PGC would be showcased as a team. She also noted that both her and Constantine always welcome feedback and that the current report structure can be modified based on the feedback received. Hence, given the feedback received by Emilia, Diana recommended to Committee Chairs that for those which have not been included in the draft framework



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to consider submitting a short writeup so that they can be included in the final report. President, Jerry emphasised to only include work that has been achieved and that he will make editorial decisions where necessary.

1.4.1.1.1 Research Officer, Liam raised an idea for the PGC Committee section to focus less on what PGC has done but more on what the students have benefitted from them and how this improves the student experience. For example, how PGC has interacted with students and how students have been involved. Diana welcomed the feedback and suggested having testimonials from each Committee to complement the written writeup.

1.4.1.1.2 Coursework Officer, Simon also asked about the PGC Achievement video and when it would be completed. Councillor, Gideon noted that Arc has sent a provisional submission date by the end of month, before the Arc PGC Ambassador & Course Coordinator Award Ceremony.

RESOLVED THAT Committee Chairs will consider submitting a writeup about their respective Committee as well as a testimonial to complement.

1.4.1.2 Equity Officer, Chuka shared about a new initiative by UNSW EDI called 'Where are you from?' that showcases the experiences by people of colour. They are seeking people to share their story which will be published as a digital gallery. In particular, they wanted to showcase those who participated in the Tell Me Your Story event.

RESOLVED THAT anyone who is interested in participating should let Chuka know.

1.4.2 Research Officer, Liam volunteered to be the meeting observer

1.4.3 Approval of previous meeting minutes was raised to the floor. Women's Officer, Saltanat raised to accept the minutes. Research Officer, Liam seconded.

RESOLVED THAT previous minutes to be accepted.

2. Matters for Discussion

2.1 President, Jerry began by mentioning the deadline for annual report submissions which is September 30th. Vice-President, Constantine reiterated the importance of sending any feedback so that they can be incorporated in the final version.

2.1.1 Research Officer, Liam asked whether there is a template available (e.g. bullet point template of what to include)? He mentioned that this will help make the report compilation much easier. Constantine responded that he will look into getting an example.



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- 2.2 Research Officer, Liam gave an update on the Arc PGC Research Student and Supervisor Awards. He noted that the applications have now closed with 180+ total submissions. Currently, the logistics for the award ceremony and the selection of awardees is under way. Specifically, a screening committee featuring PGC members (Saltanat, Emmy, Sardor, Constantine, Gideon, Liam and Mariam) will look over all submissions to identify the top 50 %. These submissions will then be sent to an external judging panel to identify the top 10 % awardees. Liam encouraged any PGC members to come forward if they'd like to volunteer for the awards. He concluded by mentioning that the awards ceremony (on Zoom) will be followed by a social gathering on Gathertown.
- 2.3 Coursework Officers, Saurabh & Simon gave an update on the Arc PGC Ambassador and Course Coordinator Awards. They mentioned that currently, the team is working on the logistics of the Awards Ceremony. They also noted that nominees attended a special Mentorship program facilitated by PGC and George Mavros. Finally, they encouraged everyone to participate in an upcoming Opportunities Australia mentorship program on October 19-20.
- 2.4 President, Jerry informed everyone about the handover document which is needed from each elected Office by the end of October. He noted that the template for the handover report will be emailed shortly.
- 2.4.1 Vice-President, Diana asked about how the report should be written given the new PGC structure. For example, the VP position is no longer present in the new structure. Jerry answered that for specific roles (e.g. Equity/Womens, Research, Coursework, International) should write for their respective counterparts. Other roles should write as a general report.
- 2.5 Events Officer, Emilia gave an update on the PGC bonding event. She emphasised the need to connect, bond, celebrate and continue the friendship created as members of PGC. As such, the proposed bonding event is planned following the October Council meeting and will include things like trivia (in collaboration with International Students Officer, Christine. More information will be relayed in due course.
- 2.5.1 President, Jerry also noted that the cost of the bonding event will be supported by the PGC budget.
- 2.6 Vice-President, Constantine raised a discussion on having a PGC gendered violence workshop. He explained that as part of Sextember, a large focus of the month of September has been on celebrating and understanding sexual wellbeing. As student leaders and young professionals, it is important for us to recognise inappropriate behaviour (e.g. gendered violence, sexual misconduct) and know



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the best courses of action to address these problems. In other words, we should be champions of the cause. As such, Constantine, on behalf of the President and Vice-President's Office proposed a Gendered Violence workshop to be held at the next Council meeting and welcomed any feedback from PGC members on how that workshop should be structured.

2.6.1 International Student's Officer, Christine welcomed the idea and noted that training is needed. In particular, it would be important to understand the various definitions, resources and support services available, especially for international students and how they would be able to report a case. She also emphasised that as leaders, we are on the frontline and should know the system and resources available.

2.6.2 Events Officer, Emilia also welcomed the idea noting that this is a topic of concern. In particular, she wondered if this workshop would be available as training for the next Council. Constantine noted that we will work with Arc to include the workshop during Induction.

2.6.3 Research Officer, Liam was also in support. He suggested that the workshop may already be present internally within Arc. He also wondered whether the course could be done as part of professional development training. Constantine acknowledged the Gendered Violence Research Network is the go-to provider from Arc and is supposed to be a 2 hour course. However, for the purposes of integrating with the PGC Council meeting, a 1 hour workshop is planned to address priority-based topics.

2.6.4 President, Jerry also encouraged for the recommendation for such a workshop to be included in the handover report
RESOLVED THAT Constantine will send through an anonymous feedback form to gather opinions on what topics should be addressed during the workshop and the number of those who would prefer the full 2-hour workshop. More information will also be circulated in due course.

2.7 President, Jerry noted that no expressions of interest were received. Thus, the vacant positions will continue to be opened.

3. Other Business

3.1 President, Jerry raised a discussion on whether upcoming elected members of PGC could undergo handover training earlier than scheduled. In particular, to access the PGC Teams documents and where necessary, to shadow their respective roles. Jerry noted that this will provide a soft landing for any incoming PGC members and will best facilitate handover so that the work of the current PGC can continue to thrive.



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3.1.1 Research Officer, Mariam welcomed the idea, particularly if any incoming PGC members would like to contact their respective offices and learn through shadowing. She noted that since much of the work is already in the public domain, she didn't see an issue with providing early-access to information. However, she did note that the Research Awards are still confidential so such access should only be given after the Awards.

3.1.2 International Students Officer, Sardon also supported the idea. Based on his own experience, he found it challenging at the beginning of a PGC member to understand the role and all the work that has already been put in.

3.2 President, Jerry noted that a special surprise is being planned involving the Office of the Deputy Vice-Chancellor (Academic). He said that a special package is coming to PGC members and that when received, to not open until the DVCA says so during the Arc PGC Ambassador & Course Coordinator Awards Ceremony. Jerry encouraged everyone to attend the Awards Ceremony in support and to find out the surprise.

3.3 Coursework Officer, Saurabh raised a discussion on forming a community group for all past and incoming PGC members (since its inception) through either Facebook, Whatsapp or LinkedIn. This would be an opportunity to connect and share resources that may be helpful (e.g. event ideas).

3.3.1 President, Jerry noted potential issues with privacy and the need for moderation. He suggested that Arc should manage such a platform. He also requested for this to be raised at the next Council meeting to discuss further.

3.3.2 Events Officer, Emilia noted that she is unsure how previous PGC members would react to such a group and how active it would be. She recommended hosting an event to bring everyone together first.

3.3.3 Research Officer, Liam noted that he wasn't sure whether such a group would be entirely appropriate as many past PGC members would be quite removed from PGC and its activities. He recommended that a group can be started for the current PGC and onwards. He also recommended approaching UNSW Alumni to understand how they manage alumni networks as from his experience, such alumni groups are socially driven and can quickly become inactive.

4. Meeting Finalisation

4.1 Research Officer, Liam gave a summary of the meeting. He noted that the meeting has kept to time with several different topics being discussed, in particular the topic of gendered violence which is a timely educational topic for PGC.



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The President, Jerry thanked everyone for attending the September PGC Council meeting. The meeting closed at 7:18pm.