

STUDENT-STAFF LIAISON COMMITTEE MINUTES

Meeting 2/19

15 August 2019

Not for general publication

Present: Dakota Titmus (Chair), Prof Daniel Zizzo, Mr Carl Sherwood, A/Prof Peter Earl, Ms Megan Sandaver, Jinji Wang, Navchaa Tumurbaatar, Tooru Nishido, Grace Reinhold, Vinh Vi Ly Hoai, Chelsea van der Merwe, Phiet Le, Abigail Smith, Li Xuan Tan, Erin Allport, Patrick Duenow

1. **Apologies:** A/Prof Renuka Mahadevan, Prof Alicia Rambaldi, Benjamin Scott, Shadid Ahmed, Arita Puriso, Kieu My (Michelle) Tran, Connor Harvey
2. **Confirmation of the Minutes from the previous meeting**
Confirmed
3. **Declaration of any Conflicts of Interest**
Nil
4. **Business Arising from the previous Minutes**
Nil
5. **Standing items**
 - 5.1. The familiarity of student representatives among the economics students

Prof Zizzo enquired about the actions taken to raise the visibility of SSLC to date. Chair and members responded that informal talks occur at individual level, news article was sent to all students regarding the establishment of SSLC, including the contact details of student members, Facebook messenger group is set up among student members, some student members attended the semester 2 Welcome session as initiated by the School of Economics.

Problems/barriers: Having a general email address for SSLC makes it harder to get the feedback from students. Erin informed that a lecturer was not aware of the SSLC. The address these issues and raise visibility, student members suggested the following activities to be organized

- Vinh suggested consultation session on fortnightly basis so that students can drop-in and talk to the student reps. Students reps are to take turns by forming teams with 2-3 persons. Tooru suggested an informal setting, for example at the Belltop café, to make the session more user friendly.
- Li Xuan suggested to use Slack, a mobile app, as a way of communication
- SSLC page on Facebook can be created. From the Schools of Economics perspective, there is no restriction on that. UQ brand and logos are to be placed according to the available guidelines. Further instruction can be obtained by contacting the marketing team.
- As suggested by Abigail, a short video about SSLC and its appointed members to be produced and played before/after lectures. Prof Zizzo informed that it is possible, however, the formal process is to submit a request to the BEL faculty and the production could take around 2 months. Given the fact that SSLC members are appointed on annual basis, members agreed that a general video about SSLC and its purpose is to be produced using the marketing team at BEL faculty and so that this general video will be used in the future events. In the meantime, producing a video

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about a brief introduction about SSLC as well as current student members is encouraged using informal channels (e.g. using a smart phone and mobile application).

- “Meet your student reps” event is to be organized and the School of Economics is to provide funding for this event.
- SSLC members are involved in the Orientation week events and activities and coordinate with Sarah Brischetto.
- Anonymous suggestion box to be placed at the School of Economics reception.

Actions:

1. Li Xuan is to create 1-pager ppt slide about SSLC by 23 Aug 2019.
2. Prof Zizzo is to send out an email regarding SSLC to all students and staff.
3. SSLC 1 pager slide is to be placed on Blackboard, included in the upcoming newsletter and relevant society FB pages, where possible
4. Megan is to confirm the possibility of placing a suggestion box at the reception
5. Creation of SSLC page (student members’ name, photo, email address) on the School’s website. Previous meeting minutes are to be uploaded. Dakota and Navchaa to arrange meeting with marketing with support from Megan

5.2. The sub-group leads and other working activities as student representatives

Regular catch-ups among student reps are to be held to implement mini-projects as discussed in 5.1.

Actions: Navchaa is to set up a doodle poll to confirm the availability of the student members for the consultation times as well as for the regular catch-ups

5.3. The committee visibility

As discussed under 5.1.

5.4. The feedback of SECaTs

Prof Zizzo informed that SECaTs are used for the following two main reasons. Primary use is for reviewing course for teaching improvement. Course review meeting was held in the previous week and the information on SECaTs provides different dimensions. For example, one of the dimensions is distribution of the feedbacks, another would be one pager staff survey about things working well. During the meeting, all dimensions were discussed and particular attention was given to items requiring further investigations as well as best practices. A sub-group is following up to make sure that appropriate actions are taken. The School has been piloting different approaches to improve teaching and learning experience since semester 1, and in some cases, actions are being implemented in the current semester and evidence suggests that it has a positive impact. Secondly, SECaT feedbacks are used as one measure of evaluation of staff performance, with follow ups as appropriate.

Overall, the number of responses to SECaT has been falling over the last few years. To increase the response rate, different approaches/possibilities such as timing and different

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methods of evaluation (paper vs digital), compulsory tasks and/or constant reminder or pop-up window until it is completed were discussed among members, however, it has been acknowledged as an UQ wide issue.

5.5. Engagement between international and domestic students

Prof Zizzo elaborated that according to the School strategy, the SoE's aim is to have a global experience for its students and for this purpose the school is currently looking into the following activities

- curricula review
- extra-curricular activities (e.g. pilot project with the School of Exeter)
- exchange programs involving physical travel, however, it is limited to a small fraction of students

The school envisions to provide an inclusive global experience to all its students and improve domestic and international students' interactions. For these reasons, committee members are invited to suggest activities and table ideas.

Dakota suggested a competition on developing business case and working as a group. Grace informed that UQ Economic Society organizes similar events and willing to support. Tooru suggests that tutorial classes to be organized as group activities. Prof Zizzo responded that some of these approaches are more suitable for postgraduate students. The school is piloting different approaches to promote an inclusive environment and better integration among international and domestic students.

Actions: Members agreed to gather feedbacks from the students during consultation sessions and provide feedback at the next meeting.

5.6. Any other business

As raised by Connor and Benjamin at the previous meeting regarding mathematical content support for PPE students, this item will be discussed later when Benjamin and Connor are present at the meeting.

6. Items for information

Nil

7. General Business

Nil

8. Policies due for review

Nil

9. Next meeting: October 2019 – the exact date is to be advised