



Arc @ UNSW limited
PGC MEETING AGENDA
Thursday 1 December 2022
TEAMS
6:00 pm

Present: Anthony Sunjaya (PGC President), Jessica Gereis, Daiana Venancio, Karina Grunewald, Haley Stone, Annabelle Radford, Andrea Tsui, Ratih Listiyandini, Jack Lodge, Rinu Steaphen, Ankita Gupta

Apologies: N/A

Attendance: Tony Le (PGC Marketing Subcommittee Member), Isabel Aroca (Postgraduate Student Member of the UNSW Academic Board), Sidra Sarwat (PGC General Secretary Candidate)

Absent: N/A

1. MEETING OPENING

The meeting opened at 6:05pm.

1.1. Acknowledgement of Country

Completed by the PGC President.

1.2. Apologies

No apologies were received.

1.3. Conflicts of interest disclosure

N/A

1.4. Meeting administration

1.4.1. Items flagged for immediate discussion

1.4.2. Selection of meeting observer

I. Aroca was appointed as the meeting observer.

2. MATTERS FOR DECISION

2.1. The PGC approves the appointment of Sidra Sarwat as the PGC General Secretary for 2022/23

The paper was taken as read.

S. Sarwat expressed her eagerness to work with PGC to improve students' experience at UNSW.

RESOLVED

THAT the PGC approves the appointment of Sidra Sarwat as the PGC General Secretary for 2022/23.

CARRIED

3. MATTERS FOR DISCUSSION

N/A

4. OFFICE BEARER REPORTS

4.1. President

The report was taken as read.

4.2. General Secretary

N/A

4.3. Equity Vice President

The report was taken as read.

- It was raised that a Gendered Violence Steering Committee and working groups will be built by UNSW, and that anyone interested in joining can contact the Equity Vice President.
- The Equity Vice President noted that there is a need for education around EDI issues, for which the Canberra Officer has suggested a contact for.

4.4. International Vice President

The report was taken as read.

Discussions:

- Advice was provided to the current International Vice President that the previous International Vice President created brochures and focused on events.
- Coffee catchups can be arranged where both morning and evening class students can attend.
- There is a need to connect international and domestic students.
- There is a need to understand the impact of other Committees' work on the International Committee, as there are intertwining impacts.
- The Research Vice President is open to holding collaborative events with other Committees.
- Statistics on Postgraduate student numbers can be sought from DVCA and GRS.

4.5. Research Vice President

Discussions:

- The Research Committee seeks to run a Research O-Week event, with opportunities to collaborate with GRS on the event.
- The Research Committee seeks to continue pressuring for the Research Training Program, RTP and University International Postgraduate Award, UIPA scholarship increases, and to get further clarity on the matter.
- The Research Committee seeks to collaborate with different schools and faculties.
- There is a potential to create an information brochure for HDRs.
- There is a need to pressure schools/departments to organise campus tours for postgraduate students.
- Ideas and programs can be shared with schools/faculties and ideas can be derived between PGC and the schools.

ACTIONS

THAT the General Secretary plans for Postgraduate O-Week T1.

THAT the Coursework Vice President discusses with the UNSW Students Onboarding Coordinator about how they can coordinate postgraduate campus tours.

THAT the Research Vice President discusses with GRS about how they can coordinate postgraduate campus tours.

4.6. Coursework Vice President

Discussions:

- The Coursework Committee is preparing for O-Week next year and will have a detailed plan and script for each member.
- The Coursework Committee will organise a Holy Moly trip with “Arc Goes To”.
- The UNSW Student Onboarding team is asking for expressions of interest for PGC members or postgraduate students to speak at the Vice Chancellor Welcome in February next year, to share experience with incoming students.
- The Coursework Vice President and Coursework Liaison Officer will meet next week to plan a timeline for 2023.
- The PGC should speak to students more, instead of purely handing out brochures. Contact details of PGC Officers can be included in handouts to increase communication.
- Hybrid events can be extended to Canberra and Paddington students.
- Due to the low numbers of Marketing Committee members last term, agreement was made that Committees should also promote events themselves..
- The PGC should continue to adapt the sample event checklist over the year.
- There should be organised documentation for all PGC Committees to keep track of things during the year.
- Holding all the Committees’ first round interviews at the same time would be beneficial, so gaps in a committee may be filled by candidates of other Committees.
- Candidates can be asked during applications whether they would be open to other Committee positions that are lacking members.
- Recruitment of Committee members can occur throughout the year as required.

ACTION

THAT a section is created on the PGC website for the Canberra Office.

THAT there is a central depository for marketing jobs, so the Marketing Committee can manage jobs easier.

THAT the Research Vice Presidents remind GRS to include the PGC website in the HDR Hub.

4.7. Canberra Officer

Discussions:

- The military campus vibe is difficult for the Canberra Officer to reach out to students.
- There are challenges in connecting Sydney and Canberra campuses.
- The Canberra Office seeks to provide more guidance to students in Canberra and has requested for the international students brochure to be shared with her.
- The Canberra Officer will need to reach out to Arc to organise a Canberra to Sydney trip.
- PGC will organise two Sydney to Canberra trips throughout the year.

ACTION

THAT the international students brochure is shared with the Canberra Officer.

4.8. Paddington Officer

The report was taken as read.

4.9. Media & Communications Report

N/A

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

5.1. Previous Minutes:

5.1.1. Noting: 15 November 2022

Not addressed by the Chair.

5.1.2. Matters arising/action list

Not addressed by the Chair.

5.2. Formation of the Project Management Office

The paper was taken as read.

6. Q&A (if any)

PGC Committee Recruitment:

- The PGC seeks to recruit some Committee members by O-Week2023.
- PGC can engage with GRS, the Student Communications Coordinator to send direct emails to postgraduate students to promote Committee position openings, as well as share within personal networks.
- There should be a standard form for interviews, and a focus on understanding what characters the PGC wants to see in the candidates.
- The application form should have a brief description of the vision of the Committee, its requirements, opportunities, and general character traits needed.
- The current application form needs to be cleaned.
- Five applications have already been received.

Further discussions:

- Arc has budgets for events and is asking the PGC to share thoughts or ideas of events.
- The first Morning Tea will happen in January, with four to be held each month. Committees can rotate once a month. There are potential partnerships for talks at the Morning Teas, such as the Health Promotions Unit.
- PGC will likely be successful if the Council was to apply for the Equity Funding.
- WhatsApp is more for immediate communication and PGC is encouraged to also use Teams to communicate and access files.
- There is an opening on the Student Health Advisory Committee and the President encouraged PGC members to apply.
- The PGC weekly drop-in meetings will involve updates on what is happening in each Committee and awareness of issues across PGC for people to support each other when needed.

ACTION

THAT each Committee creates a short introduction about themselves for recruitment.

THAT the Equity Vice President updates the PGC Committee application form.

7. MEETING FINALISATION

7.1. Meeting evaluation

The spirit of cooperation and respect of each other were observed throughout the meeting. Whenever anyone shared a problem or challenge, other PGC members were keen to share ideas. I. Aroca thanked PGC for having her.

7.2. Next meeting date: January 2023 TBC

7.3. Meeting close

The meeting closed at 8:02pm.

Anthony Sunjaya

PGC President Signature – Anthony Sunjaya

Date: 13 January 2023