

<b>Submission To</b>	Postgraduate Council
<b>Meeting Date</b>	13 September 2021
<b>Category</b>	Select: Confidential or Non-Confidential
<b>Authors</b>	Diana Zhang, Constantine Tsounis & Jerry Offor
<b>Item No</b>	[Governance use only]

## Minutes

### PGC Council Meeting

September 13<sup>th</sup>, 2021, 6:08 – 6:52pm (AEST)

Zoom online

#### Members in Attendance (on time)

Jerry Offor, Diana Zhang, Constantine Tsounis, Sardor Bakhtiyorov, Chukwuka Madumelu, Jing Sun, Saurabh Kaura, Simon Xu, Gideon George Jebarajan, Cathy Deng, Christine Castor, Emilia Nwakpa, Melve Varghese, Min Huang, Emmy Lau

#### Committee Members in Attendance (on time)

Joshua Karras, Frances Daphne Garela

#### *Members in attendance (after meeting opened):*

6:09pm – Liam Cheney

6:20pm – Mariam Soomro

*Apologies:* Hugo Su

*Members absent without apologies:* Rabia Mobeen, Saltanat Paritova

### 1. Meeting Opening

The President (Jerry) welcomed all members who attended via Zoom to an Emergency PGC Council Meeting. The meeting was declared open at 6:08pm.

- 1.1 An Acknowledgement of country was made
- 1.2 An apology was received from Councillor, Hugo
- 1.3 No conflict of interest was declared
- 1.4 This item was moved to the next PGC Council meeting
- 1.5
  - 1.5.1 No items were raised for immediate discussion
  - 1.5.2 International Students' Officer, Christine volunteered to be the meeting observer

### 2. Matters for Discussion



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## 2.1

2.1.1 Vice-President, Diana gave an update on the inaugural Arc PGC Ambassador & Course Coordinator Awards. She noted that there has been a 50 % increase in submissions following an extension for submissions. This makes it just as successful if not more successful than when the Arc PGC Research Student & Supervisor Awards first began, particularly considering the difficulties faced by the COVID-19 pandemic. She credits the great work of PGC and DVCA's Office for promoting the awards throughout the community. Diana then raised two points of discussion:

2.1.1.1 Due to the number of submissions and to reduce the workload on the external judging panel, she raised the issue of whether the judges can be divided in half, such that 3 judges were judge the Ambassador Award and another 3 will judge the Course Coordinator Award.

2.1.1.1.1 Vice-President, Constantine recommended that this approach would be fine as the awards are mutually exclusive.

2.1.1.2 Diana commented that currently, all details about the nominee have been blinded. However, the second issue concerned the need to blind supporting documents.

2.1.1.2.1 President, Jerry recommended the blinding of supporting documents

2.1.1.2.2 Constantine noted that as an external panel has been invited, PGC can trust the independent decisions made by the judges. He also noted that this is standard practice across the university and other organisations.

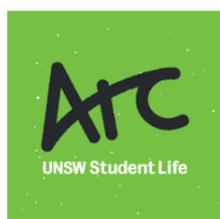
2.1.1.2.3 Research Officer, Liam seconded Constantine's comments and noted that blinding supporting documents would be needed if the applications were reviewed internally by PGC.

2.1.1.2.4 Councillor, Gideon asked whether the postgraduate alumni on the judging panel would recognise the nominees. Thus, he supported the blinding of documents.

2.1.1.2.5 Diana noted that if supporting documents are to be blinded, the nominator should also be blinded.

2.1.1.2.6 A poll was sent about whether blinding of supporting documents should take place. The majority vote was to blind the documents. RESOLVED THAT the supporting documents will be blinded and the judges will be divided into two groups.

2.1.2 Research Officer, Liam gave an update on the Arc PGC Research Student & Supervisor Awards. He noted that there has been 50+ applications and anticipates more submissions made towards the deadline. Liam also explained that a virtual social gathering platform, Gather Town will be used to



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mimic the environment of an award ceremony. An information session will also be held one week prior to the ceremony, and a virtual social event is being planned.

2.1.2.1 President, Jerry asked if a similar thing could be done for the Ambassador & Course Coordinator Awards.

2.1.2.1.1 Coursework Officers, Saurabh and Simon will look into it

2.2 Vice-President, Constantine spoke about the upcoming PGC Annual Report. He noted once again that the Report will showcase the various achievements by the PGC and will emphasise greater transparency and set the precedence for future PGC. He explained that both he and Vice-President, Diana had met to plan an overview of the report structure and required media assets. Constantine explained that each PGC elected member has been tasked to contribute to an average of 1-2 sections, which will then be compiled by a professional graphic designer. He also explained that all key information and a list of responsibilities can be found in Teams. The deadline to submit is September 30<sup>th</sup> with an aim to publish the Report by early November.

2.2.1 Research Officer, Liam asked how collaborative initiatives between PGC offices should be written.

2.2.1.1 Constantine explained that there is no discrimination in PGC Offices. That is, the report will be written as a collective team effort rather than the achievement of select Offices and/or individuals.

2.2.2 Vice-President, Diana also noted that a short PGC achievement video is currently being led by Councillors, Sardor and Gideon with scripting by Diana, Constantine and Liam. This video will be premiered at both Award ceremonies and is supposed to accompany the Annual Report. A concept meeting with Arc has been scheduled for September 14<sup>th</sup> and a possible extended version is being considered.

2.3 President, Jerry explained that 2 out of the 3 candidates for the ISO shared position are unable to attend the meeting. He asked PGC to consider their nomination based on the submitted CV. Jerry also asked whether the election should occur using the previous polling method or via show of hands. The decision was unanimous to vote by polling.

2.3.1 Nominations for International Students' Officer were received from:

Sardorjon Bakhtiyorov

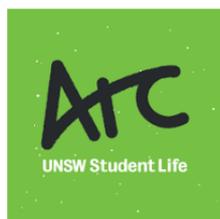
Anuradha Basu

Hiroki Koyata

2.3.2 The results for the elections were as follows:

**Research Officer**

**Sardorjon – 12 votes**



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Anuradha – 1 vote

Hiroki – 0 vote

Sardorjon Bakhtiyorov was elected to position of ISO (shared).

### 3. Other Business

3.1 Vice-President, Constantine noted that there has been communications from the Chemical Engineering Research Society regarding the initiation of a support group/charity for students in crisis countries (including Middle East, Myanmar). CERS have asked for PGC to support in logistics and outreach and potentially donations as well.

3.1.1 Research Officer, Mariam commended the efforts. She also updated that OzHarvest has offered to provide a fridge to Arc FoodHub which will allow for more food storage for those in need. Jerry advised that, this item should be updated in the annual report.

3.1.2 Vice-President Diana also commended the initiative. However, she raised two points to consider. First, to consider anonymity as many students or supporters from these crisis situations would prefer to stay anonymous due the political climate. Second, to consider equity as there are other student crisis situations that may not involve these countries of interest. She also recommended for CERS to lead this initiative rather than PGC.

### 4. Meeting Finalisation

4.1 ISO, Christine noted that out of 19 participants, 9 had voiced their opinions in the meeting which could be improved in future meetings. She also noted that the meeting ran later than expected.

The President, Jerry thanked everyone for attending the emergency PGC Council meeting.

The meeting closed at 6:52pm.