



Bryn Jenkins
Education Officer
4th Quarter Report 2017
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PART ONE: EXECUTIVE OFFICER POSITION DESCRIPTION DUTIES

8.1 Assume all the powers and duties of the President in the absence of the President, the Administrative Vice-President and the Finance Officer.

On two brief occasions I have chaired a portion of an Executive meeting.

8.2 Be a member of appropriate internal committees of the Association, including, but not limited to:

8.2.1 Standing Committee of the Executive;

8.2.2 Education Committee; and

8.2.3 Postgraduate Students Committee.

I have attended all Executive meetings this quarter. Education Committee has met once this quarter. The Postgraduate Students Committee does not exist in a form that requires my attendance.

8.3 Chair monthly meetings of the Education Committee, ensuring that all committee members are advised of meeting times, that the agenda is prepared and circulated beforehand and that the standing orders of the committee are adhered to.

Education Committee has met once this quarter. Meeting times are determined via a group poll, the agenda is made available digitally in advance, and all standing orders have been adhered to.

8.4 Take direction from the Education Committee on all educational matters relevant to the Association and its members.

Education Committee has this quarter has been focused on providing feedback to utilize next year.

8.5 Where reasonable, ensure that as many different representatives of student educational issues are present on the Education Committee as possible.



My committee has the heads of many department based student executives from Dunedin and Christchurch campuses. In addition, I have a representative from student support and a first-year representative.

8.6 In order to provide feedback and information, liaise weekly with members of the Welfare Committee, including, but not limited to:

8.6.1 Welfare Officer

I talk with Danielle frequently and pass on any items to her that are relevant. Of note this quarter was Education Committees feedback on the Student Health Management of Change process.

8.7 Be one of the Association's representatives on:

8.7.1 University of Otago Senate; and

8.7.2 Standing Committee of Senate.

There has only been one meeting of senate this quarter, I missed this due to being at the Student Voice conference in Wellington.

8.8 Where appropriate, act as the Association's spokesperson on all education related issues, briefing the President on national and local tertiary sector educational issues and representing the educational interests of students on local body committees and boards.

The opportunity to act as the Association's spokesperson on Academic issues has not arisen this quarter.

8.9 Actively inform the student body of issues relating to their education, via publications, promotions and campaigns.

No new issues have arisen this quarter.

8.10 Maintain a good working relationship with relevant OUSA staff, including the Student Support Centre Manager, meeting with them weekly where possible and liaising with them on relevant educational issues as they arise.

In lieu of meeting weekly with the Student Support Centre Manager I communicate regularly with the Class Rep Coordinator.

8.11 Act as the Executive's representative to the Class Representative system and



the OUSA Teaching Awards and assist the Student Support Centre in their promotion.

I have had a discussion with James detailing some thoughts on potential improvements to the class rep system next year.

8.12 Facilitate a variety of student representation on education related University Committees and Divisional Boards.

This quarter I have attended meetings of Quality Advancement Committee, Board of Undergraduate Studies, Continuing Education Grants Panel, Technology Enhanced Learning and Teaching Committee and Course Advising Advisory Group.

I missed one meeting of Senate and one of BUGS due to them clashing with the Student Voice Conference in Wellington. I sent apologies for each of these meetings and also comments on relevant agenda items.

8.13 Maintain a good working relationship with the University, particularly with:

8.13.1 The Deputy Vice-Chancellor (Academic); and

8.13.2 The Director of Academic Services; and

8.13.3 The Director of Summer School.

I regularly discuss points of interest with John Price, Vernon Squire and Elaine Webster as required.

8.14 Liaise with the Recreation Portfolio Executive Officer to assist those affiliated clubs that have a focus on student education.

I have the presidents or executive members of COMSA, ATOM, SOULS, CMSA and UOCESA on my Education Committee. I liaise with them regularly.

8.15 Be available via cellular phone at all practical times.

I have been available to contact at all times.

8.16 Perform the general duties of all Executive Officers.

See below

8.17 Where practical, work not less than twenty hours per week, from January 1 until December 31.



I have worked over 20 hours a week every week this quarter aside from one week during exams.

PART TWO: GENERAL DUTIES OF ALL EXECUTIVE MEMBERS

- 1.1 Where reasonable, all Executive Officers are expected to assist as volunteers for OUSA events and functions, including, but not limited to:
- 1.1.1 Assisting at the OUSA Tent City marquee and other activities during Summer School, Orientation and Re-Orientation;
 - 1.1.2 At an individual Executive Officer's discretion, be a safety contact during Orientation, Re-Orientation and other OUSA events throughout the year;
 - 1.1.3 Collecting for the capping charity; and
 - 1.1.4 Assisting with elections and referenda where appropriate, including but not limited to advertising the election and collecting votes.

I spoke on the Executives submission on the CCTV plan at the SGM.

I attended the referenda forum, student services levy forum and the post elections debrief meeting.

- 1.2 Where reasonable, all Executive Officers are to be available for Executive meetings, national conferences, national and local campaigns, Executive training sessions and Executive planning sessions.

I have attended every Executive meeting this quarter.

I attended the Student Voice Conference and AQA Conference in Wellington.

- 1.3 All Executive Officers with control of budget lines, or who have been allocated a budget line, shall maintain detailed budgets and not exceed their budgeted expenditure.

I have monitored my budget line and have submitted a budget of planned expenditure to Cody.

- 1.4 All Executive Officers, where possible, shall maintain regular, publicised office hours, and are expected to regularly check and respond to all correspondence received.

All Executive Officers shall, every quarter, undertake five hours of voluntary service which contributes to the local community.



I have not kept records of my office hours and instead have made myself available as often as possible in the bullpen.

Volunteering; I have continued my work with the Dunedin branch of Rotaract.

PART THREE: ATTENDANCE AND INVOLVEMENT IN OUSA AND UNIVERSITY COMMITTEES

This quarter I have attended meetings of Quality Advancement Committee, Board of Undergraduate Studies, Continuing Education Grants Panel, Technology Enhanced Learning and Teaching Committee and Course Advising Advisory Group.

I missed one meeting of Senate and one of BUGS due to them clashing with the Student Voice Conference in Wellington. I sent apologies for each of these meetings and also comments on relevant agenda items.

In total, I have attended over 10 hours of meetings this quarter.

I have presented reports for all of these meetings to the Executive.

I have also attended all meetings of FEC this quarter.

PART FOUR: PROGRESS ON GOALS

GOALS

1. Compile an extensive handover document including information on Education Officer specific and general Executive matters

I have started my handover document over the last week. I have passed on all useful physical materials to James.

2. Run a free graduation photos session for every graduation this year.

I have provided all the necessary information to Will so he may ensure two or three sessions can be held at the end of year graduations.

3. Seek feedback from EduCom members to evaluate the processes used this year.

I compiled and sent out a survey for all EduCom members. Thank you to James letting me use his template. The results of this survey will be included in my handover



document.

4. Compile a document to present to the University outlining potential improvements to the student representation on University Academic Committees.

I have planned my initial thoughts as to what this document will entail. I am aiming to have it sent to University staff by early December.

PART FIVE: GENERAL

This quarter has almost entirely been focused on reviewing the years' work and ensuring handover can occur as smoothly as possible. To best provide this I have brought James along to almost every University meeting, I have reviewed the years' work from EduCom, sent out a survey to EduCom members, and have spoken with a number of University staff to better inform my recommendations for next year.

James and I attended both the Student Voice and AQA conferences at the start of the quarter. These conferences were hugely beneficial in providing a sound base of knowledge for James to build off next year, alongside an insight into various projects happening in other Universities around the country. Our experience at these conferences was relayed back to the Executive via a verbal report at an Executive meeting. We also gave a brief report back at the latest QAC meeting.

I had the pleasure of representing the student viewpoint on teaching evaluations at a recent HEDC/QAU seminar. I must thank Clinton Goulding and Margaret Morgan for the opportunity and I provided feedback to both of them encouraging further student involvement in seminar's next year. I highly recommend the incoming Executive to consider gaining podcasts of the seminar's held this year to better inform their approaches to academic issues.

Also on the academic front, Danielle's work this quarter culminated in a meeting with herself, James and I with John Reynolds the Director of Health Science First Year. We were successful in gaining a student seat on the respective committee ensuring James can provide strong student feedback in the process next year. A huge thank you to Danielle for achieving this.

This quarter I spoke at BUGS informing the committee of the recent OUSA referendum result regarding the changes occurring in the PE school. It is important OUSA provides regular dialogue back to the University committees on issues such as these, to prevent the University being blindsided by opposition when the changes come to a vote. The draft proposal provided evidence of extensive student consultation thus far, and I am confident the University will continue to seek further feedback as the proposal nears being finalised.



Finally, as this is my last report after two years on the Executive I wanted to thank a few people. By no means is this exhaustive but I did want to highlight a number of staff members and students whose efforts have significantly aided my ability to serve to students.

Within the University, John Price, Margaret Morgan, Clinton Goulding, Elaine Webster, Alison Stewart, Tim Cooper and Pat Cragg have all provided me with much appreciated and useful advice this year. Tracie Leckie, Melissa Lethaby, Emerson Pratt and Kim Ma'ai'i for their assistance in the Welfare portfolio last year. Greg Hughson and Ben Wooliscroft for their knowledge and support as mentors. In particular I want to highlight Greg's unerring support for OUSA and constant dedication to furthering student interests, his tireless work makes University life all the better for thousands of students.

Internally I want to thank all of OUSA's staff for their energy and passion in assisting students and Executive initiatives. Particularly I want to thank Craig Madigan and Shinead Williams de Bique for their support on my committees. Emma Anderson for always being happy to have ideas bounced around for events, Katrina McLennan for handling last minute comms requests and Raeleene Yee for the hallway chats. Debbie Downs for the advice and guidance, Donna Jones for being a great tramping partner, and Esther Maihi for her endless positivity.

Each and every Executive member I have worked with has brought about positive changes for students. Personally, the work and support of Rachel Goh, Jesse Hall, James Heath, Max Chan and Danielle Pope has been vital to my initiatives over the past two years. The leadership and trust shown by Hugh Baird has been much appreciated, and finally a mammoth thank you to Laura Harris for her knowledge and tireless efforts towards helping students.