



James Heath
Education Officer
1st Quarter Report 2018
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Tēnā koutou. The following document outlines some of the things I have achieved in my first quarter as Education Officer of the Otago University Students' Association. This has been divided into five sections; my duties as an Education Officer, my duties as an Executive Officer, my attendance and involvement on OUSA and University Committees, my goals for the year, and, finally, a general summary of some other things I have achieved. These all deal specifically with the explicit requirements set out in the Executive Job Description Policy (I009-2013 Executive Job Description Policy Executive).

He aha te mea nui o te ao
He tangata, he tangata, he tangata
What is the most important thing in the world?
It is the people, it is the people, it is the people

Duties of the Education Officer

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

This quarter I was not required to assume these powers and duties.

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

1.2.1 Standing Committee of the Executive;

1.2.2 Education Committee; and

1.2.3 Postgraduate Students Committee.

This quarter I have been a member of the Standing Committee of the Executive. The Postgraduate Students Committee does not exist in a form that requires my attendance - making this clause irrelevant and in need of change. The 2018 Review of Job Descriptions will address this. See below regarding Education Committee.

1.3 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.

This quarter I have not deemed it necessary to convene the Education Committee. This is somewhat because some members, such as the First Year Rep, cannot be appointed until all Class Reps have been selected - pushing this back to the end of quarter one - but has also been due to the restructuring of the committee. I have now established new internal structures, such removing multiple positions and combining them into single Division reps and introducing a new 'form' consultation system currently being trailed. I see the Education Committee convening early in quarter two.



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

As mentioned the Education Committee is yet to convene however I have taken direction from my Divisional Reps and the various student associations I have been in contact with so far; namely Science at Otago Students Association (SOSA), Otago University Medical Students Association (OUMSA), New Zealand Association of Pharmacy Students Otago (NZAPS-O), New Zealand Dental Students' Association (NZDSA), Otago University Physiotherapy Student Executive (PSE), Otago University Politics Students Association (POLSA), University of Otago Commerce Students' Association (COMSA), and Society of Otago University Law Students (SOULS).

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

The new structure of the Education Committee that will be brought in this year will hopefully be the most academically representative it has been in years - though this is still an area of the Education Committee I would be interested in improving upon.

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

1.6.1 Welfare Officer

I have informally met with the Welfare Officer weekly in the Bullpen offices. The Educational and Welfare issues of our students are closely interlinked - so a close relationship between these two portfolios is vital.

1.7 Be one of the Association's representatives on:

1.7.1 University of Otago Senate; and

1.7.2 Standing Committee of Senate.

I represent the Association, and students, on these committees.

1.8 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.

It has not yet been appropriate for me to fulfil any of these obligations however I am always ready and willing to do so.

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

This quarter I have been working on a "Know Your Rights" pamphlet for students - a small document that condenses University Policy and Procedures into one handy little place. I am currently still collating the information and going through University policy - but hope by the end of the second quarter this will be with Marketing and Communications and on its way for publication.



1.10 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.

I believe I maintain a very good working relationship with all OUSA staff - including the Student Support Centre Manager. In particular, I talked with members of Student Support when collating the "Know Your Rights" pamphlet and outlining the plan for the Class Representatives review to gain their valuable perspective and wealth of knowledge.

1.11 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.

This quarter I have outlined a plan for a complete review and eventual restructuring of the Class Representative system. Starting just after this reporting date, members of Student Support and myself will put together a 'manifesto' outlining what we would like to see from the system then, following comprehensive consultation led by myself, we will consolidate everything into a single master plan. This is a project that will have a lasting impact on OUSA and the University.

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

I facilitate the student representation on the four Divisional Boards of the University - providing members with support and advice - and am currently working with the Pro-Vice-Chancellor of Humanities on exploring how increased student representation can be brought into the new Humanities Division.

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

1.13.1 The Deputy Vice-Chancellor (Academic); and

1.13.2 The Director of Academic Services; and

1.13.3 The Director of Summer School.

I believe I maintain a healthy working relationship with the University - the above positions included.

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

This year I have given this aspect particular focus. I have worked on building stronger communication and relationships with the Academic student associations of the University of Otago. These associations are key members of our community and fundamentally important for OUSA to engage with. So far I have been in contact with/attended the executive meetings of SOSA, OUMSA, NZAPS-O, NZDSA, PSE, POLSA, COMSA and SOULS. There are still more student associations which I plan on getting in touch with - such as the Students of Physical Education New Zealand - which I will continue to do in the coming months.

1.15 Be available via cellular phone at all practical times.

I have been available via phone, both in terms of email and calls, at all practical times.

1.16 Perform the general duties of all Executive Officers.

See following "General Executive Duties" section.



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

I am confident so far this quarter I have worked no less than twenty hours per week.

General Executive Duties

2.1 Where reasonable, all Executive Officers are expected to assist as volunteers for OUSA events and functions, including, but not limited to:

2.1.1 Assisting at the OUSA Tent City marquee and other activities during Summer School, Orientation and Re-Orientation;

Throughout Orientation and Summer School I helped at OUSA events and activities.

2.1.2 At an individual Executive Officer's discretion, be a safety contact during Orientation, Re-Orientation and other OUSA events throughout the year;

N/A

2.1.3 Collecting for the capping charity; and

N/A

2.1.4 Assisting with elections and referenda where appropriate, including but not limited to advertising the election and collecting votes.

N/A

2.2 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.

Where reasonable I have always been available for Executive meetings, national conferences, national and local campaigns, Executive training sessions and Executive planning sessions.

2.3 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 communicated with our Finance Officer my intended expenditure of my budget line via a memorandum.

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

This quarter I have, where possible, regularly checked and respond to all correspondence received. Through the majority of the quarter I maintained regular publicised office hours however, due to class, I now must reschedule these to another time.



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

This quarter I have been volunteering with Life Matters Suicide Prevention Trust - providing them with assistance on issues of governance, internal structures, policy, and generally speaking helping them out with their strategic goals.

As part of the OUSA Exec Street Clean up, alongside members of the Executive, I helped clean up Castle Street one Sunday morning. I see a massive potential in this event going forward and hope to see it built upon and developed.

Attendance and Involvement in OUSA and University Committees

Over the course of this quarter I have attended the following *formal* OUSA and University Meetings. I have also included the total number of times these committees have met as well as some examples of meeting reports;

- **Standing Committee of the OUSA Executive (1/1)**
- **OUSA Executive (10/10)**
- **OUSA Finance and Expenditure Committee (3/3)**
- **OUSA Volunteer Strategy Meeting (1/1)**
- **Course Advising Group (1/1)**

The meeting of the Course Advising Group primarily discussed a "General Student Advising Handbook" for staff - specifically named 2018 Advising Students: A guide for staff. This handbook aims to provide staff with a guide of where to point students looking for advice rather than how to give the advice itself. Among other things, I ensured this handbook included OUSA as a listed contact.

The Group discussed a report on Semester One First Year performance from College and Locals students and then the success of new Conditional Enrolment procedures - procedures Justene (from OUSA Student Support) and I worked on with the Uni end of last year.

- **Committee for the Advancement of Learning and Teaching (1/1)**
- **Quality Advancement Committee (1/1)**
- **Health Science First Year Strategic Management Committee (1/2)**

This committee, chaired by the Vice-Chancellor, involves the management of the Health Science First Year course. Due to the highly confidential nature of this committee I am unable to explicitly report on my involvement however I am very proud of my contribution. A lot of what I say and do comes from the valuable feedback I gather from OUMSA, NZAPS-O, NZDSA, and the PSE.

- **Ministry of Education NCEA Review Reference Group (2/2)**
- **Board of Undergraduate Studies (3/3)**
- **2018 Tertiary Teaching Excellence Awards Panel (1/1)**

The purpose of the 2018 Tertiary Teaching Excellence Awards Panel was to select the 3-4 winners. This involved a selection process from 14 candidates with over 500 pages of reading and supporting documentation.



I gave special attention to those candidates caring for the Mental, Physical, and Spiritual Health of Otago Students - voicing the importance of this at the Panel. The winners of the awards are strictly confidential until release.

- **150th Anniversary Project Operational Committee (1/1)**
- **University Senate (1/1)**

This does not include multiple informal meetings and pre-meeting catch ups that I have done this quarter. Some examples include members of the Health Science First Year Strategic Management Committee and Summer School and Continuing Education Board, the Academic Dean of Humanities, Pro-Vice-Chancellor of Humanities, Manager Policy and Compliance, and the National President of the New Zealand Union of Student Associations.

Goals

These are some of my goals for 2018. One point I think is worth noting, is that the day-to-day requirements of Education Officer can at times get in way of creating and progressing goals. For example, on one particular week I; worked with our Commerce Divisional Rep and COMSA to submit and successfully delay proposed changes to the Commerce degree at the Board of Undergraduate Studies, coordinated a submission on behalf of OUMSA, NZAPS-O, NZDSA, and the PSE on a proposed POPH126 paper via the Health Science First Year Strategic Management Committee, and led OUSA's submission on the proposed changes to the Humanities Division. This was also on top of meetings, study, and my requirements as a general Executive Officer. Though a very productive week I did not have time to progress on my goals - an opportunity cost I am aware of this year.

Know Your Rights

This year I am putting together a document that will outline students' academic rights at University in a clear and easy to follow pamphlet. This involves going through relevant policy and procedures and pulling out pieces of information that are relevant to students. Here is an example of the sort of content I am talking about;

*You are allowed to enter exams up to **forty-five minutes** after the beginning of the examination. If you are a **finalist or postgraduate and miss your exam** due to "genuine error," such as mistaking the time or date, you may apply to sit a special examination at a later date.*

Class Representatives System

As previously mentioned I am looking at reviewing and restructuring the Class Rep System. Starting just after this reporting date, members of Student Support and myself will put together a 'manifesto' outlining what we would like to see from the system then, following comprehensive consultation led by myself, we will consolidate everything into a single master plan.

Engagement

This year I would like to lead more student engagement from OUSA - both in terms of students coming to us and us going to students. My short-term goals are to establish an engagement committee which will oversee and advice OUSA's engagement - a committee that should be widely representative of the varying communities of our University and community - however a more general one would be to see OUSA Election Voter Turnout increased as a rough litmus test of engagement.



Suicide Prevention Policy

This year I want to, working alongside our Welfare Officer, see the University make substantial and genuine steps towards Suicide Prevention Policy. This is a difficult task however I can see many options on which this can be achieved - specifically around work being done by the Healthy University Advisory Group (HUAG).

Internship Policy

I am also interested in drafting an internship policy for OUSA - laying the foundations for bringing interns into the operational arm of our association. Students should be at the heart of OUSA - both in terms of governance and operations. This is a two-way relationship, offering students valuable industry experience while providing OUSA with the fresh talent, perspective, and skill that only students can bring. It is important to make it clear that any OUSA internship program will be one of value and respect - at the end of the day the student is and always will be the highest priority.

General

This quarter Roger Yan, our Campaigns Officer, and myself have been producing weekly "Exec Recap" videos and publishing them on our Facebook page and website. These provide students with a 3-minute recap of what OUSA and the Executive have been up to in the past week as well as highlighting upcoming dates and events. So far, our first three videos have a combined 6.7K views and just under 200 comments - a sign of positive engagement - and we are constantly looking at improving and changing how we present them.

I successfully had the Shielded Site Project launched on the OUSA Website – a project created by Women's Refuge. The Shielded Site Project is a small button on our website that provides users with untraceable and anonymous information on domestic violence and abuse situations and how they can find help. Though a small change on OUSA's end this potentially has a significant impact on the lives of some students.

I have also, among other things, personally helped some students resolve academic issues, answered their concerns, and where necessary pointed them in the right direction. As with all reports like this it can be difficult to remember everything that has been achieved this year – particularly in terms of the weekly small but significant decisions and actions – but I hope this provides a general perspective. I have loved working with the 2018 Executive so far and look forward to seeing where we can take the association in the coming quarters.