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International Officer
2nd Quarter Report 2018
Submitted 21-06-2018 at 11:40am
2040 words

PART ONE: EXECUTIVE OFFICER POSITION DESCRIPTION DUTIES

1. Promote via publications, promotions and campaigns, an environment within the Association and on campus which is supportive of cultural diversity.

I have created a google survey form for students to answer questions from post-study work visa submissions by the immigration. Cultural carnival for second semester has been established as a Facebook event on OUSA Facebook page. I placed a poster for "Dunedin Cultural Event to Support World Refugee Day" co-organized by several cultural organisations in the international notice board in the link.

2. Organise and run events of specific interest and relevance to international students.

During this quarter we had two events for members of OUSA affiliated cultural clubs;

1. International Sports Day

The total number of 11 cultural clubs competed against each other in Dodge ball and Basketball. It was held on the 29th of April at Activity Hall at OUSA clubs and socs building and at Unipol. Taiwanese club won the dodge ball. Due to the time constraint we had two winners for Basketball who were Hong Kong club and Taiwanese club. It was originally planned to be on both Saturday and Sunday, but the location on Sunday was outside and due to the unfavourable weather it was cancelled.

2. International Potluck Competition

The total number of six cultural clubs joined. It was held on 12th of May in the Evison Lounge at OUSA clubs and socs building. Each club brought one savoury dish and one sweet dish. Everyone could try a bite from each dish and voted for their favourite savoury and sweet dish. People could not vote for their own club. Korean club came in the first place, Malaysian club came in the second place, and Vietnamese club came in the third place.

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

1. International Cultural Council;

We have had seven meetings including three meetings with the presidents of the cultural clubs during this quarter. One of the three meetings was joined by the managers of the International Office. The main purpose of the meetings was to organise and debrief about the events held in this quarter and to prepare for the events next quarter. We also discussed about internationalization on campus. We have not come to a conclusion, but need for an awareness around cultural difference socially and academically was raised.

2. Welfare Committee; and

We had four Welfare Committee during this quarter. We discussed about Thursdays in Black, women's room and other important welfare related issues.



3. Education Committee.

We had one education committee. I was acting secretary for the first meeting. We discussed class rep review, computer based examination and other important education related issues.

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

I chaired all seven of ICOM meetings and made sure everyone was up to date with the meeting times and agendas through our ICOM Facebook group. The relevant minutes were taken by the ICOM Secretary Sabrina and when she was unable to attend, Annie acted as secretary. They were circulated to all ICOM members.

5. Take direction from the International Cultural Council on all matters relevant to international student members.

At the International Committee with the cultural presidents, we decided to become member of the New Zealand International Students Association (NZISA).

6. Work on issues specific to international students at the University of Otago, including, but not limited to:

1. Academic issues within the University; and

It is known that some of the students from the Foundation Year course have difficult time adjusting into the University. Many of those students are international students. I am working with Paul Westwood (the dean of the Foundation Year) and the Associate Deans of International from each division to create a bridging programme. It will let the students to attend university lectures that they are interested in. It gives a chance for them to decide whether the subject they choose is actually in their interest or not.

2. Social and welfare related issues within the University and the wider community.

In this quarter we had training for peer supporters including international peer supporters. Now we have 6 international peer supporters available for students. I am coordinating intercultural communication workshop along with Jo Oranje from Health Science division and Simone Freeman from the International Office during the diversity week. It aims to enhance understanding of cultural difference that impact the way people communicate with each other. Communication is the key in enhancing good social well-being.

7. Maintain a good working relationship to the OUSA Student Support Centre Manager and Advocates so that the opportunity to share information about academic and welfare issues of relevance to international students is available.

I have advertised OUSA student support whenever I had a chance to. I attended to the cup cake competition during the pride week as the judge of the cup cakes. I joined the first part of peer support training to talk about international peer support. Currently, I am organising some events for the diversity week along with Hahna and her team.

8. Maintain a good working relationship with the International Office of the University, sharing information and ideas with them when appropriate.

We had a meeting with the managers of each department within the International Office and the cultural clubs' presidents on 16th of April. It was a great chance for both parties to get to know about each other's purpose and programmes. More communication between



each other is encouraged at the meeting. I have been working with Simone on the FY course's bridging programme and the workshop.

9. Maintain a good working relationship with the Administrative Vice President, proactively bringing issues relevant to international students to their attention, and, where reasonable, meeting with them on a weekly basis.

The Admin Vice-President Cam Meads and I met weekly when appropriate to report back about my progress on my projects.

10. Work in conjunction with the Finance Officer, the Clubs Development Officer and the Recreation Portfolio Executive Officer to ensure the affiliation and support of international student groups.

I have directed the Vietnamese club and Latino club to contact the Clubs Development Officer regarding to club's structures.

11. Perform the general duties of all Executive Officers.

Where practical, work not less than ten hours per week.

I am confident that I work more than 10 hours per week on the average through meetings, event planning, email and text corresponding, helping at the events/campaigns and advocating. Currently, I am not on campus, but I am still available for necessary corresponding work.

PART TWO: GENERAL DUTIES OF ALL EXECUTIVE MEMBERS

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

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

I served free BBQ at the open day. I carried the national flag of the United Kingdom at the Anzac Day service organised by OUSA.

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

During this quarter, I did not attend any event as Are You OK?.

3. Collecting for the capping charity; and

During this quarter, we had the capping charity. However, I was not aware of the collecting happening for us to assist. It is partly due to the business of the week when the show was on. I would have loved to help out.

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

During this quarter, we had a referendum. I did a few lecture bashing to promote the referenda to students. I stayed at the referenda voting booth in the link and carried the iPad for students to answer the question in the union area to collect votes.

3. 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.



As far as I am aware, there have been thirteen executive meetings including one emergency meeting and one standing committee. I have attended all the normal executive meetings, and the emergency meeting. I was unable to attend the standing committee, but as I am ten hours' role, I did not have to attend it.

4. 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.

The prizes for the sports day and potluck competition came out of the international officer's budget. They were within the budget line.

5. 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 am present at the OUSA Executive Bullpen during my office hours, and while I do OUSA work. I am available to respond to emails, FB messages and texts relating to OUSA at any hours. I have helped to sell the poppies for the Anzac day. I have attended the inaugural meeting of Education for Sharing and helped them to make connection with UniCrew. Their mission is to form better citizens from childhood through the power of play. Their activities will be launched at schools around Dunedin from next year.

PART THREE: ATTENDANCE AND INVOLVEMENT IN OUSA AND UNIVERSITY COMMITTEES

I have attended the inaugural Te Whare Tawharau: Sexual Violence Support and Prevention Advisory Board for 2018 but missed the second board meeting due to my lecture. I have attended one of the internationalization committee and one of the distance board meeting but missed the second meetings for both committees due to my leave. I have attended two of the Summer School and Continuing Education Board meetings and two of the Chaplaincy Board meetings. I have attended Health Science internationalization committee. The minutes from those meetings are submitted the executive meetings. I have attended two OUSA election review committee and one student engagement meeting.

PART FOUR: PROGRESS ON GOALS

Mental health/well-being

The training for international peer supporters took place this quarter. This is an important way forward to create more support towards well-being of international students. There will be another training in the next quarter for students who could not attend the last one.

Academic

The system of the bridging programme between the Foundation Year (FY) course and the University is being finalized between the Senior Academic Dean of FY course and Associate Dean of International from each division. FY students can choose what lectures they are interested in from science, humanity and commerce



divisions and they can be invited to specific lectures. The system of the programme for health science division is to be confirmed.

Finance

I had a meeting with previous equity officer at Victoria International Students Association regarding the international students' tuition fee cap. I am going to do research on the impact of fee increase on international students next quarter.

Events

Events are important ways to socialize with people from different backgrounds. In addition to annual sports day, the international committee organized the potluck competition this quarter. It encouraged healthy competition.

PART FIVE: GENERAL

The well-being of the international students is always at the heart of my work. The cultural clubs provide excellent home away home for many international students. However, supporting those international students who tend to isolate themselves are still the challenge. International students sometimes find it difficult to join discussions in lectures, tutorials and other daily settings. The intercultural communication workshop is a trial workshop to challenge those difficulties. I am having continuing discussion within the international committee and with other key people about what could be done. Relationship is the key to bringing about the change. I have helped network those key people with each other throughout the quarter.