



James Heath
Education Officer
3rd Quarter Report 2018
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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. I have been a member of the 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.

The Education Committee has formally met twice. I ensured that all members were advised of meeting times, that the agenda was prepared and circulated beforehand, and that the standing orders of the committee were adhered. More importantly, I sent emails around to my committee on issues of importance (such as leading the Art History and Visual Culture changes).

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

I take direction from the Education Committee and plan to significantly include them in future projects - specifically the upcoming Class Rep planning session.

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

The structure of the Education Committee is the most academically representative it has been in years.



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, on average, weekly in the office. The Educational and Welfare issues of our students are closely interlinked - so a close relationship between these two officers is vital. We have worked on a number of issues this quarter (see general).

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 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.

I have finished "Know Your Rights" pamphlet for students - a small document that condenses University Policy and Procedures into one handy little place. This publication is ready for Marketing and Comms - it was initially delayed as the former Postgraduate Officer wanted to add some sections so I am waiting for the new one to be elected to see what they think.

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 this quarter, when Art History and Visual Culture changes were announced, I flagged this with the Manager so Student Support were prepared.

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 semester the consultation period of the Class Rep Review has begun and is going very well - I have circulated a discussion document I have put together that aims to bring in feedback from across campus. 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. This also includes assisting them with submissions on academic changes and consultation.

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;

- 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)
- Society of Otago University Law Students (SOULS)
- University of Otago Classical Society (ClassSoc)
- Te Roopū Whai Pūtaka (TRWP)
- Te Rōpu Pūtaiao (TRP)
- Students of Physical Education New Zealand (SPENZ)
- Otago University Computer Science Society
- Otago University Nutrition Student Association
- Pacific Island Health Professional Students Association

This list does not include all members of the 24 association emailing list I use for contact - just those who I have met with, helped with issues, or received emails from. As always I plan on improving how I interact with these associations.

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;

N/A

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 communicate with our Finance Officer my intended expenditure of my budget line.



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. I maintained regular publicised office hours however at times have been unavailable - to my knowledge this has not been an issue.

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

Last quarter I volunteered 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 policy goals - though last quarter, the work I put in then was well over five hours and I believe can be carried over

Attendance and Involvement in OUSA and University Committees

Over the last three quarters have attended/been a member of the following *formal* OUSA, University, and external Meetings;

- **Standing Committee of the OUSA Executive**
- **OUSA Executive**
- **OUSA Finance and Expenditure Committee**
- **OUSA Volunteer Strategy Meeting**
- **Committee for the Advancement of Learning and Teaching**
- **Quality Advancement Committee**
- **Ministry of Education NCEA Review Reference Group**
- **Board of Undergraduate Studies**
- **150th Anniversary Project Operational Committee**
- **Course Advising Group**
- **2018 Tertiary Teaching Excellence Awards Panel**
- **Health Science First Year Strategic Management Committee**
- **Academic Integrity Working Group**
- **Summer School and Continuing Education Committee**
- **Deputy-Vice-Chancellors / Pro-Vice-Chancellors Committee**
- **OUSA Student Engagement Hui**
- **Education and Workforce Select Committee (Parliament)**
- **Ministry of Education 'Education Conversation'**

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, and 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.



General

This quarter, among other things and not including continued projects such as the Weekly Videos, I have achieved;

- Provided suggestions and caused changes to the Academic Progress Policy.
- Worked on some constitutional changes following Motion of No Confidence. These have been discussed with a Professor of Law and are in the upcoming referendum.
- Followed up on a student issue regarding Exam Leave.
- Organised advertising and transport for a NCEA Review Event.
- Worked on the Uni transition from SafeAssign to TurnItIn.
- Organised a discussion around SSR changes and, at the discussion, secured more seats for student representatives.
- Set up the first three Student Meetings planned - the last of which being with the Vice-Chancellor.
- Organised meetings between our Events team and the 150th Celebration organising team.
- Set up an Online Form for the Class Rep Review - around 30 submissions so far.
- Email for Class Rep Review (ready to roll)
- Developed a Class Rep Review Discussion Document

- Had another meeting a member of our community around putting together a Terms of Reference for a Dunedin Public Relationship Advisory Committee. The purpose of this Committee is to improve the relationship between the Dunedin Public and Public Services Providers, this is including but not limited to LGBTQIA+, Māori, Pasifika, victims of sexual violence and assault, people with disabilities, refugees, and, of course, students.

- A couple of students approached me regarding Content Forecasting - I followed this up with the Ethical Behavior Committee and Higher Education Development Centre (HEDC) who got in touch - leading to a meeting early this quarter. Out from this meeting came a 'teaching challenging topics' quality forum, lead by HEDC with a panel including;
 - Dr Melanie Beres, Sociology Gender and Social Work and academic leader of Te Whare Tāwharau, Sexual Violence Support and Prevention Centre (sexual violence)
 - Associate Professor Rachel Zajac, Psychology and National teaching award winner 2016 (criminal investigation, violent crime)
 - Professor John Reynolds, Anatomy and National Teaching Award Winner 2008 (brain removal)
 - Professor Michelle Thomson-Fawcett, Geography and Otago teaching award winner 2017 (indigenous approaches to planning and environmental management)

From this forum, HEDC are currently working on an information booklet - including explanations on content forecasting and teaching across diversity (such as cultural and religious differences).



- Organised student representatives for BHealSc Board of Studies. This involved a submission process and was decided by EduCom. I also successfully secured *two* student seats on the committee rather than the one offered.
- I led the Te Roopū Māori Strategic Planning Hui - helping them work towards a 5 year strategic plan
- Debated in Senate and secured a win for Postgraduate students around Supervisor Guidelines - making sure that the student is also been looked after rather than just their research.
- Helped film the AV Explanation Video
- Assisted the Selwyn President in their bid to keep returner numbers at the same level at their College. This meant sitting down with them and talking them through their plan and passing a motion at the OUSA Exec meeting - their bid was successful!
- Held more meetings around setting up and refurbishing the Peace Garden
- Fed into the OUSA Corporate Support Review Panel
- Worked on and saw completed a guide for staff who are meeting with students under investigation for alleged academic misconduct.
- Helped with the 5 Year Plan for Peace Garden
- Changed the University Academic Forms to explicitly mention Student Consultation when Academics are creating a new paper.
- Met with and emailed Art History and Visual Culture students around potential changes.
- Wrote the Exec Column around these changes and provided Critic with a statement.
- Organised a public meeting and Facebook page to coordinate students response to Art History and Visual Culture changes
- Attended Grad Parade on behalf of OUSA.
- Took part in the Ministry of Education Make Your Mark judging panel - giving a focus on Mental Health and Wellbeing. Also mentioned my discontent with one of the proposals seemingly valuing University study over ITPs.
- Met with Deputy Vice-Chancellor Vernon Squires - we discussed Lecture Recording, reducing Otago's terms from 12 - 13 weeks (which increased Exam Leave and breaks), and Special Consideration removed from Academic Transcripts. This was very productive.
- Spoke on the Radio around the Art History and Visual Culture changes
- Have helped facilitated the student response to these changes, including an upcoming public meetings, online and physical petition, and the overall argument to be taken into Senate.

Goals

These are some of my goals for 2018;

Know Your Rights

Progress on goal; Done

Class Representatives System Review

Progress on goal; The public submission period is nearly finished, closing on the 30th September. This will be the review done. Next I need to produce the plan for 2019.



Engagement

Progress on goal; Our videos are on track to have 40,000 views by the end of the year - and have produced hundreds of comments and individual engagement in what OUSA does. We have had two student meetings so far, with a third one planned with the Vice-Chancellor in October.

Internships

Progress on goal; Marketing and Comms have decided to continue their intern within their department. The Job Description for an overall Internship Coordinator has been drafted - I would like to see more progress on this by the end of the year.

Suicide Prevention Policy

Progress on goal; The Welfare Officer, Student Support Manager, and I have had meetings around the Suicide Prevention Framework of the University. I have also submitted to HUAG (the Healthy University Advisory Group) on this framework and provided substantial critique.