

Mia Heaphy Butts
Academic Representative
2nd Quarter Report 2023
Submitted 20-06-2023 at 2:42pm
1815 words

Part One: Executive Officer Position Description Duties

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

I have not had to assume all the powers and duties of the President this quarter.

- 9.2 Be a member of appropriate internal committees of the Association, including, but not limited to:**
9.2.1 Standing Committee of the Executive; and;
9.2.2 Academic Committee.

This quarter I was a member of the Standing Committee of the Executive and 2023 Academic Committee as chair.

- 9.3 Chair monthly meetings of the Academic 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.**

Due to the timetable clashes of members in the Academic Committee, I have instead combined monthly reporting's on academic issues to an infographic for all members. This seems to be much more efficient, and I will continue to do so in the following quarter. Communications have occurred monthly between the committee as well as other relevant stakeholders.

- 9.4 Take direction from the Academic Committee on all educational matters relevant to the Association and its members.**

I have taken direction from the Academic Committee on educational matters as they arise, this quarter I have been taking direction from communications directly with students through email, due to the business of this first quarter.

- 9.5 Where reasonable, ensure that as many different representatives of student educational issues are present on the Academic Committee as possible.**

I have adhered to the minimum membership of the terms of reference, as well as reached out to a number of other student bodies and organisations to encourage a broad range of membership.

- 9.6 Be one of the Association's representatives on:**
9.6.1 University of Otago Senate;

Yes

- 9.6.2 University of Otago Board of Undergraduate Studies; and;**

Yes

9.6.3 Other University committees, boards, advisory groups and working parties as appointed by the Executive.

This quarter I have attended meetings of a range of University committees, boards, advisory groups and working parties, including but not limited to:

- Summer School Operational Group
- All Staff Forum- Tuakiritaka
- Programmes and Papers Working Group
- Academic Committee
- Board of Undergraduate Studies
- Teaching Award Panel
- OUSA Exec Meetings
- Academic Integrity Advisory Committee
- Humanities Divisional Board
- Quality Advancement Committee
- Student Transition Network

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

I have facilitated in the appointment and referral of students to be representatives on Committees and Boards and will continue seeking student representatives for such. These include CALT Kōrero and DELT. My efforts will continue to ensure that university staff are reminded of the voluntary nature of students' contribution and aim to reinforce the importance of compensating students for their time if they are appointed as representatives. Compensation is still a work in progress.

9.8 Where appropriate brief the President on national and local tertiary sector educational issues and represent the educational interests of students on local body committees and boards.

Quintin and I have been meeting when necessary to catch-up on any matters that have arisen, or topics I would like further support on. We will continue to meet when necessary to ensure my goals can be reached, and extra advice can be given. I have kept him informed on the outcomes of many of the committee meetings I have attended, and how we can utilise the agendas of such to benefit students.

9.9 Facilitate and provide feedback and consultation for academic pro forma.

I have continued to facilitate and provide feedback and consultation for academic pro forma. Quintin and I held a student forum for Languages and Cultures and will do so in the next quarter. I have also provided all feedback on changes to programmes and papers, and been consulting staff on the appropriate changes.

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

Our focus this quarter has mainly been on getting the exec's faces out across campus for student support. We are doing weekly columns in the Critic with one exec per week. These columns provide our contact information and roles, which is hopefully creating some more awareness of the OUSA Exec. We have further promotions for student welfare coming up next quarter.

9.11 Maintain a good working relationship with relevant Association staff, including the Student Support Centre Manager and the Class Representative Coordinator, and liaise with them on relevant educational issues as they arise.

I have maintained a good relationship with relevant association staff. I have meetings with staff from both teams throughout the semester. Communication has been positive thus far. However, I would like to attend more class reps meetings to fill in the gaps of their duties which may need reviewing.

9.12 Act as the Executive's representative to the Class Representative system and assist in their promotion.

I have yet met with the class reps to assist them in their role. I have created a good relationship with them and work on how they can be more active in their roles and feel their feedback is valued. I will be attending further class rep meetings next semester for the new round of reps.

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

9.13.1 The Deputy Vice-Chancellor (Academic); and;

9.13.2 The Director of Summer School.

9.13.3 The Director of Academic Integrity.

9.13.4 The divisional Associate Dean Academics; and;

9.13.5 The Director of Distance Learning

I have monthly meetings with Helen (Deputy Vice Chancellor Academic), as well as meeting with the other directors and many other staff through sitting on the same committees as these head of programmes. I have had meetings with SLT and Student Support to build a good working relationship and discuss student matters. Overall, my working relationship with university staff has been a great experience so far and I am looking forward to hopefully meeting more of them in person. I have also met with Jessica Palmer, PVS of Humanities.

9.14 Establish a good working relationship and communication with academically orientated clubs or societies, liaising with the Clubs and Societies Representative as and where needed.

I have a good working relationship with many academic clubs and societies. Many socs have been responsive to my emails and have assisted me in finding reps for different committees. I have not needed to liase with the Clubs and Socs rep this quarter.

9.15 Be available via cell phone at all practical times.

I have been available and communicative via cell phone at all practical times.

9.16 Perform the general duties of all Executive Officers.

I have performed all general duties as required

9.17 Where practical, work not less than twenty hours per week.

I have worked not less than 20 hours per week when practical this quarter.

Part Two: General Duties of all Executive members

- 3.1 The appointed term for all OUSA Executive Officers shall commence from the 1st of January and will terminate on the 31st of December of that same year.**

My term commenced on the 1st of January, and it will terminate on the 31st of December.

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

- 3.2.1 Assisting at the OUSA Tent City and other activities during Summer School, Orientation and Re-Orientation; and;**
- 3.2.2 Assisting with elections and referenda where appropriate.**

When election season begins, I will assist with promotion and support.

- 3.3 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.**

I have attended the majority meetings and planning sessions this quarter, except for reasons including illness and schedule clashes.

- 3.4 All Executive officers shall:**

- 3.4.1 Keep up to date with the Finance and Strategy Officer's Executive budget, bringing to the finance and strategy officer any spending proposals, keeping track of their spending and ensuring they do not exceed budgeted expenditure;**

I have not sought to spend any money this quarter.

- 3.4.2 Educate themselves on needs and experiences relevant to historically marginalised demographic groups including intersectionality and promote and encourage all demographics to participate, where relevant, in clubs, societies, committees and OUSA events;**

I have endeavoured to receive feedback from a diverse range of students from a range of academic areas and highlight their concerns where appropriate, as well as acting as a communicator between these students and staff where appropriate.

- 3.4.3 Prioritise sustainability and minimization of environmental impacts in all aspects of their role and keep up to date with environmental issues;**

I continue to educate myself on the best way to live a sustainable life, being mindful of the environment around me.

- 3.4.4 Every quarter undertake five hours of voluntary service which contributes to the local community.**

I have undertaken well above five hours of voluntary service this quarter with OUSSC, including volunteering on their Eco Trip to Snow Farm and Community Service.

3.4.5 Regularly check and respond to all communications.

I continue to be regularly online and communicative.

Part Three: Attendance and involvement in OUSA and University Committees

This quarter I have attended the meetings of:

- DELT
- Cyber Security Programme Steering Committee
- Academic Committee
- Student Transition Network
- Senate
- All Vice Chancellors Staff Forums
- OUSA Exec Meetings
- CALT
- AI Policy Sub-Group
- Humanities Divisional Leadership Group
- Humanities Divisional Board
- Academic Integrity Advisory Committee
- Programmes and Papers
- Student Focus Group
- Learner Success Plan Advisory Group
- Manutaki Learning and Teaching Interviews
- QAC
- BUGS

For all, I read the distributed agenda ahead of time and engaged within the meetings on student perspectives and issues.

Part Four: Goals

Course Advice Drop-in Sessions at Halls
Meeting with

Increasing Number of Papers Available for PASS
PASS info sent to halls

Student Representation on Academic Associations
Finalising student rep for DELT

Student Podcast
In progress with CALT/HEDC

Minor on Graduation Certificate
Discussing with Helen Nicholson at next meeting

Māori Language Policy on Course Outlines

As a means of acknowledging the significance of te reo Māori as a taonga, which is safeguarded under the Treaty of Waitangi, the University supports the entitlement of its students and staff to utilise te reo Māori in all academic evaluations. Although the university website explains policy surrounding assignments in te reo, I would like to make this policy explicitly available in every course outline to reinforce the university's vision statement for te reo Māori "that te reo Māori becomes an ordinary, useful, relevant, vibrant and inspiring

language as a medium of communication in a wide range of contexts". I aim to making these changes with the vice chancellor.

Part Five: General

N/A

All is well.