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Academic Representative  
3<sup>rd</sup> Quarter Report 2023  
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### **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.**

My new method of combining monthly reporting's on academic issues to an infographic for all members has proved to be very efficient. 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:

- OUSA Exec Meetings
- CALT
- AI Policy Subgroup
- Academic Committee
- Board of Undergraduate Studies
- Humanities Board
- Humanities Divisional Leadership Group
- Teaching and Timetabling Committee
- Ministry of Social Development
- Programmes and Papers Working Group
- Summer School Operational Group
- CALT
- Senate
- QAC
- Cyber Security PSC
- Advisory Committee

### **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. I have assisted the Ministry of Social Development (specifically Study Link) in directing them to the appropriate clubs and societies for round table discussions to be made. I have also helped the Pay Equity Rally group connect with our societies for their future endeavours.

### **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. I have been in contact with students from TAOR to discuss ways in which we can express our opinions on changes to the university and have since wrote an open letter on these proposed changes. 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 been promoting activities around campus, awareness weeks and what issues students are facing. We have opened an Instagram account which has given us the freedom to voice our opinions and have control over what we would like to say and what we would like students to see. What a great idea this was 😊

**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. I have since attended more class reps meetings to fill in the gaps of their duties which do indeed need reviewing.

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

I have 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 have attended and will continue to attend further class rep meetings prior to the conclusion of the semester.

**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 Phil Bremmer (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 Tim Cooper (Dean of Teaching and Learning) to build a good working relationship and discuss student matters. Overall, my working relationship with university staff has been a great experience so far. I would like to meet with the Director of Summer School and the Director of Distance Learning prior to exams this semester.

**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 liaise with the Clubs and Socs rep this quarter, unless in meetings together.

**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 (unless during the breaks or when ill).

**Part Two: General Duties of all Executive members**

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

My term commenced on the 1<sup>st</sup> of January, and it will terminate on the 31<sup>st</sup> 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, being aware of non-recyclable items and reducing the amount of plastic I use. I try to shop from ethical clothing stores and purchase locally made items.

#### **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 The Cancer Society (collecting and fundraising on 25<sup>th</sup> August), and have volunteered with Te Kāika to make up food packages for whānau.

#### **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:

- OUSA Exec Meetings
- CALT
- AI Policy Subgroup
- Academic Committee
- Board of Undergraduate Studies
- Humanities Board
- Humanities Divisional Leadership Group
- Teaching and Timetabling Committee
- Programmes and Papers Working Group
- Summer School Operational Group
- CALT
- Senate
- QAC
- Cyber Security PSC

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

### **Part Four: Goals**

#### *Provide Open Letters to Heads of Departments on Changes*

I have consistently worked on providing open letters to the Heads of Departments regarding proposed changes within our institution. I recently submitted a proposal to the National Centre of Peace and Conflict Studies. These letters seek to ensure that any proposed changes are communicated transparently and comprehensively to the relevant departments. I will continue to do so when more announcements are made.

#### *Increase Recognition of Student Learning Development*

I have sent copies of all of the work that Student Learning Development does and the range of services they provide to students to colleges across campus. This is to increase the awareness of what SLD does and helps set first year students up with the correct support for the entirety of their studies.

#### *Student Feedback on Campus Experience*

AUT had set up *Vision AUT* earlier on this year, which had expired myself and other exec members to create something similar to this. Quintin, Emily and myself are planning on creating a stall to gain an understanding of what students admire and struggle with in their university experience. We have drafted ideas, but will finalise a proper plan in the near future.

## **Part Five: General**

During this quarter, a significant portion of my efforts has been dedicated to crafting government submissions on a diverse array of topics, spanning both academic and non-academic areas.

### **Completed Initiatives:**

**Fee Regulation Engagement:** I successfully completed a comprehensive engagement process related to fee regulation, which involved in-depth research and analysis. The submission made valuable contributions to the ongoing discourse on fee regulation in the academic sector.

**UNESCO Higher Education Certification Recognition:** Another significant achievement during this period was the completion of a submission focused on UNESCO's higher education certification recognition. This effort aimed to enhance the recognition and acceptance of international academic qualifications, facilitating global mobility for students and professionals.

### **Ongoing Initiatives:**

**Land Transport:** I am currently engaged in an ongoing initiative related to land transport. This project involves extensive research, data analysis, and consultations with experts and industry stakeholders. The objective is to provide valuable insights and recommendations for enhancing land transport systems.

**Ram Raid Offending Bill:** I am actively working on the Ram Raid Offending Bill, which is still in progress. This initiative seeks to address issues related to ram raid offenses and develop effective legislative solutions to combat such criminal activities.

In addition to my work on government submissions, I have consistently provided honest feedback and consultation on changes to various academic programmes and papers. To date, I have conducted 65 consultations, contributing to the refinement and improvement of educational offerings across the University. These consultations have played a pivotal role in maintaining the quality and relevance of our academic initiatives.