Members of the FNAS Student-Staff Consultative Committee (SSCC) 2011

Ms Danielle Whyte (Caretaker Chair)
Ms Bronte Hodgson (Caretaker Executive Office)
Ms Kailah Thorn (Caretaker Treasurer)
TBN (SNAGS Representative)
TBN (Zoology Club Representative)
TBN (Woolnough Society Representative)
Dr Chunbo Ma (School of Agriculture and Resource Economics)
A/Prof Patrick Finnegan (School of Plant Biology)
TBN (School of Earth and Environment)
TBN (School of Animal Biology)
Ms Alison Hall (Faculty Administrative Officer (Undergraduate))
Ms Marjan Heibloem (Project Manager)

Student-Staff Consultative Committee Meeting

Parts 1 and 2 of the agenda are to be dealt with *en bloc* by motion of the Chair. Part 3 is for discussion. A member may request the transfer of an item from Part 1 and/or Part 2 to Part 3.

**Agenda**

Meeting on Tuesday 22\(^{nd}\) March at 1:00pm in the Paterson Room, Central Wing, Faculty of Natural and Agricultural Sciences.

1. Apologies.

2. Declarations of potential conflicts or perceived conflicts of interest.

3. Minutes.
Approval of minutes of the meeting held 26.10.2011.

4. Treasurer’s Report.

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<th>Account Balance</th>
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<tr>
<td>Deposit Bearing Interest</td>
<td>$901.55</td>
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<tr>
<td>Westpac Business Cash Reserve</td>
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<td><strong>Total</strong></td>
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5. Summary of T & L Meeting.

6. Items/business in progress for noting since previous meeting.

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<tr>
<th>Item</th>
<th>Responsible Parties</th>
<th>Status</th>
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PART I

ITEMS FOR COMMUNICATION TO BE DEALT WITH EN BLOC.

PART II

ITEMS FOR DECISION TO BE DEALT WITH EN BLOC.

PART III

ITEMS FOR DISCUSSION AND DECISION

1. Members and Administration of the SSCC 2011.

Try to get a broad range of students from different year levels and different majors for 2011.

- Link Week BBQ.
- Lecture Advertising.

If unable to attend a meeting an apology is required. In some cases it would be preferable if a substitute representative can be found to attend the meeting instead.


Appendix A outlines the role of each position. Nominations and elections to be made in today’s meeting:

- Chair.
- Executive Officer.
- Treasurer.
- Teaching and Learning Committee Representative.

3. Committee Recommendations from 2010.

Appendix B outlines the recommendations made in the last meeting of the committee in 2010 and any carrying over items from 2010.

4. Alumni Program.
An agriculture alumni night is proposed to kick-start the alumni program. Invite alumni from the last few decades.

5. **SSCC Accounts and Budget.**

Grant forms are now prepared and included in the Treasurer’s portfolio. If a club requires money they fill out a proposal and approach the Treasurer.

A small amount of petty cash is proposed to be available for small costs like publications.

6. **Zoology Club Room.**

During the holidays the Zoology Club Room was proposed to be taken over for office space. The school is determined to find a new club room but it is not expected to for a few years, this leaves the current Zoology students and the next few years of Zoology students without a club room.

7. **Other Business.**

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**FUTURE MEETING DATES FOR 2011**

The next meeting for 2011
APPENDIX A:

Roles within the Student-Staff Consultative Committee

Chair
- Preparation of agenda.
- Attend Teaching and Learning committee meetings.
- Attend full faculty meeting 2/year – 1 page summary of SSCC.
- Signee for bank account.

Executive Officer
- Recording and distributing minutes.
- Agenda and minutes onto website.
- Supporting the chair.
- Maintain notice-board.

Teaching and Learning Committee Student Representative
- Attend meetings.
- Report back to SSCC.

Treasurer
- Creation and management of monetary records.
- Second signee for SSCC bank account.
- Support chair in decision making for amounts < $100.
- Report to committee at each meeting.
- Manage proposals for money from clubs.
APPENDIX B:

SSCC prior 2011

New Courses 2012.

- Add elective onto the major outlines provided to students. Particularly electives available at 3rd year.

Major/Program Drop-in Sessions.

- Program/Major heads to attend meetings where students may drop past.
- Allows students to be mentored in units.
- Inform students of elective/unit changes.
- Factor in available honours projects or work experience placements.

More prominent information regarding fourth year projects/honours.

Honours and Postgraduate Expo.

- Was successful, however, an earlier date in the year will be more useful for students looking to undertake honours/fourth year projects.
- Advertise the expo at the careers night.

Proposed FNAS Careers and Postgraduate Expo.

- Stalls to run all day, providing pamphlets etc.
- Employers and academics scheduled to talk hourly.
- To be held around Thurling Green and the Common Room.
- Suggest Agriculture industry night still maintained due to the large number of Agriculture-based employers.

SNAGS Clubroom Renovation.

- Permanently put on hold.

Lectopia and WebCT.

- What is the preferable usage by lecturers of these resources?