Stella Lynch

Academic Representative

4th Quarter Report 2024

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1857 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 did not assume the power of the President this quarter.

**9.2. Be a member of appropriate internal committees of the OUSA, including, but not limited to:**

**9.2.1. Standing Committee of the Executive; and;**

**9.2.2. Academic Committee.**

Yes to both of these.

**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.**

We (again) had no meetings this quarter. I had every intent to hold meetings, however the only agenda item was the Lecture Recordings Policy which was received later than expected from the University.

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

We didn’t meet this quarter due to lack of business.

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

This is done.

**9.6. Be one of the Association’s representatives on;**

**9.6.1. University of Otago Senate;**

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

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

I am the representative for a lot of these.

**9.7. Where appropriate, facilitate a variety of student representation on academic related University Committees and Divisional Boards.**

There was another very big push for Māori and Pasifika student representation on the Quality Advancement Committee (this is now included in the Terms of Reference). Tim Cooper and I facilitated Māori and Pasifika student representation on CALT for 2025. This is a huge step forwards as there is very little Pasifika student representation outside of Senate.

**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.**

Keegan & I usually brief each other on this at the time as then we can have a good yarn about it.

I don’t sit on any local body committees and boards as the opportunity hasn’t arisen. I am the OUSA rep on the Paid Placement Aotearoa working group next year which is exciting. If the opportunity arose to sit on a local body committee I would be keen but I think it would be a struggle to fit into the 20 hours allotted to the role.

**9.9. Facilitate and provide feedback and consultation for academic proforma.**

This has ramped back up this quarter (as predicted) as CUAP round 1 will happen in April/May.

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

We did the fabulous campaign for the Lecture Recordings Policy Review last quarter. I didn’t have any campaigns this quarter as there wasn’t a main theme/issue this quarter.

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

I maintain a good working relationship with Association staff. Donna Jones is an absolute legend and a lifesaver (and is responsible for my intact sanity). Leda Norris is also wonderful and I am very appreciative of the Class Reps.

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

I mentioned in my last quarterly report (and the one before that), that new Divisional Class Rep roles have been made. With regard to their promotion, I don’t think this is really a “thing” anymore.

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

**9.13.1. The Deputy Vice-Chancellor (Academic);**

I meet with the DVC-A weekly and we have a good working relationship. We are co-leading the Lecture Recording Policy Review and the policy draft is being worked on currently.

**9.13.2. The Director of Summer School;**

See 9.13.6.

**9.13.3. The Director of Academic Integrity;**

I sit on CALT with the Director of Academic Integrity. We have a good working relationship.

**9.13.4. The Divisional Associate Dean Academics;**

I sit on a number of boards and committees with the ADA’s – I have good working relationships with all of them. I don’t meet with them regularly as I see them in meetings often, but I communicate with them on a case-by-case basis.

**9.13.5. The Director of Distance Learning; and;**

I sit on a number of boards and committees with Sarah and we have a good working relationship.

**9.13.6. Dean of Learning and Teaching.**

I have a great working relationship with Tim. I meet with him and Keegan monthly and also see him on a number of boards and committees. This quarter we looked into a paper with a high fail rate.

**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 communicate with these clubs & socs when needed for feedback, Emma is wonderful and we have a great working relationship.

**9.15. Maintain a good working relationship with the Postgraduate Representative, to facilitate communication and collaboration as necessary, across undergraduate and postgraduate academic matters.**

Hanna and I have a great working relationship. We liase when necessary as we haven’t had lots of overlap on projects recently.

**9.16. Be available via cell phone at all practical times.**

Yes I am. I am reachable at all waking hours via cell phone.

**9.17. Perform the general duties of all Executive Officers.**

I believe I do.

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

Yes I did – 20.05

**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.**

Sounds good.

**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;**

N/A

**3.2.2. Assisting with elections and referenda where appropriate.**

I helped with prep for the Exec elections but was limited by what I could do as I was a candidate.

**3.3. It is expected that Executive Officers attend Executive meetings.**

I have been at all the meetings this quarter, except for the most recent ones as I have been on the farm.

**3.4. Where reasonable, all Executive Officers are to be available for national conferences, national and local campaigns, Executive training sessions and Executive planning sessions.**

I don’t believe we have had any this quarter.

**3.5. All Executive officers shall:**

**3.5.1. 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;**

Yes I do.

**3.5.2. 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 unfortunately cannot attend the Hikoi mō te Tiriti so have spent time researching & reading about the Treaty Principles Bill – I plan to submit on it on my next weekend off. I will always always be learning about Te Tiriti o Waitangi, and what it means to be tangata tiriti. Having students (who represent diverse demographic groups, especially those at the intersection of these groups) in the room with the University is probably one of the best, if not the best thing, that OUSA can facilitate to better the education outcomes for these students.

**3.5.3. Act in accordance with and uphold Te Tiriti o Waitangi while exercising their duties;**

I always do my best to uphold Te Tiriti in my duties as a member of the OUSA Exec.

**3.5.4. Where reasonable, attend events hosted by clubs related to historically marginalised demographic groups;**

I have not been to any this quarter – I intend to attend more next year.

**3.5.5. Prioritise sustainability and minimisation of environmental impacts in all aspects of their role and keep up to date with environmental issues;**

As a nearly qualified Ecologist, I am all good on this front. I’m incredibly up-to-date and literally all of my undergrad research contributes to this.

**3.5.6. Every quarter undertake five hours of voluntary service which contributes to the local community; and;**

I planted trees with A Rocha and did church pack up (approx. 10 hrs).

**3.5.7. Regularly check and respond to all communications.**

Yes I do.

**Part Three: Attendance and involvement in OUSA and University Committees**

1. Sciences Divisional Academic Board
2. Undergraduate Quantitative Skills Working Group
3. Quality Advancement Committee
4. Board of Undergraduate Studies/Combined BUGS & BoGS
5. Standing Committee for the Sciences Divisional Academic Board
6. Senate
7. Digital Learning Environment Project Steering Committee
8. Committee for the Advancement of Learning and Teaching
9. OUSA Academic Committee (Not met this quarter)
10. Interdivisional Board of Undergraduate Studies
11. Papers and Programmes Charter
12. OUSA Executive
13. OUSA Executive Standing Committee
14. Summer School Working Group
15. Advisory Committee on Student Advising
16. Graduate Attributes Working Group
17. Change Management Workshops

**Part Four: Goals and your Progress**

**Transparency around course cuts for future and prospective students**

I’m getting back on track with this. There are a number of hurdles to pass to get it off the ground that kind of need to be taken case-by-case. I have all the details for paper changes up until May 2024 which is fabulous. This will be continued next year too.

**Increasing engagement with the class representative system**

Class rep quality assurance project is slowly slowly progressing. The majority of this is confidential so cannot be included here. In terms of general engagement, I’ve had a lot more engagement with students through the class rep system than in past years (from what I can tell from emails). This is awesome and I definitely feel as though I have done my part in increasing engagement with class reps to the best of my ability.

**Lecture Recordings Policy**

We have a draft policy!! The Exec have consulted on the draft and it’s now going through the University processes. The goal now is Senate in February/March 2025 which would be amazing. Student consultation will happen over Summer or in the first weeks of semester – whenever students are available and willing. It is genuinely insane to say that we have reached this point and I am incredibly proud and grateful of the effort that the Exec have put into supporting the policy.

**Part Five: General**

The most notable \*extra\* thing I’ve done this semester is working with CourseSpy & the Uni to get CourseSpy’s degree planner and other assests incorporated with eVision. It is a long-term project but super super awesome to see a pair of incredibly hardworking Otago students produce a resource that is so valuable for UoO students.