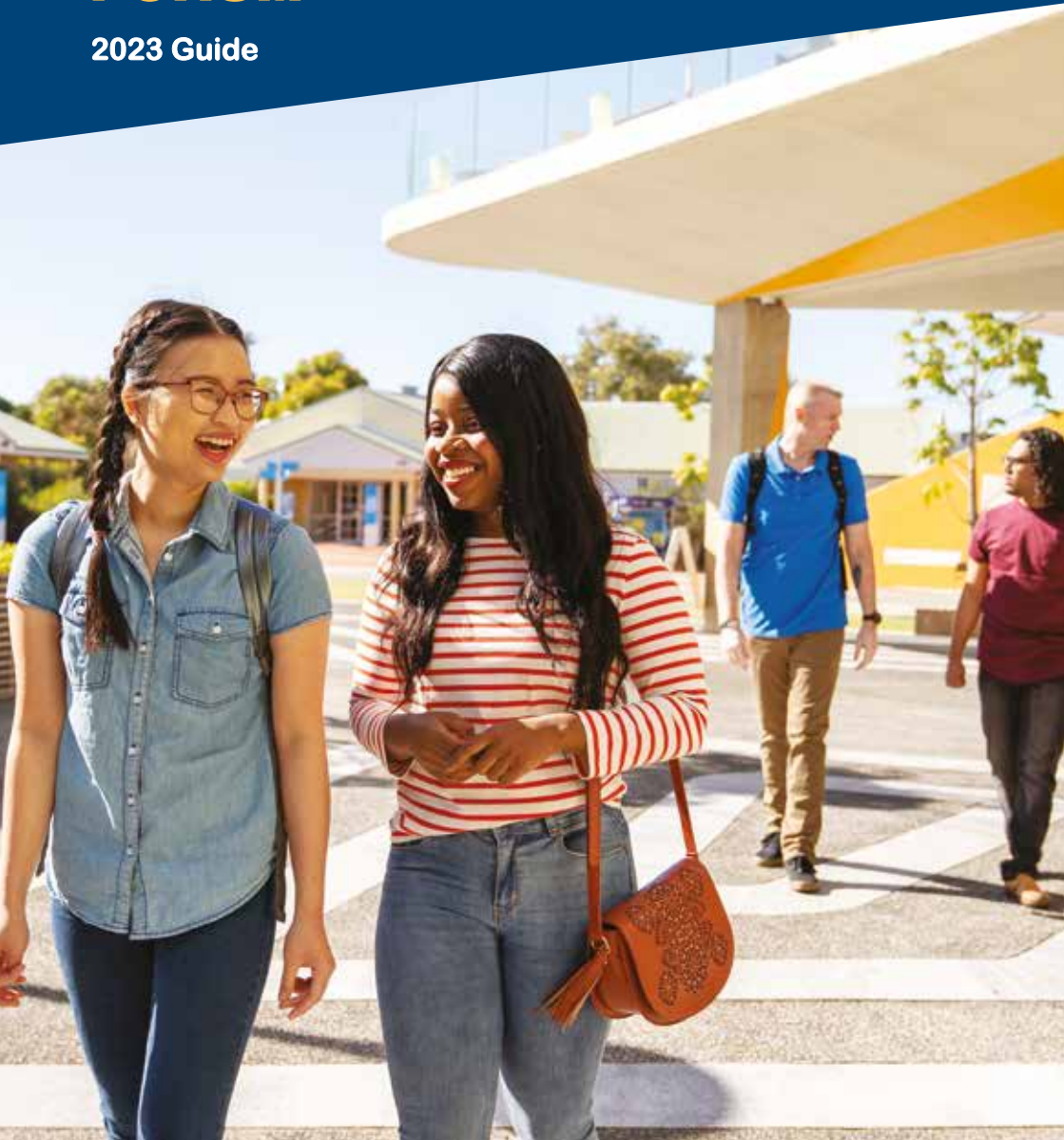


VICE-CHANCELLOR'S STUDENT ADVISORY FORUM

2023 Guide



MESSAGE FROM THE VICE-CHANCELLOR

WANDJOO and WELCOME to the Vice-Chancellor's Student Advisory Forum (VCSAF). Congratulations on your successful nomination as a student representative. The VCSAF has been established to provide students with the opportunity to discuss issues directly with me and our senior leadership team at ECU. In this way you will be contributing to the quality of student life, providing a vital link between your class, other students and the University.

As a member of the VCSAF you will be able to raise important issues and concerns directly with myself and key ECU Officers. At the same time you will personally benefit from the experience of being an active participant on the VCSAF.

All ECU staff members share a strong commitment to improving the quality of education at ECU. We value students like you who wish to collaborate with staff to improve the learning experiences of all students.



This resource aims to provide you with information and advice as to how the VCSAF functions and how you can be effective in your role.

I look forward to working with you.

Steve Chapman, CBE
VICE-CHANCELLOR

ECU is committed to reconciliation and recognises and respects the significance of Aboriginal and Torres Strait Islander peoples' communities, cultures and histories. ECU acknowledges and respects the Nyoongar people as the traditional custodians of the land on which our campuses are located.

INTRODUCTION

Terms of Reference

To raise issues and provide advice to the Vice-Chancellor on any matters that would lead to improving access to ECU programs for motivated and capable students, and improving the experiences and outcomes of students.

Composition

The VCSAF currently consists of:

- a. The Vice-Chancellor;
- b. Students nominated by each of the Executive Deans of Schools, or in the case of the South West Campus and the Graduate Research School, the Dean;
- c. Members of the Guild Senate;
- d. The two elected student members of the University Council;
- e. Students who have been selected on the grounds of their self-nomination;
- f. Senior Deputy Vice-Chancellor;
- g. Deputy Vice-Chancellor (Education);
- h. Deputy Vice-Chancellor (Students, Equity and Indigenous);
- i. Director, Business Growth and Development;
- j. Chief Information Officer and Director, Digital and Campus Services Centre;
- k. Director, Student Life;
- l. Director, Student Administration; and
- m. University Librarian.

Student Membership

Student members of the VCSAF must be currently enrolled students of Edith Cowan University.

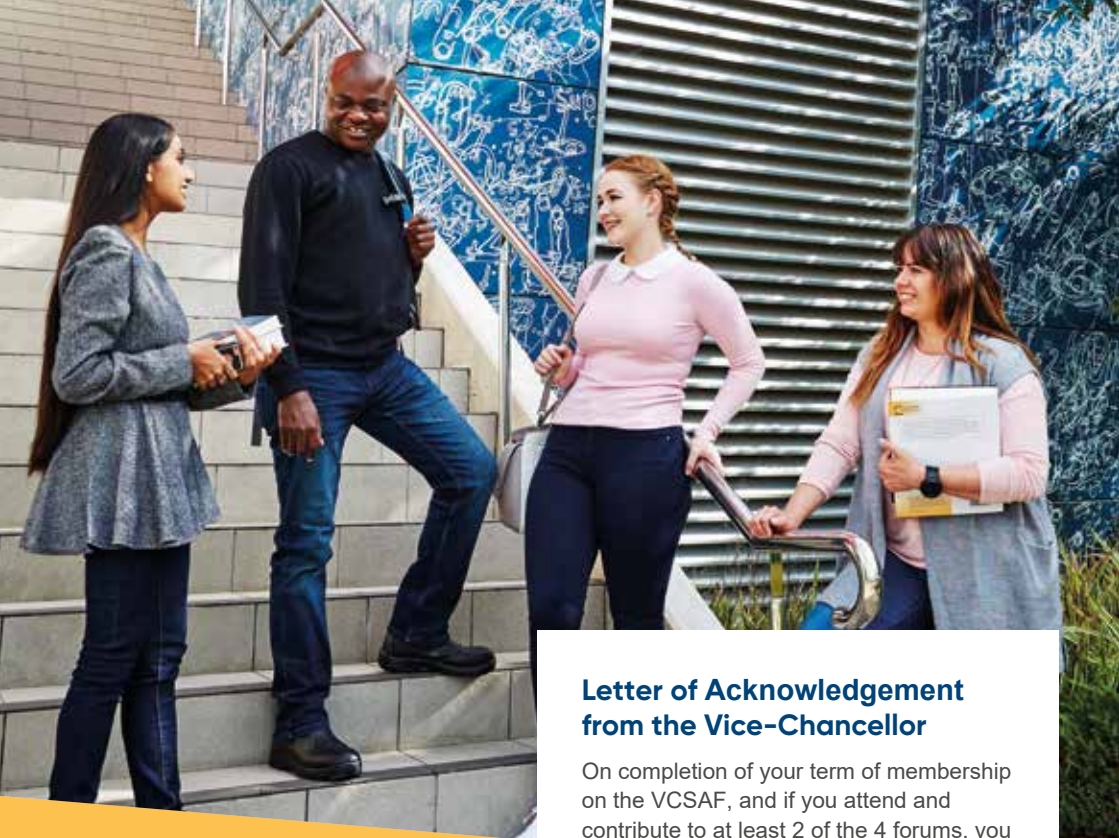
Meetings

The VCSAF meets four times a year. The forum dates currently scheduled for 2023 are from 12noon – 2pm on:

- Monday 13 March;
- Thursday 11 May;
- Monday 31 July; and
- Thursday 12 October.

Members may also be asked to comment on discussion papers, suggestions and/ or issues which are circulated electronically between meetings.





Letter of Acknowledgement from the Vice-Chancellor

On completion of your term of membership on the VCSAF, and if you attend and contribute to at least 2 of the 4 forums, you will receive a letter of acknowledgement signed by the Vice-Chancellor for your contribution to the ongoing development of the University.

This is a valuable addition to your CV.

Professional Development

The skills you gain in actively participating in the VCSAF include: communication, collaboration, advocacy and institutional navigation. It's also a great way to get to know ECU staff, members of your elected Guild Senate and other ECU Students.

Personal Growth

You will have opportunities to grow your confidence, networks and your ability to empathise with others. You will learn more about yourself, how you operate and how the University operates.

"The VCSAF promotes a positive environment for effective communication."

The VCSAF promotes a positive environment for effective communication, which is the perfect breeding ground for innovation and change. This experience has allowed me to feel like a valued member of the ECU community.

Julie Sartori

VCSAF Student Member
(2012 - 2018)

YOUR ROLE

As a student member of the VCSAF you play an important role in a number of ways:

Support

Being the first point of contact for other students in your class or School who wish to raise an issue.

Voice

You can be the ears and voice of your fellow students, providing an important link between students, staff and the VCSAF.

Consultation

The VCSAF will allow you to provide important feedback and information – highlighting student concerns to ECU Staff. The VCSAF will also allow you to provide constructive feedback on such issues as student facilities, IT and use of the library. You will also be able to provide information to ECU Staff on the student experience including the academic, social, engagement and support experiences of students.

Key tasks

- **Be visible:** Make sure your fellow students know that you are a representative on the VCSAF and can contact you;
- **Be proactive:** Make time to talk to students in your School and on your campus and collect their feedback;
- **Communicate:** Keep in touch with your course coordinator and key academic staff. Let them know about the positive aspects of the course as well as any concerns;
- **Listen:** Be available to listen and, where appropriate, raise important issues at the next VCSAF meeting;
- **Prepare yourself:** Present yourself well. Come with a positive attitude to seek solutions. When you speak, speak clearly and don't rush. Ask questions and give feedback;
- **Engage:** All VCSAF members are provided with a summary of the points discussed at the meeting and any outstanding issues are addressed in the Business Arising. Discuss the outcomes with other students and give the VCSAF some feedback;
- **Promote:** Promote the activities and outcomes arising from the VCSAF discussions with other students.



HOW TO APPROACH THE VCSAF

Prior to a VCSAF meeting you will receive an agenda. It is important to read through the agenda before each meeting.

VCSAF agenda includes:

1. Introduction and welcome

An acknowledgment of Country is given. Student and Staff members, and presenters are introduced and welcomed by the Vice-Chancellor.

2. Summary Points – your student experience

The Vice-Chancellor will ask for any issues that student members would like to raise. This is your opportunity to give a brief outline of your topic of concern, you will then be given the chance to explain this in detail under section 5 of the agenda.

Any points you raise should focus on your School and/or student concerns as a whole and not on individual issues or on any particular staff member.

3. Previous Forum

A summary of the previous forum and the presentations as well as any issues raised that required follow-up outside the forum

4. Items for noting

These may include reports, updates or a presentation. Those who will speak to the items will come from within the University and will highlight the services and amenities available to ECU students. At the conclusion, the VCSAF will be open for discussion and questions.

5. Discussion of Students' Headline Topics

If you raised a headline topic in Summary Points (2) you will be asked to elaborate on your topic. These topics are taken seriously by the University.

Senior staff members may be in a position to offer a response at the forum. Where a response is not able to be provided immediately, items will be followed up after the Forum.



"I was made to feel very comfortable."

I was made to feel very comfortable and welcome by all. Getting the opportunity to talk about experiences and ways to improve communities etc. I have had the opportunity for one-on-one conversations with the Vice-Chancellor and others who have all embraced ideas and plans for making our university the best it can be.

Sharon Kenney

VCSAF Student Member
(2015 & 2017)

Do I need to prepare materials?

Whilst significant preparation of materials is not necessary, the Forum is an important opportunity for you to reflect on your experiences at ECU and raise ideas or comments with the Vice-Chancellor and the Senior Leadership Team which you feel could improve your experiences and those of your fellow students. Your observations of University life or interactions with other students in your School will help to inform your comments.

There may also be papers circulated with the meeting agenda for your information and your feedback. So make the most of the opportunity and come prepared to be involved.

Does it matter if I cannot attend all the meetings?

We recognise that you will have other obligations on your time. Before agreeing to take on this role however, we ask that you do so with the intention of attending each forum. Your attendance and participation is an important part in making a successful Forum.

If you find that you are unable to attend a scheduled Forum, please visit the VCSAF Sharepoint site, which makes information about the VCSAF available including forum summaries and presentations provided at the forum.

If a meeting time conflicts with your other commitments please ensure that you provide your apologies to the VCSAF Executive Officer and attend the next Forum if you can.

If you cannot attend a Forum, but you have comments or feedback which you would like to see canvassed, these can be sent to the VCSAF Executive Officer, universitygovernance@ecu.edu.au.

During the meeting – some tips to remember:

- The VCSAF is conducted in a formal manner – respect for fellow members should be shown at all times;
- When you want to speak to an item or the Chair opens the VCSAF for discussion, raise your hand clearly and wait to be called upon;
- Keep your speech simple and to the point. Look at people, particularly the Chair when you are speaking;
- Respect the views of other members and value their input;
- Don't be afraid to speak up, even if it is for clarification. People will listen and discuss your points and provide you with invaluable information;
- The VCSAF is where students and staff can discuss issues of importance to the student community – It's not for arguments or to air personal grievances, or to discuss your own study questions;
- A student perspective may be considerably different from the view of staff members. This is why the VCSAF values your perspective;
- Listen and learn about the discussion and decision-making process. You make the greatest impact by speaking well on your selected issue.

After the meeting

If you can, stay back for a debrief; talk to other students and staff members. This is a great opportunity to get to know and speak directly to senior staff – make connections and increase your networks, make appointments and seek clarification, and... enjoy yourself!

**THERE IS
WHERE YOU ARE
RIGHT NOW,
AND
THERE IS WHERE
YOU WANT
TO GET TO.
IN BETWEEN
YOU NEED A BRIDGE.
ECU IS THAT
BRIDGE BETWEEN
YOUR WORLD,
AND THE
WHOLE WORLD.**

**BECOME
WORLD READY
AT ECU.**

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GREENING ECU: Edith Cowan University is committed to reducing the environmental impact associated with its operations by conducting its activities in a socially and environmentally responsible manner. This includes implementing strategies and technologies that minimise waste of resources and demonstrate environmentally sensitive development, innovation and continuous improvement.

Every effort has been made to ensure that the information in this publication is correct at the time of production.

ECU IS SMOKE-FREE

