

## Agenda

### Central Committee Meeting #12 – 5 June 2020

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Time : 16 30

Venue : Zoom

1. Procedural Matters
  - 1.1. Acknowledgement of Indigenous Owners
  - 1.2. Official Welcome
  - 1.3. Attendance
  - 1.4. Apologies
  - 1.5. Adoption of Agenda
  
2. Confirmation of Previous Minutes
3. Matters Arising from Previous Minutes
  - 3.1.1. CCM #11
  
4. Reports
  - 4.1. Visibility Campaign Semester 1 2020
  - 4.2. Stay Home, Stay Connected Month 2020
  - 4.3. Stay Home, Stay Sound Semester 1 2020
  - 4.4. Stay Home, Stay Employable Semester 1 2020
  
5. Other Business
  
6. Next Meeting

## **Unconfirmed Minutes**

Central Committee Meeting #11 – 22 May 2020

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Date : 22 June 2020

Time : 16 30

Venue : Zoom

### **1. Procedural Matters**

#### **1. Acknowledgement of Indigenous Owner**

#### **2. Official Welcome**

#### **3. Attendance and apologies**

- Absent – Ivy, Trang
- Late – Damien, Wendy

#### Motion 1

Move that Standing Orders be adopted for CCM #11 at **4:38 pm**.

Mover : Zille Rahim

Secunder : Dominic Yew

CARRIED without contention.

#### **4. Adoption of Agenda**

#### Motion 2

Move that the Agenda for CCM #11 be adopted.

Mover : Xiao Jing ONG

Secunder : Chan Jie HO

CARRIED without contention.

**2. Matters Arising from Previous Minutes**

**3. Confirmation of Previous Minutes**

Motion 3

Move that the minutes of CCM #10 be accepted and confirmed as a true and accurate record.

Mover : Faith ANG

Secunder : Jamie TEH

Motion carried.

Motion 4

Move that the Custom Goods Proposal 2020 be accepted with amendment.

Mover : Stefan MARBUN

Secunder : Vincent Immanuel CHAIDIR

Motion carried.

Motion 5

Move that the Zoom PR/Visa Workshop 2 Report 2020 Report be accepted with amendment.

Mover : Jun Cheng WOO

Secunder : Claudia HUANG

Motion carried.

## **5. Other matters**

### Motion 6

Move that Standing Orders be suspended at : pm.

Mover : Rebecca LEE

Seconder : Zille RAHIM

Motion carried.

### Motion 7

Move that CCM #11 be adjourned at 6:43 **pm**.

Mover : Ammar LATIF

Seconder : Sean NG

Motion carried.

**Prepared by,**

**Vincent Immanuel Chaidir**  
**Secretary 2019/2020**  
**UMSU International**

## **VISIBLE Campaign Semester 1, 2020 Final Report**

### **Central Committee Meeting #12 - Friday, 5th June 2020**

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#### **1. Purpose**

To highlight the international student experience through the difficult times posed by the covid-19 pandemic and help people understand that even though many students are not physically present on campus or in Australia, they are still an integral part of our university community. The university and student bodies should actively try to support them.

The VISIBLE campaign was also aimed at filling a gap and avoiding any interruptions in service delivery from UMSU INTL, as our organisation transitioned from physical to virtual environments.

#### **2. Initiatives**

As part of this campaign, the following initiatives were undertaken.

##### **A. Care Pack Giveaway**

This initiative was led by the Cultural and Social Department. UMSU INTL collaborated with UMSU Disabilities, UMSU Queer and the Food Co-op to prepare food care packs and sanitary care packs with basic utilities for students who were in need of it. These were given out from the UMSU Info Desk. UMSU Disabilities also helped in giving these out to students through their volunteers.

##### **Logistics and Reflections:**

- Goodies were ordered in the week starting March 16.
- Due to people hoarding all the rice and pasta in a state of panic, it was really difficult to find food items. Our OBs had to do market tours in order to convince local grocers to save some food for us.
- On the Monday of the week starting March 23, we packed all the goodie bags and left them with UMSU Disabilities for them to organise giveaways. However, that week, the university was partially shut down and the number of students on campus went down significantly. Due to this, the care packs were largely unused and are currently being stored in UMSU's Disabilities Space.
- The bags have been stored in locked cabinets, to avoid any rat infestation.

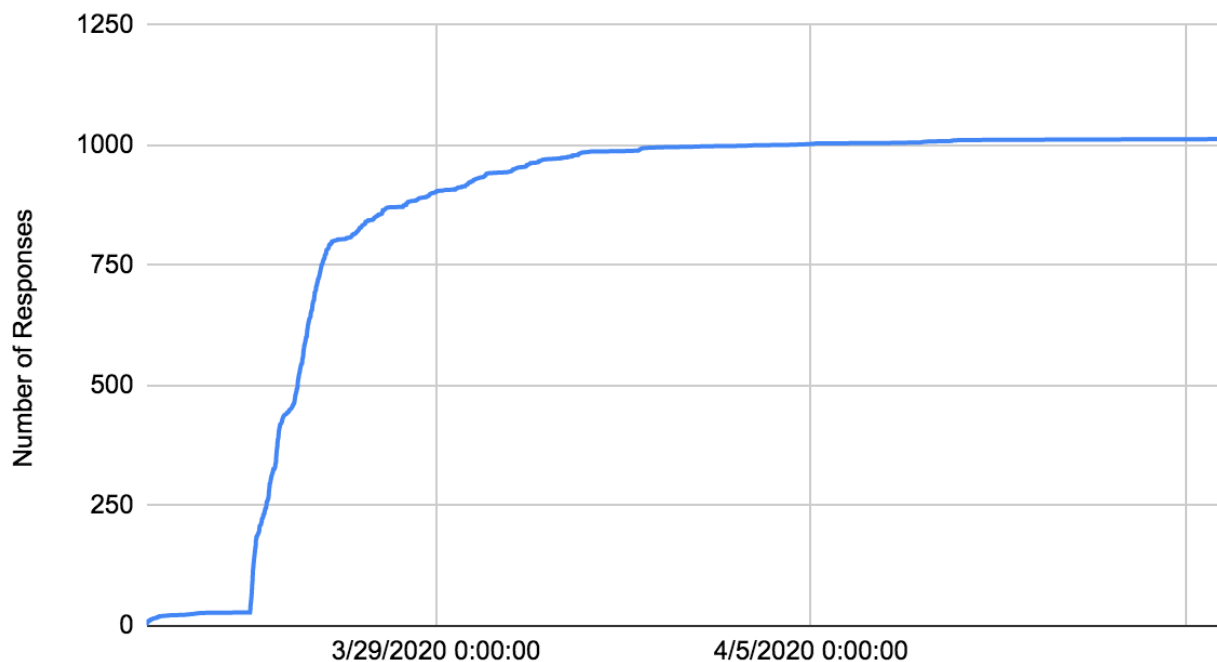
##### **B. Covid-19 Student Impact Survey**

This initiative was led by the Education & Welfare, and the Partnership & Sponsorship Departments. This survey was being conducted to highlight the international student experience at the beginning of the covid-19 lockdown. The pandemic has put many of our students in very difficult positions and some of them were having to make very tough choices without adequate support. This survey helped us understand student concerns and queries directly and facilitated our discussions with the University. It also helped us design events and support activities as well as push the university to provide more services as well.

### Logistics and Reflections:

- This survey was launched on March 23.
- The survey provided an opportunity to address the key needs of our students. We had 1013 responses on the survey. Of this, over 900 responses came in the first 7 days.
- The survey was designed by OBs. The qualitative analysis was largely done by ISAs this time. This proved to be very effective. We recommend involving ISAs in more such activities.
- The survey was extremely useful in our conversations with the university as it provided us with a clear understanding of the issues.

### Rate of Responses



### C. Kindness Week

This initiative is led by the Media and Communications Department of UMSU INTL. This was held for the first three weeks of the lockdown.

There are international and local students currently in Australia who do not have a solid support system around them! To foster a virtual campus experience, UMSU INTL asked students to share a message of kindness with their peers! Students were asked to send us a message about an act of kindness that they have witnessed or were a part of or anything else that they want to share! They were able to do this through a video, an image or just simple text. This was shared with the hashtag **#WeAreStillHere**.

**Logistics and Reflections:**

- We started seeking stories for kindness week from March 16.
- A lot of effort was put into contacting past ISAs and OBs.
- The stories caught the attention of some students. But the most overwhelming and positive response seemed to be coming from other organisations. Various unions and the university themselves were really keen on supporting or adapting something similar to UMSU INTL's kindness week. However, it is unclear how much engagement it actually created.
- The kindness week was also organised at a time when students had been over-flooded with information from all ends. This also possibly resulted in reduced student engagement with our campaign.

**D. UMSU INTL's Clubs and Societies Survey**

This initiative was led by the Partnership and Sponsorship Department.

This survey helped us to find out how clubs have been impacted by the lockdown. The survey aimed to help us identify if clubs are interested in running online events with UMSU INTL this semester and how UMSU INTL could support them.

**Logistics and Reflections:**

- All clubs and societies were contacted by the P&S team to fill out our survey. A team of ISAs supported them in doing so.
- The survey was supposed to improve our relations with clubs but we received only 12 responses to the survey.
- UMSU Clubs and Societies contacted us that the survey is a good initiative but should have been sent through UMSU C&S' channels.
- This initiative was not as successful as some of the other activities organised by UMSU INTL. In future, we might have to think about other ways of improving engagement with clubs.

**E. Discord Community Connections Group**

This is being coordinated by our Cultural and Social Team and a number of our other officers will also be helping out. UMSU INTL has partnered with UMSU Queer and UMSU Disabilities for this program. Through discord, we have set up different channels that provide safe and autonomous spaces for people with different nationalities, genders, queer people and people with disabilities. Several UMSU departments will be running their collectives through these channels. This will provide students with spaces to form connections with other students and foster a community feeling

**Logistics and Reflections:**

- The discord communities were launched on March 23 and they continue to provide safe space to students.

- They were set-up with good “security” and technical expertise and was continuously monitored by UMSU Queer and Disabilities. This made our channel very secure, resulting in the university and various faculties promoting our discord communities in their newsletters.

## **F. Physical Wellbeing**

As a part of this initiative, four zoom Pilates classes were organised on Mondays for four weeks starting in week 5. The instructor was arranged by UMSU Disabilities.

### **Logistics and Reflections:**

- These classes started on March 30
- The participation was low and we had approx. 5 people attending each class on average.
- Initially we had only planned for 3 sessions but there was some miscommunication between UMSU INTL and UMSU Disabilities, which led to a total of 4 sessions being organised.
- Even though these sessions provided to fill a gap between events, they were not massively popular. One way to improve turnout to our fitness related events would be to collaborate with MU Sports.

## **G. UMSU INTL Subject Quality Survey**

This UMSU INTL survey was conducted to understand students' arguments for fee remission and to better understand the issue so that we can continue to advocate for it with the university. In the UMSU INTL Covid-19 Student Impact Survey, one thing that consistently came up was students' concerns about the significant impact of the online transition on the quality of education and subsequently, the student experience. We wanted to better understand how each of the subjects had been impacted by this.

To achieve this, UMSU INTL launched the Subject Quality Survey. Through this survey, students could share with us the exact details of what aspects of their subjects had been impacted.

### **Logistics and Reflections:**

- This survey was launched on March 31
- Even though there was a strong movement for fee reduction, we only received a total of 528 responses.
- UMSU's Fee Relief Survey had similar questions to our survey but it received over 6000 responses.
- Nonetheless, the SQS survey responses were used to contact individual subjects which created a lot of stir at the university and helped us make our point to them.
- The university's response to our arguments from the survey was that they will work to solve every single concern raised by our students to ensure that the “teaching quality” remains high.



## H. UMSU INTL “Our Second Home” Video

### Logistics and Reflections:

- The most positive end to our VISIBLE campaign was marked by UMSU INTL’s “Our Second Home” video.
- The work on this video started at the beginning of April. OBs and ISAs were asked to share their past instagram, snapchat and other social media stories along with photos and videos from their time in Melbourne. These were put together into a video by an all-student team of UMSU INTL OBs and ISAs.
- The video was released on April 19 and has since been a topic of discussion at the university and UMSU INTL.
- This video is going to be a timeless asset for UMSU INTL and we sincerely thank everyone involved in the process of making it!

### 3. Budget

A total of \$3600 was proposed for this campaign.

<b>Activity</b>	<b>Money Spent</b>
Care Pack Giveaway <ul style="list-style-type: none"> <li>• Tote Bags (500 for \$684.20)</li> <li>• Rice 1kg (250 * \$4 = \$1000)</li> <li>• Instant Meals (250 * \$2.50 = \$625)</li> <li>• Instant Noodles (500 for \$236.26)</li> <li>• Uber (\$15.33)</li> </ul>	\$2560.79
Online Promotions <ul style="list-style-type: none"> <li>• Student Impact Survey</li> <li>• Subject Quality Survey</li> <li>• UMSU INTL informational/news videos</li> <li>• PR Campaigns</li> </ul>	\$302.50
Pilates (4 x Classes)	\$400
UMSU INTL’s “Our Second Home” Video	\$284
<b>Total</b>	<b>\$3,547.29</b>
<b>Budget Surplus</b>	<b>\$52.71</b>



## 6. Conclusion

This concludes the final report for the VISIBLE campaign. Please feel free to approach the President, the Vice-Presidents or the Media and Communications Director should you have any questions or suggestions.

**Prepared by,  
Archit  
President  
UMSU International (2019-2020)**

**AGRAWAL**

## Stay Home Stay Connected Month Final Report

### Central Committee Meeting #12 – Friday 5<sup>th</sup> June 2020

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#### 1. Introduction

In response to the Covid-19 coronavirus, students have either been forced to fly back to their home countries or to stay indoors as part of social distancing and self-isolation measures. This pandemic has also resulted in the cancellation of many events by many clubs and organisations as well as the cancellation of social gatherings with friends and families. Not only does this strip the students of the chance to make new connections during said social events, but it also pushes students into long periods at home or away from home without physical contact, which can be detrimental to one's health, both physically and mentally. Hence, UMSU Intl had decided on creating a series of social events to help connect students reconnect with the community and to remind them of home.

#### 2. Objectives

- To help foster good health, both physically and mentally, through social connections.
- To help students in distant countries close the distance and reconnect with the university community.
- To provide international students who cannot fly back home a reminder of home.

#### 3. Publicity

- A total amount of \$101.20 was spent on Facebook & Instagram advertisements.
- A main Facebook event page - Stay Home, Stay Connected was set up alongside the other events. This not only creates confusion, but it is not effective in publicity.
- Despite having the ISAs & OBs share the event page - the number of people interested in our events is still quite low. The number of clicks for going/interested are as follows:
  - Stay Home, Stay Connected: 112 responses, 2.3K reach
  - Stay Home, Stay Social: 274 responses, 5.7K reach
  - Stay Home, Stay Learning: 155 responses, 8.6K reach
  - Stay Home, Stay Fit: 138 responses, 5.5K reach
  - Stay Home, Stay Fed: 105 responses, 1.9K reach

#### 4. Events

##### 1. Stay Home Stay Social

**Coordinators** : Nishtha BANAVALIYAKR, Thanh Mai PHAM

**Date** : Every Monday, Wednesday (cancelled halfway through) and  
Friday

**Time** : 1pm – 2pm

**Platform** : Online, through Zoom

**Budget** : –

**Manpower** : 3–4 ISAs per session

**Target** : **Max 40 per session**

**Objectives** :

- To serve as a platform to facilitate interactions from people of different backgrounds online.
- To help improve the mental health of students at The University of Melbourne by providing opportunities for a social connection online.
- To allow students the chance to increase and maintain their friendship and safety networks with other students withstanding the effects of campus lockdown.

This event was for students who missed the opportunity to meet others in person on campus or through physical events. The event involved one zoom call in which participants were put into smaller groups (breakout rooms) of around 5-6 where they could converse. ISAs were spread throughout the groups (especially in groups with fewer numbers) to facilitate conversation and monitor. This event was in collaboration with UniMelb Love Letters.

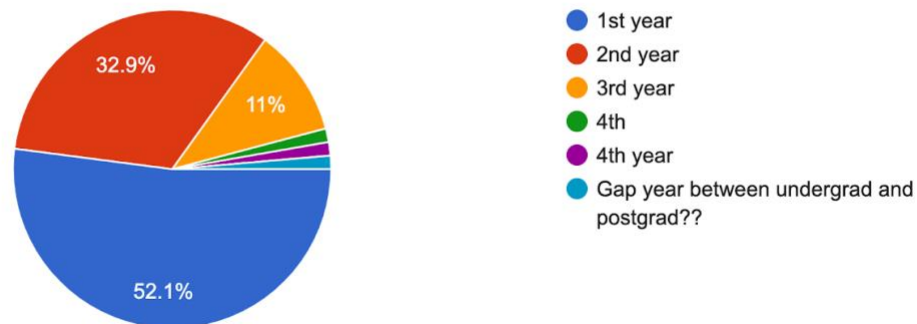
### 1. Event Timeline

Time	Activity	Details
12pm 18th April - 5pm 25th April	Registration	Registration form will be released. Participants will receive instruction to join the meeting by 6.00pm (26/04).
12.00 - 12.05 pm	Assign people into smaller groups (6 people per group)	Create breakout rooms from the main meeting. ISAs will be distributed around to help with conversations.
12.05 - 12.30 pm	Zoom call session 1	Participants join their first call. ISAs can lead a mini game (suggestion from coordinators).
12.35 - 1.00 pm	Zoom call session 2	Participants join their second call.

### 2. Feedback statistics

- The choice to partner with UMLL was very beneficial in attracting many first years. Many participants mentioned they found the sessions through UMLL's advertising.

Year level  
73 responses



- From the first week we received feedback that the zoom calls were too short hence we inverted from the original format from two 25 minute sessions to a full 1-hour session for the remaining three weeks.

### 3. Problems encountered and suggestions for next year

- Participation was significantly lower than anticipated based on the registration form's indications of interest. Sessions averaged between 5-10 participants over the first two weeks however this dropped significantly near the end of the second week. Consequently, we cancelled the Wednesday session as this had the fewest registrations and tried to redirect more participants to the other dates.
  - The overwhelming presence of so many activities online all at once alongside a very stressful transition to a virtual campus may have been the reason many students didn't attend after signing up. The next committee should structure out the events a little better to avoid contributing to 'zoom fatigue'.
- Very few participants filled out feedback forms in the sessions beyond the first week. The main source of feedback was verbal from the participants who had still chosen to attend, many of whom were regular attendants and enjoyed the concept.
- Participants needed a lot more guidance to conversation than anticipated. We had created lists of games & ice-breaker suggestions and ISA's were consistently trying to fill gaps in conversation however most sessions still had large lulls.
  - Perhaps the concept of speed friending is not strong enough to support itself over zoom. If the next committee wishes to replicate a similar activity perhaps it should be embedded in a larger activity such as an overarching challenge/game.

**2. Stay Home Stay Learning**

**Coordinators** : Caityn Tania DEAN, Jason LI

**Date** : Week 7 to Week 10 of Semester 2

**Time** : Corresponds with the schedule below

**Platform** : Zoom

**Budget** : -

**Manpower** : 2 coordinators in collaboration with Language Exchange Club, 4 ISAS in charge of language tutoring sessions

**Objectives** :

- To provide students with an opportunity to stay productive and pick up a new or second language, whilst staying engaged and connected with fellow students.
- Use UMSU International’s outreach in collaboration with the LEC to promote and publicise their weekly language learning sessions to a larger population of students.

This event was a collaboration with the Language Exchange Club to open up their weekly Zoom language learning sessions of beginner/intermediate Chinese, Japanese and Korean to non-members as well as members, allowing all students the chance to use this period to destress in a fun yet productive way. It was also to create a platform for shared language exchange to promote their language learning buddy system to the wider student population, to facilitate more effective language learning whilst creating the opportunity to socialise and form bonds with fellow students during this time of self-isolation.

**1. Event Details**

We had recruited 4 ISAs to be placed within these language learning sessions for tutoring purposes. We selected ISA’s after having them fill out a google form, and we selected them based on a combination of diversity of language ability, available free time to prepare for, plan and teach the sessions, as well as enthusiasm. These ISA’s were in charge of tutoring their selected language once a week, for the three week period from Weeks 8 to 10 via the Zoom platform. In the collaboration with the Language Exchange Club, UMSU International were in charge of tutoring French, Spanish and conversational English.

**2. Event Timeline\***

Activity	Details
Week 7	<ul style="list-style-type: none"> <li>• Gather participant interest through signup sheets</li> </ul>

	<ul style="list-style-type: none"> <li>• Communicate and plan with LEC regarding logistics of collaboration: branding, promotion etc</li> <li>• Coordinate with LEC regarding scheduling of Zoom sessions</li> </ul>
Week 8	<p>LEC sessions:</p> <ul style="list-style-type: none"> <li>• Chinese Beginner Session 1</li> <li>• Chinese Intermediate Session 1</li> <li>• Korean Beginner Session 1</li> <li>• Korean Intermediate Session 1</li> <li>• Japanese Beginner Session 1</li> <li>• Japanese Intermediate Session 1</li> </ul> <p>ISA sessions:</p> <ul style="list-style-type: none"> <li>• Spanish Session 1</li> <li>• French session 1</li> <li>• conversational english x2 session 1</li> </ul>
Week 9	<ul style="list-style-type: none"> <li>• Chinese Beginner Session 2</li> <li>• Chinese Intermediate Session 2</li> <li>• Korean Beginner Session 2</li> <li>• Korean Intermediate Session 2</li> <li>• Japanese Beginner Session 2</li> <li>• Japanese Intermediate Session 2</li> </ul> <p>ISA sessions:</p> <ul style="list-style-type: none"> <li>• Spanish Session 2</li> <li>• French session 2</li> <li>• conversational english x2 session 2</li> </ul>
Week 10	<ul style="list-style-type: none"> <li>• Chinese Beginner Session 3</li> <li>• Chinese Intermediate Session 3</li> <li>• Korean Beginner Session 3</li> <li>• Korean Intermediate Session 3</li> <li>• Japanese Beginner Session 3</li> <li>• Japanese Intermediate Session 3</li> </ul> <p>ISA sessions:</p> <ul style="list-style-type: none"> <li>• Spanish Session 3</li> <li>• French session 3</li> <li>• conversational english x2 session 3</li> </ul>

\*exact timing of sessions according to LEC'S timetable

### 3. Schedule as mentioned inline 4.2

**French (Beginner):** Friday 3:15-4:15pm

**English (Conversational):** Monday 3-4 pm, Friday 5-6pm

**Spanish (Beginner):** Thursday 2:30-3:30pm

#### 4. Problems encountered and suggestions for next year

- Conversational English had no participants whatsoever, so if a situation ever occurs, make it so that if no one shows up in 15minutes, the session is cancelled. Otherwise, the tutor would simply be waiting for an hour and that would be wasting their time.
- It is recommended to have Zoom meetings when discussing all the tiny details as discussing it over emails, only, mixed up the messages sent to and from the club participating.
- The setup of zoom link with bit.ly was quite a simplification from the bigger zoom link.

#### 3. Stay Home Stay Fit

**Coordinators** : Claryss KUAN, Jia Min (Charmaine) TEOH

**Date** : From Week 7 to Week 10

**Time** : Dance Classes: Saturday

Pilates sessions: Monday, 4-5pm

Yoga sessions: Wednesday, 4-5pm

**Venues** : Zoom

**Budget** : \$1200

**Manpower** : 2 coordinators

**Target** : Dance Classes: 25~35 per session

Yoga and Pilates sessions: 20 per session

**Objectives** :

- To help improve mental and physical health for the international students of the University of Melbourne
- To help foster a closer bond with affiliated clubs also explore opportunities for possible connections outside campus

This event was in collaboration with two University Dance clubs (UKC and Flare) and instructors from The Yoga Place. Dance clubs had sessions on alternate weeks while yoga and pilates sessions run consistently on the same time and day throughout the entire month.

##### 1. Event Timeline

Every Monday: Pilates



Every Wednesday: Yoga

Every Saturday: Dance at Home With Us, with dance clubs on alternate weeks

**2. Budget Allocation**

This is the estimated budget breakdown.

Sessions	Budget (\$)
Yoga Session x4	100
Pilates Session x4	100
Flare Ensemble x2	60
Unimelb Kpop Club x2	50
<b>Total</b>	<b>1020</b>

**3. Feedback statistics**

Average number of participants across:

Yoga sessions - 6

Pilates sessions - 13

Dance at Home With Us - 7.5

**4. Problems encountered and suggestions for next year**

- Redundant communication and miscommunication with the Yoga Place had occurred frequently, which caused multiple last-minute changes, complication of things and increased workload on our side.
- Important to not agree on publicising any organization’s profitable causes, consult M&C if needed.
- According to the data, pilates sessions and urban dance classes were highly favoured. However, the attendance of participants was averagely low in all sessions contrary to our expectations.
- The ISAs helped a lot and would frequently join the event they were overseeing, and the majority of them persistently gave a good record of participants while trying to get participants to fill out the feedback form.

#### 4. Stay Home Stay Fed

**Coordinators** : Faith ANG, Jamie TEH, Megan PAT, Kezia Rebecca PRANATA,

Phong Noon NAN

**Date** : From Week 7 to Week 10

**Venues** : UMSU Intl's Facebook Page and Youtube account

**Budget** : \$750

**Manpower** : 5 coordinators

**Objectives** :

- To promote the cultural diversity within the International student community by providing a variety of cuisines and desserts to cook/bake.
- To motivate students to carry out activities and not stay idle in this isolation period.

This is a project aimed to showcase the appreciation of different cultures through food dishes. Two cooking tutorials and two baking tutorials are posted per week, for four weeks on UMSU International's Facebook page. Each week, we presented a different cuisine in order to promote as many different cultures as possible. The online tutorials were made available for everyone to view, and all questions asked in the comments section answered. A lucky draw was also set in place to entice participants to recreate the dishes. Participants who made and posted the dishes on the Facebook page were entered into said lucky draw. Two winners were chosen randomly from that list.

#### Cultural Cooking

**Date** : Every Friday and Sunday from Week 7-10

**Budget** : \$300

We selected the dishes based on their convenience, accessibility, and budget. The coordinators were in-charge of making two dishes per week.

With self-isolation policy, this Cultural Cooking project aimed to provide an opportunity for students to remind them of home as well as to introduce them to cuisines from other cultures. This project could also motivate students to carry out activities such as cooking in order to maintain a healthy mental state.

#### Project Details

##### Pre-Video Shooting:

- Finalise cuisines and dishes to create tutorials on
- Purchase ingredients

- Carry out a trial run

Pre-Video Shooting:

- 1 coordinator will shoot the video, while the other cooks
- Editing will be done by the coordinators themselves

### Timeline

Timeline	Activity
Mid-Sem Break	- Finalise cuisines and dishes - Purchase ingredients required - Learn how to cook the dishes
Week 6	- Shoot and edit videos for week 7
Week 7 (Korean Cuisine)	- Shoot and edit videos for week 8 - Publish third video (Friday) - Publish fourth video (Sunday)
Week 8 (Thai Cuisine)	- Shoot and edit videos for week 9 - Publish third video (Friday) - Publish fourth video (Sunday)
Week 9 (Middle East)	- Shoot and edit videos for week 10 - Publish fifth video (Friday) - Publish sixth video (Sunday)
Week 10 (Chinese)	- Publish seventh video (Friday) - Publish eighth video (Sunday)

### Budget Allocation

Item	Budget
Week 7 ingredients	\$97.29
Week 8 ingredients	\$58.11
Week 9 ingredients	\$30.34
Week 10 ingredients	\$47
<b>Total</b>	<b>\$232.74</b>

### Problems encountered and suggestions for next year

- We did not manage to gather much attention for our event, with some videos having very little views
- It is suggested that events can be publicized more with the help of ISAs.
- Even though a few posts were made in regards to the videos and the lucky draw, however, it may be confusing for people to find the videos - as the videos were located in the discussion tab.

### Cultural Baking

**Date** : Every Thursday and Saturday from Week 7–10

**Budget** : \$600

The cultural baking session of this event was a joint collaboration with the Education & Welfare Department of UMSU International. On top of that, there was also a partnership with the Consistently Amazing Kitchen Endeavors (CAKE) Club of the University of Melbourne. It was proposed that the Education & Welfare Department will be responsible for the execution of videos for Week 7, while the CAKE Club would be in charge of producing the videos for Week 8 to 10.

The recipe selection was based on ingredients that are accessible and convenient to obtain. The recipes selected were also culturally diverse in order to remind students of home, and also to expose them to desserts from different cultures.

### Timeline

Timeline	Activity
Mid-semester Break & Week 6	Contacted CAKE Club regarding possible partnership and plan recipes for the upcoming weeks
Week 7	Recipes by E&W Department: Muah Chee, Matcha Tiramisu
Week 8	Recipes by CAKE Club: Lemon Tart, Apple Strudel
Week 9	Recipes by CAKE Club: Hokkaido Cheese Tarts, Matcha Swiss Roll
Week 10	Recipes by CAKE Club: Coffee Cake, Cheesecake

### Budget Allocation

Item	Budget
Fee to CAKE club (\$75 x 6 sessions)	\$450

Reimbursements for E&W	\$150
<b>Total</b>	<b>\$600</b>

### Budget Used

Item	Budget
Fee to CAKE club (\$50 x 6 sessions)	\$300
Reimbursements for E&W	\$100
<b>Total</b>	<b>\$400</b>

### Problems encountered and suggestions for next year

- There was a slight miscommunication with CAKE Club as they did not realize that they were also in charge of editing the recipe videos. However, this was quickly resolved and they managed to deliver the recipe videos on time.
- The expected engagement with the content posted was not as high as expected. Therefore, a suggestion for future similar events would be to publicize these events even more beforehand.

### Budget Breakdown

Item	Budget
Baking	\$400
Cooking	\$232.74
Lucky Draw	\$200
<b>Total</b>	<b>\$832.74</b>

## Budget Breakdown

Event	Items	Budget Allocated (\$)	Expenditure (\$)
Stay Home Stay Social	•	-	-
Stay Home Stay Learning	•	-	
Stay Home Stay Fit	<ul style="list-style-type: none"> <li>• Dance classes</li> <li>• Yoga sessions</li> <li>• Pilates sessions</li> </ul>	\$1200	\$1020
Stay Home Stay Fed	<ul style="list-style-type: none"> <li>• Ingredients</li> <li>• CAKE club</li> <li>• Lucky Draw (4x\$50)</li> </ul>	\$1100	\$832.74
Publicity	<ul style="list-style-type: none"> <li>• Facebook boosters</li> </ul>	\$200	\$101.20
<b>Total</b>		<b>\$2300</b>	<b>\$1953.94</b>

## Conclusion

Although a lot of effort was put into planning and executing all the events, they did not gain a lot of traction and participation was at a low. Accumulating this many events into a constant week by week schedule placed a lot of burden not only for CnS but other departments as well. This caused morale to be low amongst team members as well as decreased the motivation to run more events. Due to the number of events piled up in a single week, not only from the CnS department but from other departments as well, online publicity was very hard and sent a lot of mixed/confused messages.

However, with all that being said, we would like to remind everyone that this event was executed at a time of complete uncertainty. Covid-19 had everyone confused, scared and worried. Students were alone, isolated and felt they had nowhere to go. This campaign was made and executed to help International and domestic students through these adverse and trying times, tackling the fears they had and even though participation was low, the few students that did participate, they got something out of it and that should never be taken for granted.

Here are some suggestions if this event or style of event were to take place again:

- A recommended number of events per week should not increase by 3 or 4
- Have the event take place in the beginning of the semester rather than towards the end. This way, students will be more willing to participate as they will have relatively more free time on their hands
- If this was a committee wide event, communicate thoroughly the number of events each department is going to do, remembering that the Media and Communication team, Human Resource Team and Partnership and Sponsorship team has to work on all the events simultaneously.
- Having all the events under one banner would be fine as long as the individual events within have distinct names so that participants do not get confused when visiting the facebook page(s).
- Expectation of the number of participants should not be set too high. These types of events are very experimental and new and the risk of a low turnout is always present, no matter what event

This concludes our report. A special Thank you to all the departments working throughout these trying times. Please feel free to approach anybody from the Cultural & Social or the Education & Welfare teams should you have any questions or suggestions.

**Prepared by,**

**The Cultural and Social Team 2019-2020**

**UMSU International**

**Stay Home, Stay Sound Semester 1 2020 Report**  
 Central Committee Meeting #12- Friday, 5th June 2020

**1. Introduction**

This report concludes Stay Home, Stay Sound, which comprised of an ad-hoc initiative and mental well-being workshops were held on Wednesdays, 13th, 20th and 27th May 2020. The objectives of these events are as follows:

- These workshops are designed to equip students with the necessary mental health life skills required to maintain good mental wellbeing throughout the semester, especially during a lockdown.
- Provide such workshops online to our students both off and onshore
- Apply previously learned skills/knowledge to practical scenarios and other activities.

The event details are as follows:

<b>Coordinators</b>	Siobhan LIM, Sean NG
<b>Date</b>	12th, 20th and 27th May 2020, Wednesdays
<b>Time</b>	2:15 PM to 3:15 PM
<b>Venue</b>	Zoom
<b>Topic</b>	<ol style="list-style-type: none"> <li>1. Managing Loneliness</li> <li>2. Building Structure in a Stay-Home Routine</li> <li>3. Dealing with Exam Stress and Anxiety</li> </ol>
<b>Speaker</b>	Yuyang Liu from Counselling And Psychological Services (CAPS)
<b>Target Participants</b>	20
<b>Participants</b>	Workshop 1: 11 Workshop 2: 29 Workshop 3: 31
<b>OBs and ISAs</b>	6 ISAs (2 ISAs per workshop) and 8 OBs

**2. Budget**

No budget was allocated to this workshop series.



### **3. Planning and Execution of the Workshops**

CAPS was contacted to host our online version of our wellbeing workshops. The topics were suggested by the E&W department and dates were chosen by CAPS to complement their ongoing Webinar Series for Students about self-care.

CAPS volunteered to handle the registration process as well as the set up of the Zoom Webinar, which is different from the typical Zoom setting. It was particularly useful as participants could send in their questions and the other participants could comment to reply to specific questions about their own experiences. This greatly aided the Question and Answer section of the workshop and enabled participants to interact over Zoom without interrupting the presenter.

ISAs who volunteered for this event acted as moderators to the conversations students had in the QnA tab of Zoom and helped encourage the flow of conversation and sharing from students.

The first workshop was very soon after the initial planning stage and it did not allow for a long enough publicity period, which attributed to the low participation rates of the first workshop. It is obviously recommended to leave enough time between the event and the workshop for ample publicity, however, in this case, that was not possible as we risked having an even lower turn out rate should our workshop be in week 12. CAPS commented that the ISAs did a great job in helping them facilitate conversation and sharing during the workshop.

The Second workshop went well and there was a significant increase of participants from the first workshop, likely due to the fact that publicity was circulating for a longer time. Participants enjoyed the panel-like setup and roleplay by the Counsellours presenting.

The third workshop maintained the same number of participants from the first workshop. 2 of our officers were invited to join the panel to share with the participants their experiences with dealing with exam stress and anxiety. Overall, the workshop went smoothly and ended without any issue.

### **4. Ad-hoc Initiative: Mental Health Taskforce**

A mental health taskforce comprising of 2 OBs and 10 ISAs were set up to help with the planning of Stay Home, Stay Sound.

ISAs were split into 3 groups each with a different task.

The first group's task was to contact external mental health organisations such as Beyond Blue, Orygen, Headspace and Caraniche. The purpose was to find useful resources from these organisations that can be used in creating an event centring around mental wellbeing. However, of those organisations that replied, either none of the resources they provide was necessarily useful in terms of inspiring events, or they had responded too late for an event to

be planned within the semester. That being said, there are now a handful of resources that the department can use in creating mental wellbeing workshops for next semester onwards.

The second group's task was to research what other organisations, besides those listed above, could be a potential collaborator in our workshops and contact them. Similar to the first group, they have compiled the resources for future use

The last group's task was to research and compile a document that could be used internally when brainstorming on future workshop topics as well as self-care oriented websites and tips that could be compiled and shared with students on social media.

## **5. Suggestions**

The department, together with CAPS, should explore the use of break out rooms on Zoom to further facilitate the inter-student interaction as intended with our offline mental wellbeing workshops. It would also be good to explore a more effective feedback mechanism to allow us to gain the necessary feedback to further improve these workshops for future participants. It might be more helpful if registration was handled by the department so that feedback forms can be emailed directly to participants post-workshop. The use of ISAs as moderators as well as think-tanks are also highly recommended.

## **6. Conclusion**

This marks the end of the report for Stay Home, Stay Sound, Semester 1, 2020. We would like to express our gratitude to all ISAs and OBs who assisted in making the event successful. Special thanks to the M&C department for all their help with publicity. Please do not hesitate to contact us at the Education and Welfare department should you have any further queries or concerns.

**Prepared by:**  
**Siobhan LIM**  
**Education and Welfare Vice President 2019/20**  
**UMSU International**

**Stay home, Stay Employable Semester 1 2020 Report**  
 Central Committee Meeting #12- Friday, 5th June 2020

**1. Introduction**

This report concludes Stay Home, Stay Employable, a series of workshops that ran across the month of May. The objective of these events is to bring professional development to students at home.

The event details are as follows:

<b>Coordinators</b>	Siobhan LIM
<b>Date</b>	See Table 1 and 2
<b>Time</b>	See Table 1 and 2
<b>Venue</b>	Zoom
<b>Topic</b>	See Table 1 and 2
<b>Speaker</b>	Career and Employability Team @ Stop 1 Student Peer Leader Network @ Stop 1 Ask Alumni
<b>OBs and ISAs</b>	9 OBs (E&W and President)

**2. Budget**

This project was initially proposed as “Career Skills Workshops” and was allocated a budget of \$600. As planning progressed, it became clear that our options for vendors were minute given the budget and the current market price point. Therefore, the project had to adapt and the budget was not used in the planning of the new project “Stay Home, Stay Employable”

**3. Planning and Execution of Workshops**

As briefly mentioned above, when sourcing for speakers to host workshops under the Stay Home, Stay Employable banner, it was quickly evident that the budget allocated was not sufficient to host more than a workshop that ran for an hour. When researching alternatives, alternatives within the University was found.

The President of UMSU International reached out to the Ask Alumni Team, Careers and Employability team and the Student Peer Leader Network and helped set up lines of communication between them and the E&W department.

The types of workshops hosted under this project fall into 2 main categories. The first category being active collaborations with departments within Stop 1 at the University mentioned above and the second category being passive collaborations with the above departments.

The first category of workshops consisted of 3 workshops done with Ask Alumni and the Careers and Employability team at Stop 1 as well as a workshop in collaboration with the Student Peer Leader Network. They were classified as active collaborations as more than publicity was required for the execution of these workshops. The E&W department handled registration and/or was actively part of the planning process for the workshop contents. For the dates and topics of the workshops, please see table 1.

**Table 1 - Active Collaborations**

Name	Collaborator	Date	Description	Registrants	Participants
How to make the most of Ask Alumni	Ask Alumni, Career and Employability Team	7th May 2020, 2 - 3 pm	A panel of up to 5 international students or recent grads sharing what they learned through their mentoring connections with UOM Alumni.	TBC	TBC
Career Action Planning during lock-down	Ask Alumni, Career and Employability Team	8th May 2020, 4 - 5 pm	Career Advisers will discuss how to draft a career action plan during lock-down. From developing skills and experience, sorting employability documents (resume, cover letter, LinkedIn) and/or planning career.	TBC	TBC
Career Journies	Ask Alumni, Career and Employability Team	14th May 2020, 5 - 6 pm	Alumni Mentors (who were international students at UOM) share their stories around securing graduate work and developing their careers	110	55
Job Seeking and	Student Peer Leader Network	15th May 2020,	Help students in navigating the Australian job market and knowing	91	35

Knowing your Work Rights		2.30 - 3.30 pm	their work rights as an international student especially during the COVID-19 pandemic.		
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The second category of workshops consisted of 14 workshops run independently by the Careers and Employability team at Stop 1. These workshops are categorised as passive collaborations as only publicity was required from UMSU International's end. UMSU International helped publicise their workshops on social media under the Stay Home, Stay Employable banner as arranged. For the list of workshops done, please see table 2

**Table 2 - Inactive Collaborations**

<b>CENTRAL EVENTS (GENERAL)</b>	<b>DATE</b>	<b>TIME</b>
<b>Researching industries for job search</b>	4-May	2.15-3.15
<b>Writing a professional resume</b>	5-May	9.00-10.00
<b>Identifying and promoting your skills</b>	6-May	10.00-11.00
<b>Job search discussion</b>	7-May	3.00-4.00
<b>Creating competitive job applications Q&amp;A discussion</b>	11-May	3.00-4.00
<b>Preparing for interviews</b>	13-May	11.00-12.00
<b>Mastering LinkedIn</b>	14-May	2.15-3.15
<b>Writing a professional resume</b>	18-May	2.15-3.15
<b>Australian business culture - discussion</b>	19-May	2.00-3.00
<b>Researching industries for job search</b>	20-May	10.00-11.00
<b>Writing a standout cover letter</b>	22-May	1.15-2.15
<b>Preparing for interviews</b>	27-May	10.00-11.00
<b>Identifying and promoting your skills</b>	28-May	1.15-2.15
<b>Mastering LinkedIn</b>	29-May	1.15-2.15

#### **4. Suggestions**

The process of planning the workshops was dynamic and working with departments at Stop 1 meant that things moved at a fast pace given that they have a lot of the groundwork done and had experience in running such workshops. It is encouraged that in future E&W and M&C departments utilise a template design when developing such a project with many workshops as

they will only need to edit the necessary information on the publicity materials to suit each workshop.

## **5. Conclusion**

This marks the end of the report for Stay Home, Stay Employable, Semester 1, 2020. We would like to express our gratitude to everyone who assisted in making the event successful. Special thanks to the M&C department for all their tireless help with publicity. Please do not hesitate to contact us at the Education and Welfare department should you have any further queries or concerns.

**Prepared by:**  
**Siobhan LIM**  
**Education and Welfare Vice President 2019/20**  
**UMSU International**

## **1. Other Business**

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- President's Report

## **2. Next Meeting**

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- TBD