

Agenda

Central Committee Meeting #3 – 6th September Friday 2019

Time : 16 30

Venue : PAR-Old Physics-G16 (Jim Potter Room)

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

4. Proposal
 - 4.1. Mental Health Workshop – Semester 2 2019 Proposal
5. Reports
 - 5.1. PR/Visa Workshop – Semester 2 2019 Report
 - 5.2. ISA Application Semester 2 2019 Report

6. Other Business

7. Next Meeting

Unconfirmed Minutes

Central Committee Meeting #2 – 23rd August Friday 2019

Date : 23rd August 2018

Time : 16 30

Venue : PAR-Old Physics-G16 (Jim Potter Room)

1. Procedural Matters

1. Acknowledgement of Indigenous Owner

2. Official Welcome

3. Attendance and apologies

Attendance - All Present

Motion 1

Move that Standing Orders be adopted for CCM #2 at **16 49**.

Mover : Jun Cheng WOO

Seconder : Christabella Alicia MAHENDRA

CARRIED without contention.

4. Adoption of Agenda

Motion 2

Move that the Agenda for CCM #2 be adopted.

Mover : Rebecca Ka Mun LEE

Seconder : Megan PAT

CARRIED without contention.

2. Matters Arising from Previous Minutes

3. Confirmation of Previous Minutes

Motion 3

Move that the minutes of CCM #1 be accepted and confirmed as a true and accurate record.

Mover : Kezia Rebecca PRANATA

Secunder : Albert HALIM

Carried without Contention

Motion 4

Move that the Professional Mingle Semester 2 2019 Proposal be accepted with Amendment

Mover : Faith ANG

Secunder : Charmaine TEOH

Motion CARRIED.

Motion 5

Move that the International Student Survey (ISS) 2019 Proposal be accepted.

Mover : Chaudia HUANG

Secunder : Sean NG

Motion CARRIED.

Motion 6

Move that the Head of Clubs Semester 2 2019 Final Report be accepted.

Mover : Jason LI

Seconder : Damien YEO

CARRIED without contention.

Motion 7

Move that the ISA Big Day Out and Induction Semester 2 2019 Final Report be accepted.

Mover : Ammar Asyraf LATIF

Seconder : Marissa Simone TAN

CARRIED without contention.

6. Other matters

Motion 8

Move that CCM #2 be adjourned at **19 16**.

Mover : Vincent Immanuel CHAIDIR

Seconder : Xiao Jing ONG

Motion CARRIED.

Prepared by,

Vincent Immanuel Chaidir
Secretary 2019/2020
UMSU International

Mental Health Workshop Semester 2, 2019 Proposal
 Central Committee Meeting #3 - Friday 6th September 2019

1. Introduction

Mental Health Workshop aims to raise students’ awareness on mental well-being, improving students’ mental health literacy, and assisting students in developing mental resilience. This semester, the workshop focuses on expectation management in order to lower the stress students experience from different aspects. This workshop is also designed to help students acknowledge the downside of high expectations and learn how to manage the stress due to unrealistic expectations. The session involves two parts: first, an introductory presentation, during which participants gain insight into respective topics; second, a practical component in which participants apply previously learned skills/knowledge to practice scenarios and activities.

2. Event Details

Workshop Topic: Managing Expectations; Lowering stress

Date & Time: Monday 09/09, 1:15 - 2:45 pm

Location: Room 301 PAR-757

Attendance: max. 30 people

Session Theme and Objectives:

This workshop is designed to help students acknowledge the downside of high expectations and learn how to manage the stress due to unrealistic expectations.

3. Workshop Overview

3.1 Workshop Structure

3.1.1 Session Structure

The workshop will be 1.5 hrs long in duration. This is made up of three sections:

- a. 35 minutes introductory presentation,
- b. 15 minutes refreshment break,
- c. 40 minutes practical activities.

3.1.2 Event Flow

Time	Activity
12:30 - 1:00 pm	Event Setup
1:05 - 1:15 pm	Registration
1:15 - 1:50 pm	Introductory Presentation
1:50 - 2:05 pm	Refreshment Break
2:05 - 2:45 pm	Practical Session
2:45 - 3:00 pm	Event Packup

Note: Grey-out time slots indicate periods outside of the workshop time frame.

3.2 Workshop Content & Activities

Section	Content & Activities
Introductory Presentation	<ul style="list-style-type: none"> To identify the relationship between expectations and stress Characteristics and problems of “unhealthy relationships”. Strategies to improve stress management Effective/assertive communication skills. Resources for more information or support services.
Practical Session	<ul style="list-style-type: none"> Reflect on and identify problems common in stress and expectations Apply previously learned skills/knowledge to practical scenarios and other activities.

4. Preparation Timeline

Time	Tasks
Summer Break	<ul style="list-style-type: none"> Brainstorm about workshop structure and topic
Week 2 - 6	<ul style="list-style-type: none"> Contacting potential speaker(s) Research for potential venue(s)
Week 6	<ul style="list-style-type: none"> Finalise session speaker(s) and session content Confirm event venue(s) Liaise with Media and Communications Department on publicity material
Week 8	<ul style="list-style-type: none"> Registration open Start online and physical publicity Finalise gift and refreshment
Week 9	<ul style="list-style-type: none"> Registration closed towards end of week Send out confirmation/rejection emails ISAs briefing Send out reminder emails
Week 10	<ul style="list-style-type: none"> Workshop on Monday Collect and compile event feedback

5. Budget Breakdown

The total budget allocated to the workshop will be AUD150. A detailed expenditure breakdown for the session is stated below:

Item	Budget Allocation
Light Snack + Tea	AUD80

Appreciation Gift(s)	AUD50
Miscellaneous (e.g. incense, candles)	AUD20

6. Department Task Delegation

Office Bearer(s)	Tasks
Sean Ng Claudia Huang	<ul style="list-style-type: none"> • Event Coordinator • Report to VP and Director of the planning progress • Liaise with potential guest speaker(s) • Compose feedback form and organise suggestions for final report
Jun Cheng WOO (Jayden)	<ul style="list-style-type: none"> • Compose registration form • Monitor registration • Compose and send acceptance, rejection and reminder emails to the participants
Siobhan Lim Dominic Yew	<ul style="list-style-type: none"> • Arrange workshop refreshment • Obtain appreciation gifts for speaker(s)
Megan Pat Albert Halim	<ul style="list-style-type: none"> • Compose publicity guidelines • Liaise with Human Resource Department in ISA task allocation • Coordinate ISA task allocation on event days

8. Conclusion

This concludes the proposal for Mental Health Workshop Semester 2, 2019. As this workshop is a relatively young initiative by the Education and Welfare Department, we especially value suggestions from both internal and external members of the community. Please feel free to approach any of the E&W member shall you have any concerns, questions, and advice.

Prepared by,

Sean Ng and Claudia Huang
Education and Welfare Officers 2019/20,
UMSU International.

PR/Visa Workshop, Semester 2 2019 Final Report
Central Committee Meeting #3 - Friday, 6th September 2019

1. Introduction

This report concludes the PR/Visa workshop which was organized on Thursday, 22nd August 2019. The objectives of this event are as follows:

- To provide international students with insight into the process and pathways of obtaining a Permanent Resident visa.
- To familiarise students with any newly implemented migration policies.
- To address queries that final year/graduating students may have on visa options and/or migration.

The event details are as follows:

Coordinator	Megan Pat, Albert Halim
Date	22nd August 2019, Thursday
Time	12.00 PM to 2.00 PM
Venue	Lowé Theatre, Redmond Barry Building
Speaker	Michael Moeidjiantho
Participants	106 including 15 Walk-ins
OBs and ISAs	8 OBs and 7 ISAs

2. Event Flow

Time	Activity
11.30am - 12.00pm	Set-up
12.00am - 12.30pm	Registration
12.30pm - 1:30pm	Information Session + Q&A Session
1.30pm - 2.00pm	Networking and Refreshments
2.00pm - 2:30pm	Clean up

3. Expenditure

	Amount
Budget Allocated	\$600
Actual expenses	
Food and Drinks (incl. cups, serviettes)	\$222.12
Appreciation gift for speaker	\$39.90
Miscellaneous (cups, utensils)	\$10.95
Total Actual Expenses	\$272.97
Budget Surplus	\$327.03

4. Feedback and Suggestions

4.1 Issues prior to the event

The speaker, Michael who was supposed to present for RACC initially had to cancel/postpone last minute due to a family emergency in Singapore, thus having us to scramble for a solution but it all ended well as Michael managed to make his way back to Melbourne in time for the PR/Visa workshop.

We did not end up using a paid speaker with an allocated budget of \$200 to do the presentation as we could not find a suitable speaker in time for the workshop. In the future, it is suggested that the team should search for potential speakers earlier to allow time for approval from UMSU and more time to research to ensure the reliability of a new speaker.

4.1. Publicity and Registration:

We opened registration a week before the workshop to allow enough time to obtain sufficient responses and closed registration once the number of responses 170. Despite the emphasis to participants to register if they were sure that they could confirm their attendance, only 106 people turned up on the day itself, including 15 walk ins. Confirmation emails were sent out a day prior to the event, on a first come first serve basis. We suggest that in the future, the team should send out confirmation emails slightly earlier to allow more time for people who would like to cancel their attendance, so that we can give more people a chance to register for the event.

A number of participants arrived midway through the session due to them having class or other reasons, this caused some traffic at the doors which disturbed the speakers flow. A suggestion for the

next PR/Visa workshop would be to allow late participants to enter in one batch rather than one by one so it's to not disturb the ongoing session.

4.2. Information session:

The information session went smoothly on the event day itself. Prior to the event, we asked the speaker for a copy of the slides so that we can prepare the slides earlier on the day of the workshop. This allowed us to send the slides to the participants after the workshop was over. The speaker took too many questions during the presentation who some students said were not valuable, this caused the speaker to not have enough time to properly present all the prepared slides. In the future, it is suggested to keep most if not all of the questions from participants until the end of the session so that the speaker will not be interrupted and is able to properly finish their presentation as many participants said that there was not enough time to go through everything.

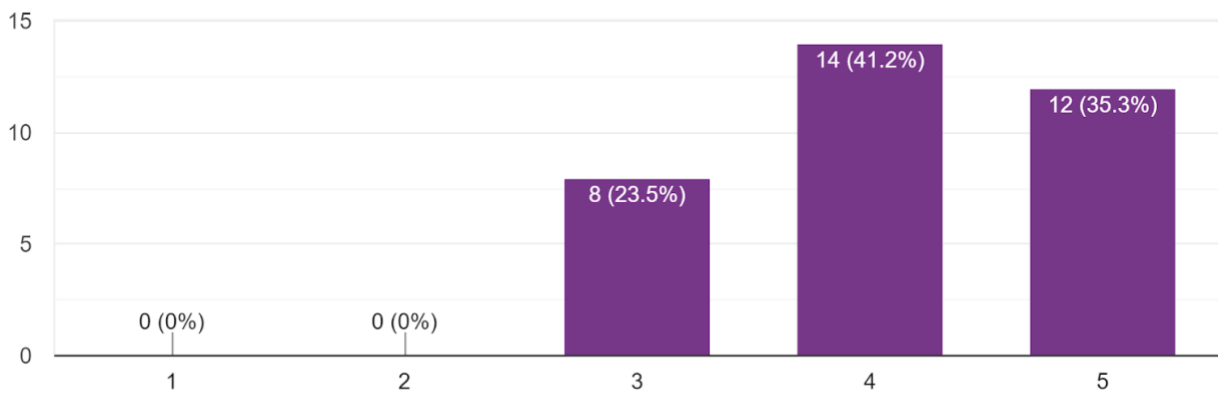
4.3. Feedback and its Mechanism:

We collected feedback from the participants through a Google form in which we shared the link through the Facebook event page. To encourage the participants to fill out the feedback forms, they were told that only those who completed the feedback were able to receive the presentation slides from the workshop. This tactic was extremely efficient as an increase in the number of responses was

The responses are represented below:

How useful was the workshop?

34 responses

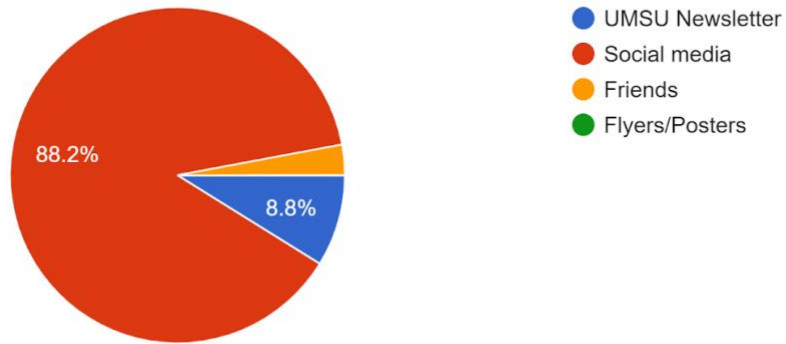


Invalid Responses: 0

Total Responses: 34

How did you find out about this event?

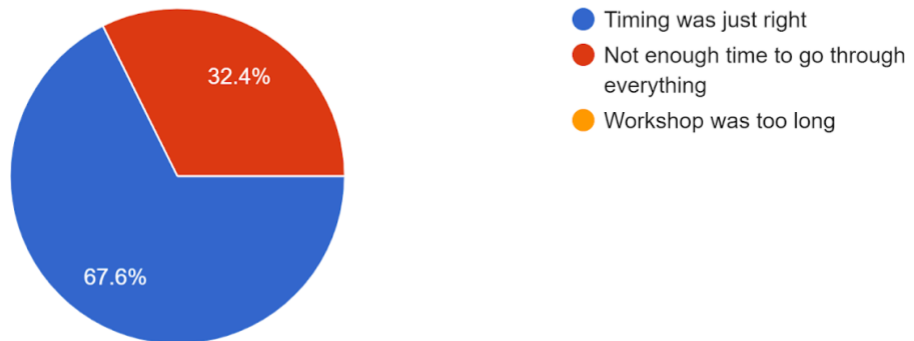
34 responses



Invalid Responses: 0
Total Responses: 34

How was the timing of the workshop?

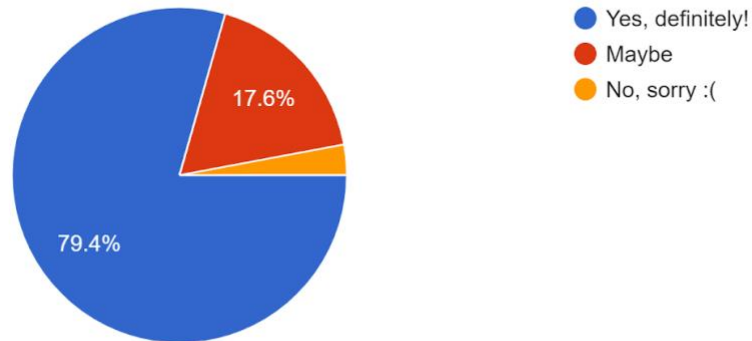
34 responses



Total responses : 34

Would you recommend your friends to attend next time?

34 responses



Invalid Responses: 0

Total Responses: 34

4.4. Food and Gifts:

The food was ordered from Domino's. Food arrived just in time for consumption. A total of 36 pizzas were ordered, including vegetarian, halal and vegan. The types of pizza were labelled as to avoid confusion from those with dietary requirements.

Koko Black's chocolate was given to the speaker as a gift of appreciation.

5. Conclusion

This marks the end of the report for PR/Visa Workshop semester 2 2019. Overall, the workshop was a success the turnout was perfect as the theatre was filled out just right, and the event team did a good job in ensuring that the event went smoothly. Despite having a serious issue along the way, the workshop turned out as accordingly and the event had little to no problems on the day itself.

We would like to express our gratitude to all the ISAs and the OBs who helped make the event successful. Please do not hesitate to contact any of us at Education and Welfare should you have any further queries or concerns.

Prepared by:

Megan PAT & Albert HALIM

Education and Welfare Officer 2019/20

UMSU International

ISA Application Semester 2 2019 Report

Central Committee Meeting # 3 – Friday 6th September 2019

1. Introduction

The International Student Ambassador (ISA) program is a volunteering program within UMSU International. It aims to recruit students of the University of Melbourne that are interested in actively engaging in UMSU International projects and university life, as well as provide an opportunity to improve their leadership and teamwork skills. This program serves as a launchpad to a more social university experience, and also as a preparatory stage for students who may wish to become UMSU International Office Bearers in the future.

ISAs are expected to graduate with 30 hours of their commitment time, with a fraction of those hours dedicated to publicity in order to spread awareness of the organisation and its events. Volunteers are also exposed to other roles that they can take on, such as emceeing events, decoration committee, games committee and food handling opportunities. The timeframe of the program is from Week 4 of the current semester to Week 8 of the next semester, totalling to a 16-week long program of fun and self growth. The ISA program also contributes to the Leaders in Communities Award (LiCA).

2. Selection Process

2.1 ISA Application Form

Online forms for students of the University of Melbourne who were interested in signing up for the ISA Program was posted through the UMSU International Facebook page on the 8th of July 2019 during the winter break. The form was available for a month and closed on the 8th of August 2019, thus giving plenty of time for keen applicants to respond thoroughly to the questions given.

The application form consisted of questions that were important for administration, such as their full names, student IDs, phone numbers and email addresses. Students were also required to inform if they were local, international or exchange, what nationality they were, what course they were in, and when they were expected to graduate.

There was a mix of questions that helped us select candidates successful for the interviews through assessing their motivation in joining the ISA program, their commitment and investments inside and outside of university, their management and organisational skills, and some general knowledge about what we look for in a successful candidate. Other questions involved what their interest was in UMSU International projects, if they were planning to run as committee, how they found out about the program and finally, what dates and times they were available for our interview sessions.

Overall, all the questions were designed to aid the Human Resources Department in selecting the right candidates to continue forward onto the interview process.

2.2 Selecting for Interviews

The department commenced assessment of applications a couple of days before the form closed to spread out and avoid overwhelming workload. The step process for assessment is as follows:

1. Review the applicant's answers regarding questions touching on personality, organisation skills and character expectation as an ISA.
2. Review commitments and priorities inside and outside of university.
3. Review expected time of graduation of the candidate.

We were interested in applicants who responded with great enthusiasm and passion in volunteering, helping communities and creating a better environment for both local and international students. Regarding commitments, we prioritised candidates who undertook a lesser number of responsibilities outside of UMSU International (such as casual members of several clubs versus committee members for more than 2 societies) to further optimise productivity. Applicants who were in their last semester were also considered, but required a really good response to get through to interviews in order to assure an abundance of volunteers in the upcoming semester.

In terms of the course, gender and nationality of applicants, the HR department maintained an unbiased approach in assessing the qualifications of each candidate.

Candidates who were considered a spot for interviews were highlighted green, those who were considered unfit as an ISA were highlighted red and those that required a deeper assessment were highlighted yellow. Categorising candidates made the distinction between accepted and rejected ISAs easier, ultimately allowing the department to decide more efficiently.

Finally, the availabilities of successful candidates were taken into consideration in order to build the interview schedules. Applicants who could only make one time slot were prioritised, and those who were relatively more free were given the rest of the available slots. Acceptance and rejection emails were sent through the UMSU International HR Department Email, with acceptance emails consisting of the interview slot's date and time. It should be taken into consideration that some emails given by the candidates may be invalid due to typing errors. Our understanding of those responses would then be based on interpretation (i.e., given name).

We received an impressive number of 284 responses with the help of past ISAs and OBs who spread the word about the program. There were 120 successful candidates (inclusive of last-minute pullouts and unresponsive emails).

3. Interview Process

3.1 Overview

The ISA interviews were held from 12th August to 14th August 2019 at the UMSU International lounge, with 15th of August 2019 being an extra emergency date, in case some applicants were not able to make the other dates. A total of 114 students were interviewed across these 4 days. Each session consisted of a maximum of 10 interviewees and 4 interviewers. The interviewing panel was made up of office bearers from different departments, with at least 1 HR office bearer present. The planning and scheduling of interviews was smooth, and no major problems were encountered.

3.2 Selection of ISAs

The questions were designed to allow us to gauge both the personality and skills of potential ISAs. The interview questions consisted of individual and group components. Individual questions allowed candidates to express themselves and explain their motivations in applying for the ISA program. In the group component, candidates were grouped and tasked to plan an event, which allowed them to showcase their ideas and collaborative ability.

Interviewers evaluated the candidates based on the following criteria:

- Enthusiasm
- Confidence
- Interpersonal Skills
- Teamwork
- Leadership
- Communication
- Commitment level

After each interview round, the interviewing panel spent several minutes to discuss their thoughts on the candidates. This allowed us to form a consolidated conclusion of that interview round and maintain consistency in our judgements across all interview slots.

Most of the candidates were able to answer the questions comfortably and confidently. We believe this batch of candidates were generally strong and showed high enthusiasm for the ISA program.

4. Results

4.1 Selection Process

After the interviews, the final cut of ISAs were selected through deliberation by the HR team. ISAs were selected based on the scores they obtained for the various qualities and

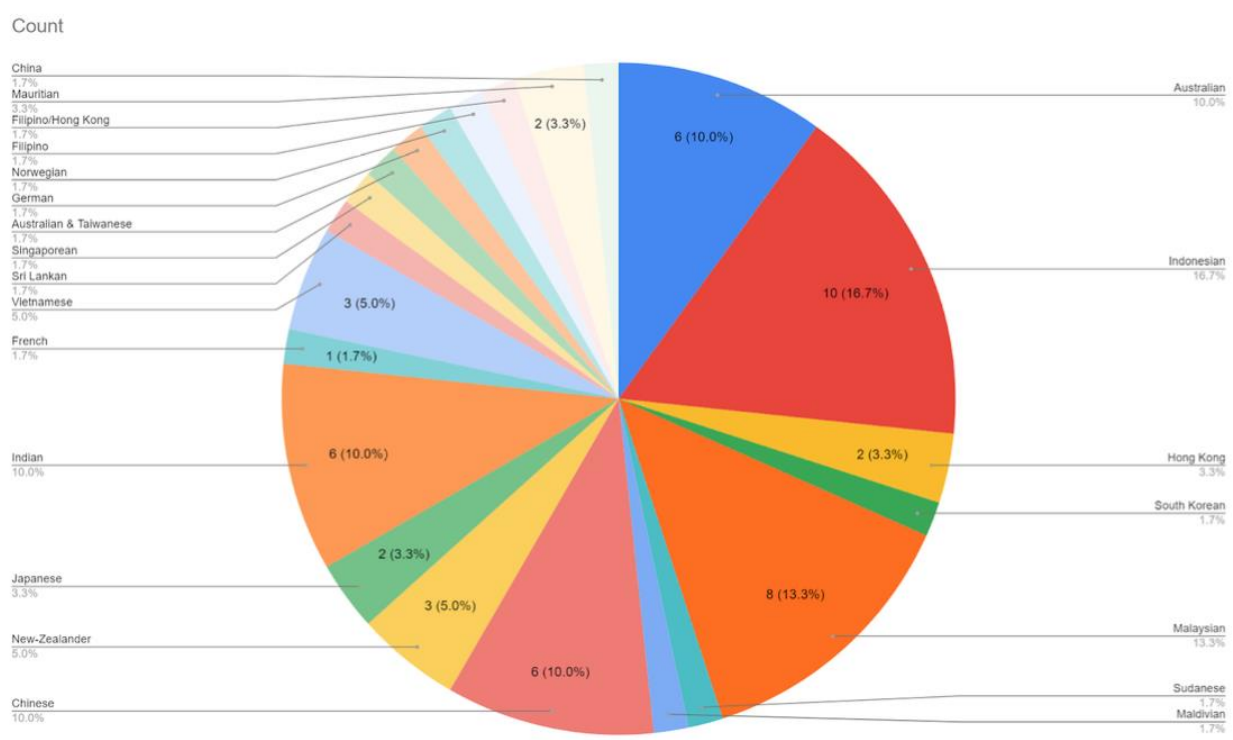
characteristics listed on the evaluation sheet. Comments and suggestions made by interviewers were also considered when selecting the ISAs. The selection process was unbiased and completely based on merit. In the end, a total of 60 ISAs were selected.

The selection process was difficult as most of the interviewees did very well in the interviews and received fairly similar scores from the interviewers. However, the extra comments and suggestions were what ultimately aided us in selecting the final cut of ISAs. The process could be made easier if the rating scale was changed from 1-5 to 1-10, so that the scores given could have a larger range and be more accurate.

The ISAs recruited hail from 22 different countries, with Asian and South-East Asian countries being the majority. However, it is worth noting that the HR team ensured that there was no bias towards any particular nationalities and also made conscious efforts to incorporate diversity into the new ISA team. The majority of the ISAs selected are international students (81.7%), followed by local students (16.7%) and an exchange student (1.7%).

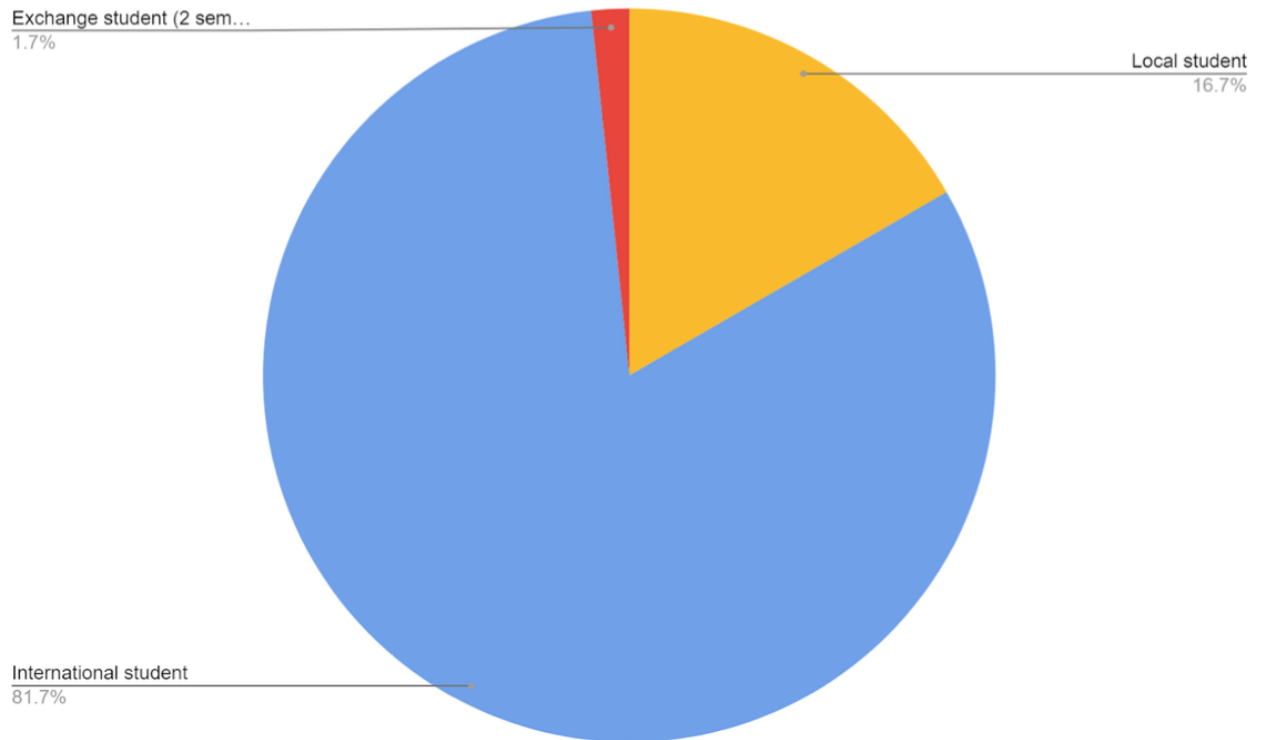
5.2 Statistical Results

35 females and 25 males were recruited.



Nationality	Percentage
Indonesian	16.7% (10)
Malaysian	13.3% (8)
Indian	10% (6)
Chinese	10% (6)
Australian	10% (6)
New-Zealander	5% (3)
Vietnamese	5% (3)
Hong Kong	3.3% (2)
Japanese	3.3% (2)
Mauritian	3.3% (2)
Chinese	1.7% (1)
South Korean	1.7% (1)
Sudanese	1.7% (1)
Maldivian	1.7% (1)
Sri Lankan	1.7% (1)

French	1.7% (1)
Singaporean	1.7% (1)
Australian & Taiwanese	1.7% (1)
German	1.7% (1)
Norwegian	1.7% (1)
Filipino	1.7% (1)
Filipino & Hong Kong	1.7% (1)



5. Conclusion

5.1 Improvements

In some interviews, candidates were asked for feedback on how the interview was held. Some interviewees found that the arrangement of the interviews (i.e. tables separating interviewers and interviewees) was not the most conducive. In addition, some found that a large group interview consisting of up to 10 interviewees to be less ideal. Moving forward, we think it is important for us to take into consideration the layout and the size of the interviews to create a more conducive and wholesome interview experience for both interviewees and interviewers.

As mentioned previously, the interview evaluation sheets were also too subjective, thus we suggest that a bigger 'extra comments' section, and an overall rating out of 10 for each candidate would allow interviewers to write more freely on their judgement of the candidate

5.2 Final Words

In conclusion, it is safe to say the committee is thoroughly satisfied with the selection of ISAs this semester. With the help of the OBs encouraging and motivating this batch of ISAs, we are observing great efforts made by the majority of ISAs when volunteering, further helping us improve and expand UMSU International as an organisation. Our team is as diverse as it ever was this semester, further emphasising that UMSU International is an inclusive organisation that has no boundaries.

We would like to thank the Office Bearers who helped in the interview process as it would not have been possible without them. Please do not hesitate to approach us with any questions to the contents of this report.

Prepared by,

Christabella Alicia Mahendra, Marissa Symone Tan, Ammar Asyraf
Human Resource Department 2019/2020
UMSU International



1. Other Business

2. Next Meeting

Date: Friday 20th September 2018 (4.30pm)

Venue: PAR-Old Physics-G16 (Jim Potter Room)