

## **Agenda**

Central Committee Meeting #9 – 24 April 2020

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 #8
  - 3.1.2. ECCM #2
  
4. Reports
  - 4.1. ISA Application Report
  - 4.2. Wellbeing Workshop Semester 1 2020 Report
  
5. Other Business
  
6. Next Meeting

## **Unconfirmed Minutes**

Central Committee Meeting #8 – 27 March 2020

Date : 27<sup>th</sup> April 2020

Time : 16 30

Venue : Zoom

## **1. Procedural Matters**

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

### **2. Official Welcome**

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

- All present

#### Motion 1

Move that Standing Orders be adopted for CCM #8 at **16:39 pm**.

Mover : Caityin DEAN

Seconder : Charmaine TEOH

CARRIED without contention.

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

#### Motion 2

Move that the Agenda for CCM #8 be adopted.

Mover : Stefan MARBUN

Seconder : Kezia Rebecca PRANATA

CARRIED without contention.

### **2. Matters Arising from Previous Minutes**

### **3. Confirmation of Previous Minutes**

#### Motion 3

Move that the minutes of CCM #7 be accepted and confirmed as a true and accurate record.

Mover : Claryss KUAN

Seconder : Janelle WONG

Motion carried.

#### Motion 4

Move that the Visible Campaign 2020 Proposal be accepted.

Mover : Siobhan LIM

Seconder : Damien YEO

Motion carried.

#### Motion 5

Move that the International Film Festival 2020 Report be accepted.

Mover : Xiao Jing ONG

Seconder : Jason LI

Motion carried.

### **5. Other matters**

#### Motion 6

Move that Standing Orders be suspended at 17:25 pm.



Mover : Christabella Alicia MAHENDRA

Seconder : Chan Jie HO

Motion carried.

Motion 7

Move that CCM #8 be adjourned at **18:49 pm**.

Mover : Zille RAHIM

Seconder : Rebecca LEE

Motion carried.

**Prepared by,**

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

**Unconfirmed Minutes**

Emergency Central Committee Meeting #2 – 17 April 2020

Date : 17<sup>th</sup> April 2020

Time : 16 30

Venue : Zoom

#### **4. Procedural Matters**

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

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

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

- Absent: Albert HALIM and Ivy TIAHJANTO

##### Motion 1

Move that Standing Orders be adopted for ECCM #2 at **16:44 pm.**

Mover : Faith ANG

Seconder : Sean NG

CARRIED without contention.

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

##### Motion 2

Move that the Agenda for ECCM #2 be adopted.

Mover : Chan Jie HO

Seconder : Christabella Alicia MAHENDRA

CARRIED without contention.

#### **5. Matters Arising from Previous Minutes**

#### **6. Confirmation of Previous Minutes**

##### Motion 3

Move that the Stay Home Stay Connected Month 2020 Proposal be accepted.

Mover : Chan Jie HO

Secunder : Faith ANG

Motion carried.

#### Motion 4

Move that the Career Skills Workshop Semester 1 2020 Proposal be accepted.

Mover : Jamie TEH

Secunder : Damien YEO

Motion carried.

#### Motion 5

Move that the Online PR/Visa Workshop Semester 1 2020 be accepted .

Mover : Jun Cheng WOO

Secunder : Stefan MARBUN

Motion carried.

### **5. Other matters**

#### Motion 6

Move that Standing Orders be suspended at 18:09 pm.

Mover : Claryss KUAN

Secunder : Kezia Rebecca PRANATA

Motion carried.

Motion 7

Move that ECCM #2 be adjourned at **19:06 pm**.

Mover : Stefan MARBUN

Seconder : Christabella Alicia MAHENDRA

Motion carried.

**Prepared by,**

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

**ISA Application Semester 1 2020 Report**  
Central Committee Meeting #9 - 24th April 2020

**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 12th of February 2020 during the summer break. The form was available for a month and closed on the 12th of March 2020, 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, an insight to their personalities, and unique qualities candidates might offer into the ISA Program. Other questions involved what their interest was in UMSU International projects, if they were planning to run as a 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 Resource 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, motivation and qualities they possess.
2. Review commitments and priorities inside and outside of university.
3. Review expected time of graduation of the candidate.



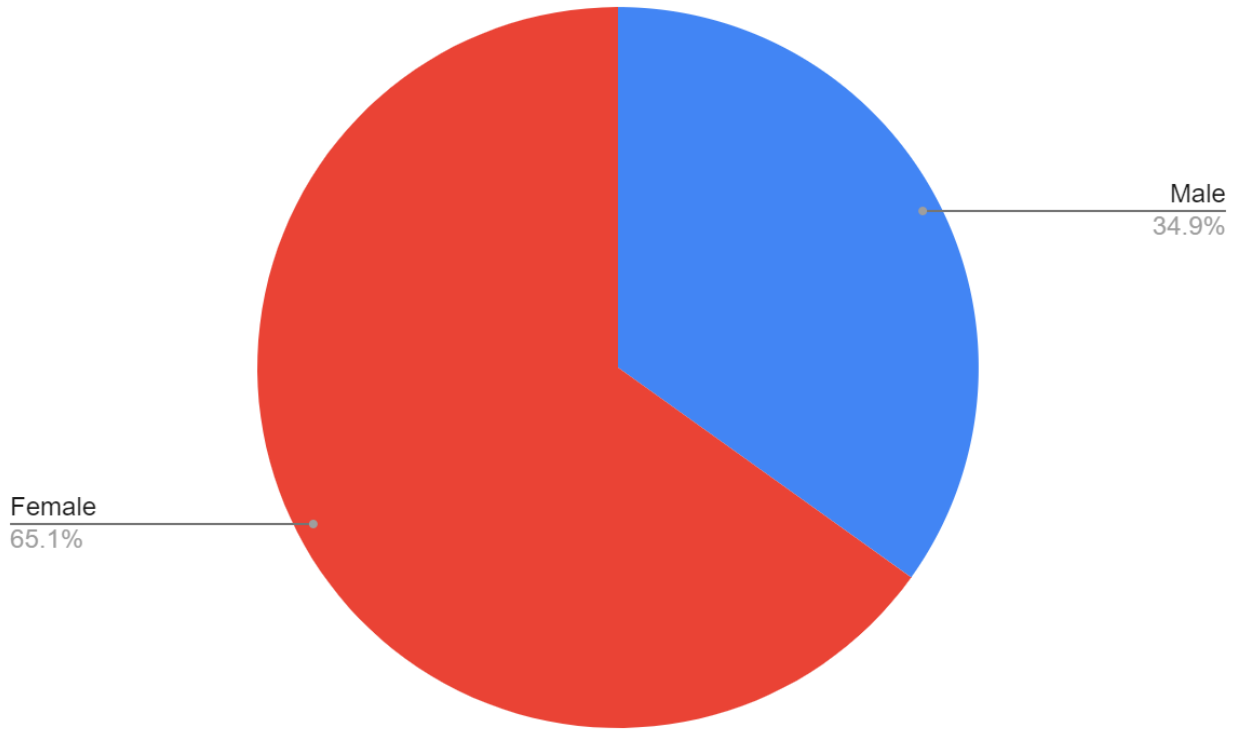
We were interested in applicants who responded with great enthusiasm and passion in volunteering, helping communities and creating a better environment for both local and international students. Regarding commitments, we prioritised candidates who undertook a lesser number of responsibilities outside 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.

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. New sub-sheets were created to further distinguish each candidate and to easily access their emails. Categorising candidates made the distinction between accepted, rejected and waitlisted candidates easier, ultimately allowing the department to decide more efficiently.

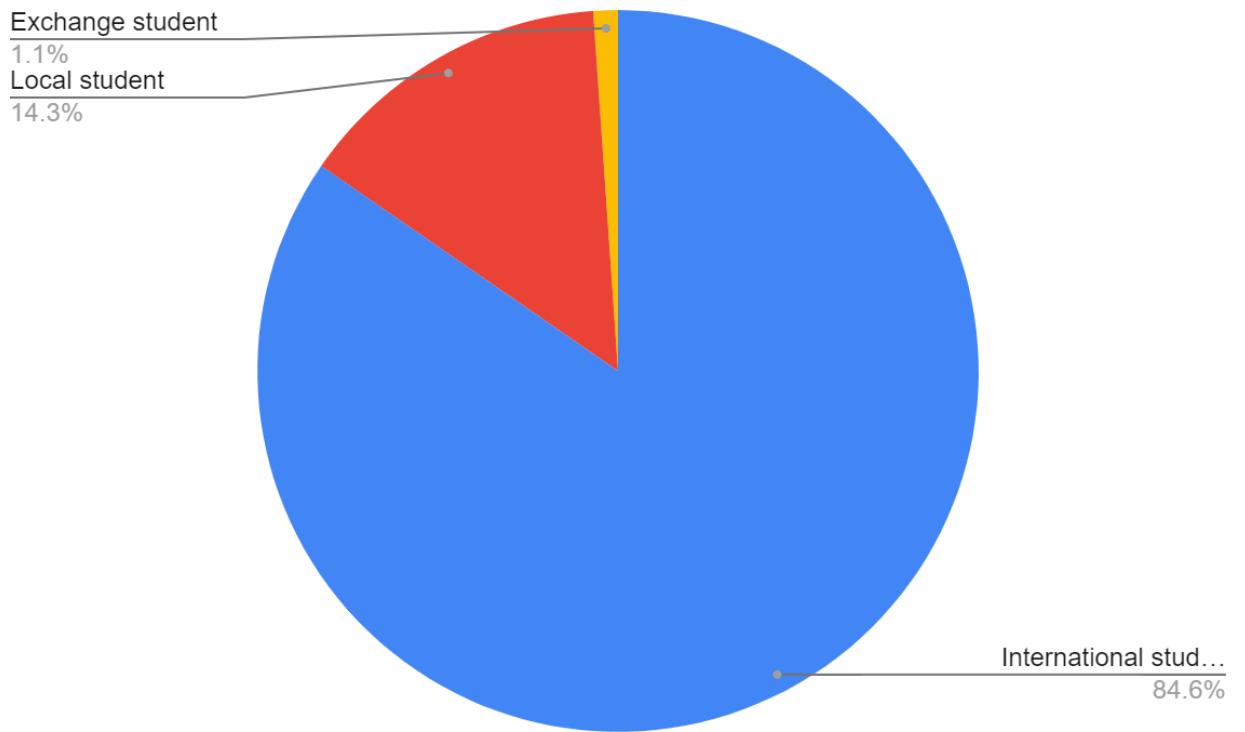
Finally, the availabilities of successful candidates were taken into consideration in order to build the interview schedules. Applicants who could only make one time slot were prioritised, and those who were relatively more free were given the rest of the available slots. Acceptance and rejection emails 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).

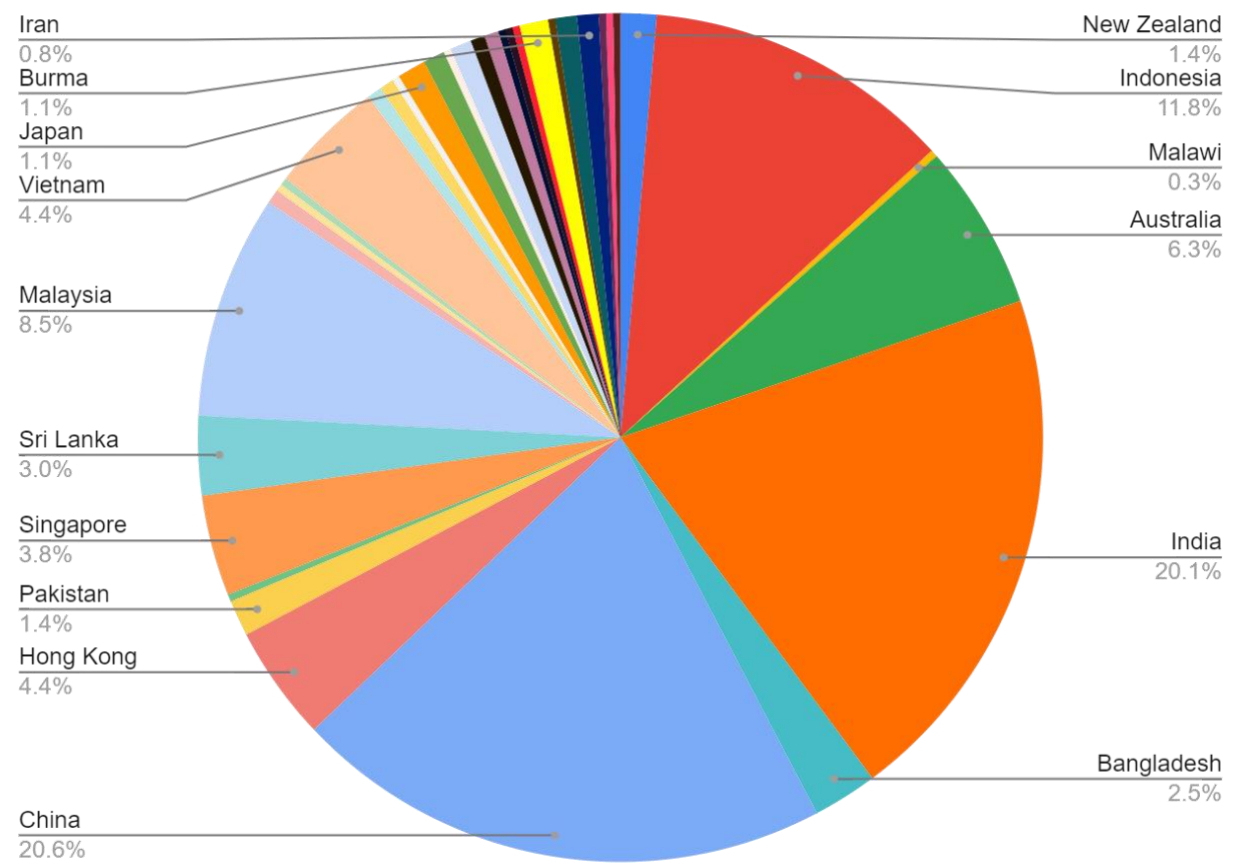
We received an impressive number of 363 responses with 2 late responses. There were 120 successful candidates (inclusive of last-minute pullouts and unresponsive emails). There were 236 females and 127 male candidates, with 307 international students, 52 local students and 4 exchange students (2 semesters).

### **2.3 Statistical Results**



**Figure 2.1 - Gender Ratio of Applicants**



**Figure 2.2 - Student Type Ratio of Applicants**

**Figure 2.3 - Nationality Count of Applicants**

Nationality	Percentage
Chinese	20.6% (75)
Indian	20.1% (73)
Indonesian	11.8% (43)
Malaysian	8.5% (31)
Australian	6.3% (23)
Vietnamese	4.4% (16)
Hong Kong	4.4% (16)
Singaporean	3.8% (14)

Sri Lankan	3.0% (11)
Bangladeshi	2.5% (9)
Pakistani	1.4% (5)
New Zealander	1.4% (5)
Burmese	1.1% (4)
Japanese	1.1% (4)
Iranian	0.8% (3)
Thai	0.8% (3)
South Korean	0.8% (3)
Nepalese	0.8% (3)
Philipino	0.5% (2)
Kenyan	0.5% (2)
Swiss	0.5% (2)
Mongolian	0.5% (2)
Taiwanese	0.5% (2)
Kazakhs	0.3% (1)
Cambodian	0.3% (1)
Afghan	0.3% (1)
Russian	0.3% (1)
Paraguayan	0.3% (1)
American	0.3% (1)
Antiguan and Barbudan	0.3% (1)
Mauritian	0.3% (1)
Lithuanian	0.3% (1)

Dominican	0.3% (1)
Canadian	0.3% (1)
Maldivian	0.3% (1)
Malawian	0.3% (1)

**Table 2.1 - Nationality Table of Applicants**

### 3. Interview Process

#### 3.1 Overview

The ISA interviews were held from 16<sup>th</sup> March to 19<sup>th</sup> March 2020, at the UMSU International lounge. A total of 100 students were interviewed across these 4 days. In accordance with suggestions from the previous ISA recruitment report, the number of interviewees was reduced to a maximum of 9 people per interview, along with 4 interviewers. The average number of candidates for each interview slot was 7 people. This allowed interviewers to be able to pay more attention to each candidate and made it easier for interviewers to assess their performances more accurately. The interview panel consisted of Excos and Directors from the various departments, with at least 1 HR office bearer present. The planning and scheduling of interviews was smooth, and no major problems were encountered.

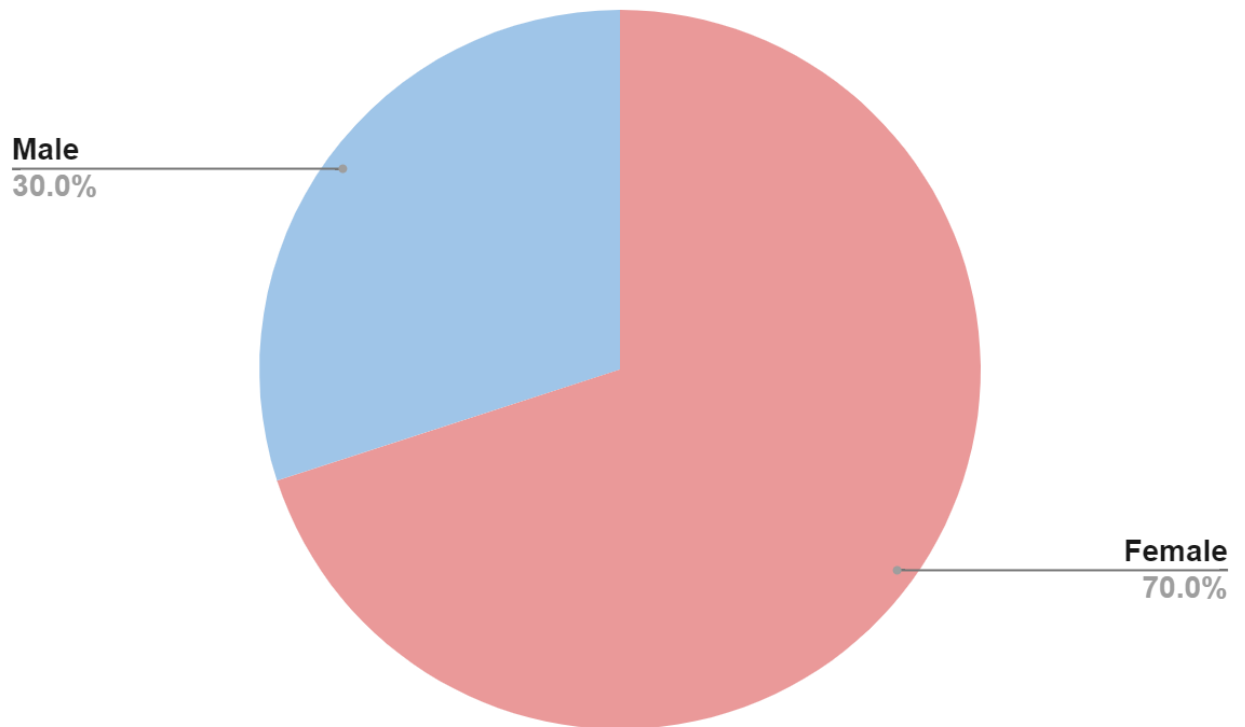
#### 3.2 Selection of ISAs

The questions were designed to allow us to gauge the personalities and competency of the candidates. Interview questions consisted of both individual and group components. Individual questions allowed candidates to exhibit their personalities and explain their motivations in applying for the ISA program. In the group component, candidates were grouped together and either tasked to plan an event, which allowed them to showcase their ideas and collaborative ability, or to publicise UMSU Intl events to the interviewers using flyers, which allowed them to showcase their communication skills.

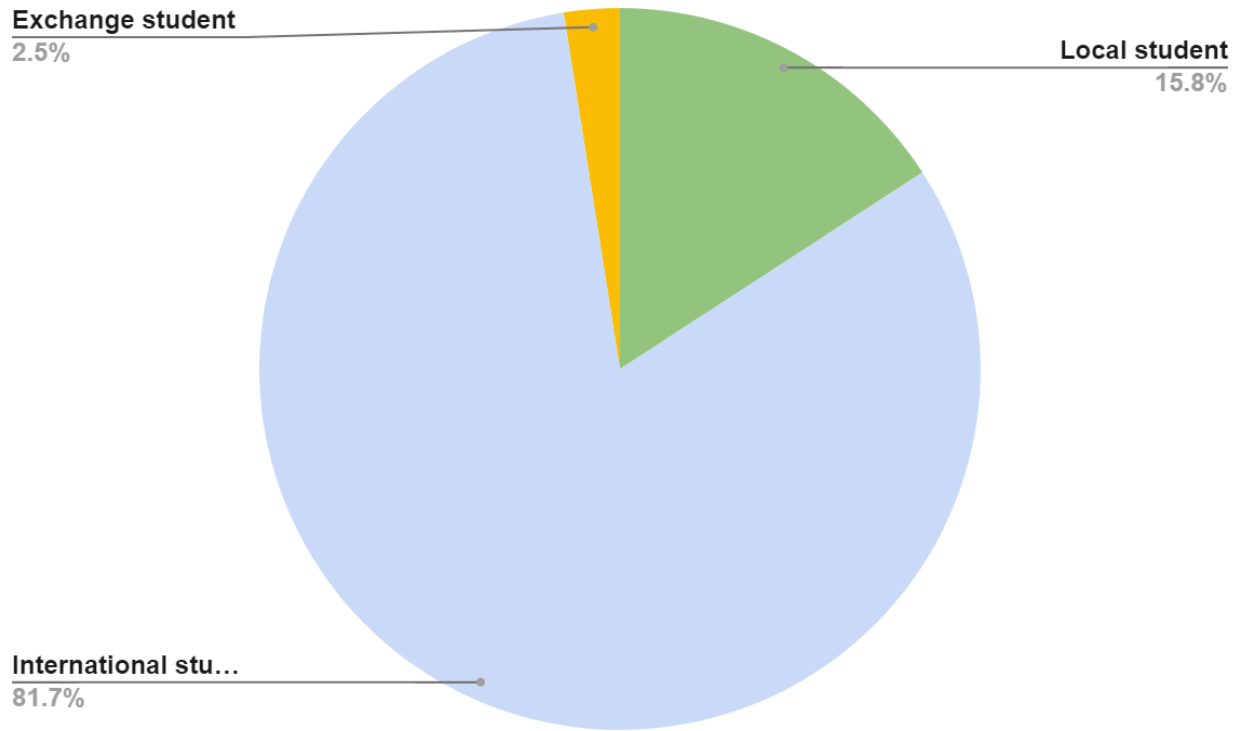
Following each interview round, all OBs entered the scores given to each candidate into a google form. After that, OBs also discussed their thoughts on each candidate and noted down those that showed the most potential. This allowed us to form a consolidated conclusion of that interview round and maintain 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.

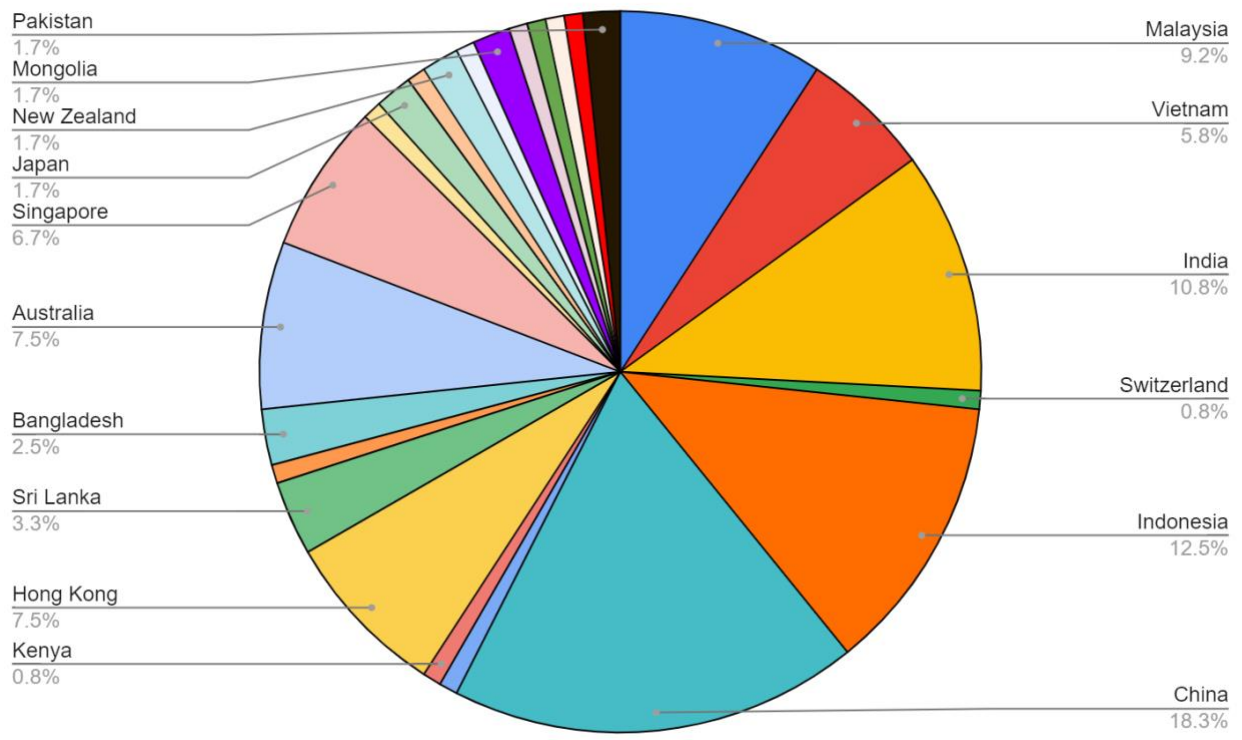
### 3.3 Statistical Results



**Figure 3.1 - Gender Ratio of Interviewed ISAs**



**Figure 3.2 - Student Groups of Interviewed ISAs**



**Figure 3.3 - Nationality count of interviewed ISAs**

Nationality	Percentage
Chinese	18.3% (22)
Indonesian	12.5% (15)
Indian	10.8% (13)
Malaysian	9.2% (11)
Hong Kong	7.5% (9)
Australian	7.5% (9)
Singaporean	6.7% (8)



Vietnamese	5.8% (7)
Sri Lankan	3.3% (4)
Bangladeshi	2.5% (3)
Japanese	1.7% (2)
New Zealander	1.7% (2)
Mongolian	1.7% (2)
Pakistani	1.7% (2)
Swiss	0.8% (1)
Thai	0.8% (1)
Kenyan	0.8% (1)
Kazakhs	0.8% (1)
American	0.8% (1)
Nepalese	0.8% (1)
Burmese	0.8% (1)
Lithuanian	0.8% (1)
Mauritian	0.8% (1)
Cambodian	0.8% (1)

Russian	0.8% (1)
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**Table 3.1 - Nationality table of interviewed ISAs**

#### 4. Results

##### 4.1 Selection Process

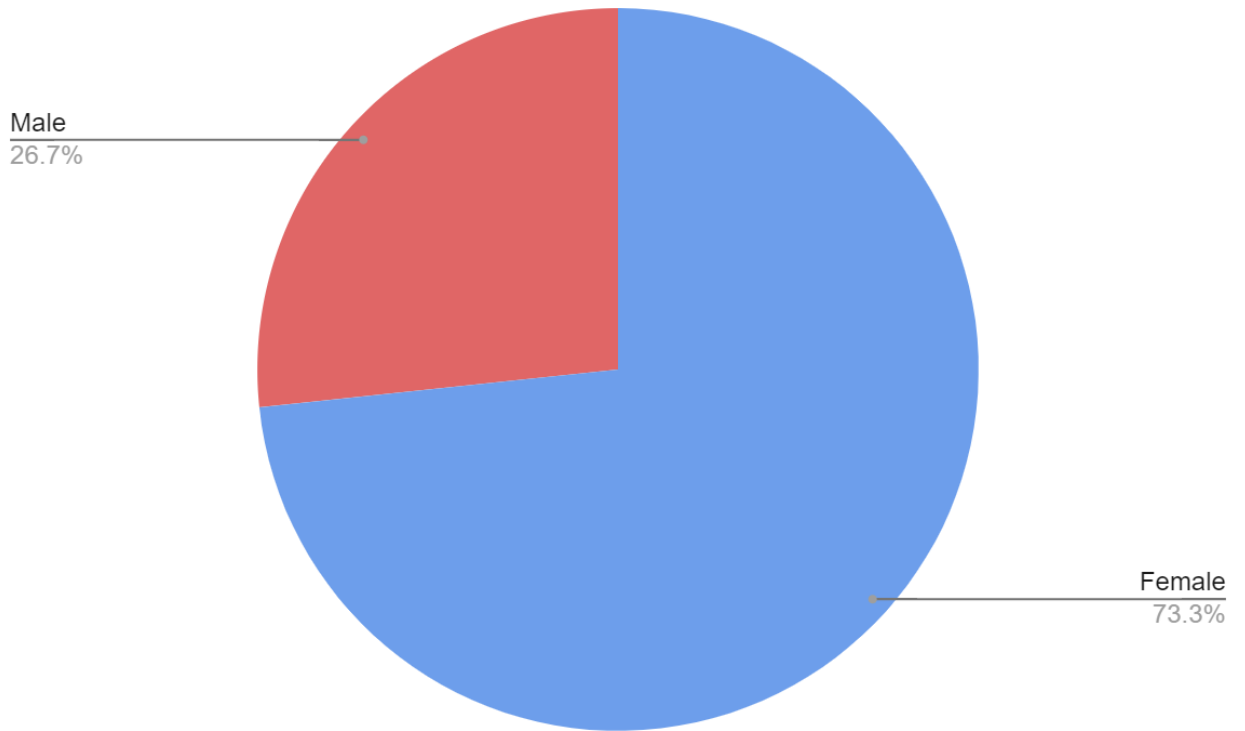
After the interviews, the final cut of ISAs were selected through deliberation by the HR team. ISAs were selected based on the scores they obtained from the evaluation sheets filled up by the OBs. These were digitally filled into a Google Sheet and an average overall score for each candidate was derived. With the scores, a rank of ISAs was produced using Excel tools.

From the initial rank of ISAs, comments and suggestions made by interviewers were also considered when selecting the ISAs. In the end, a total of 75 ISAs were selected.

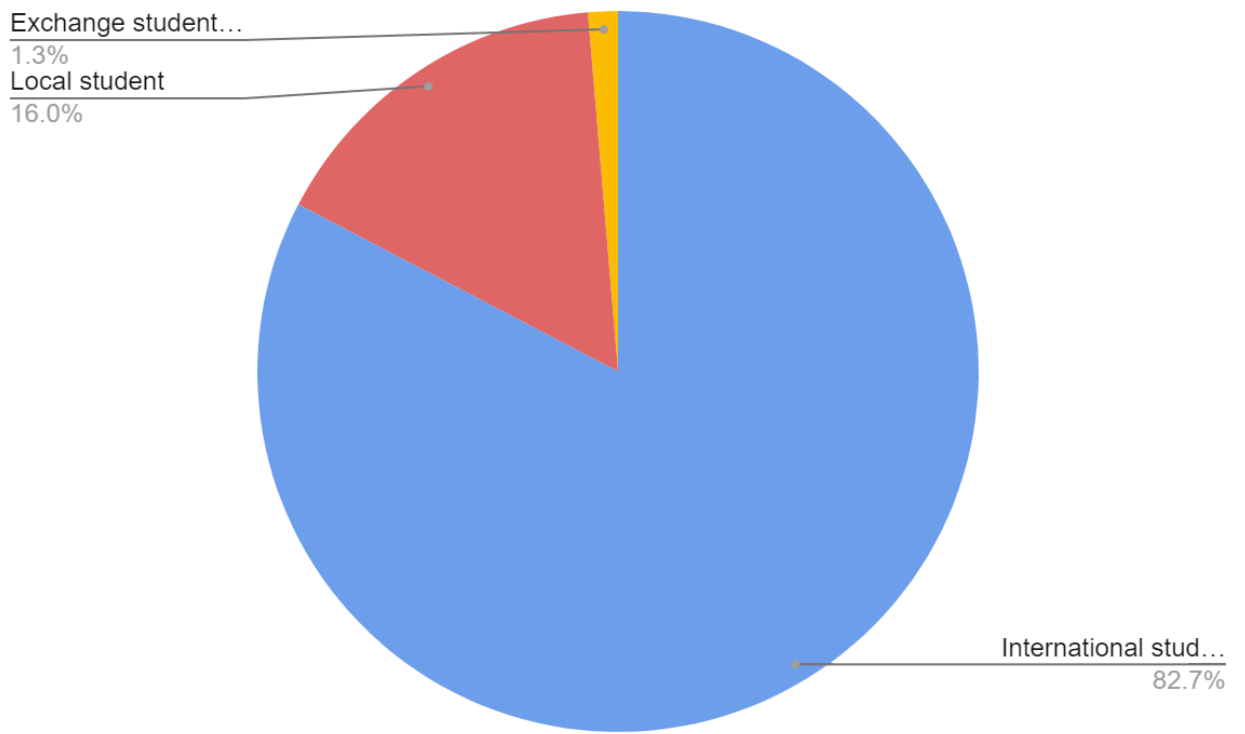
The selection process was difficult as most of the interviewees did very well in the interviews and received fairly similar scores from the interviewers. We found that the digital tools used this semester made the ISA selection process more efficient and concise. However, the extra comments and suggestions from interviewers were what ultimately aided us in selecting the final cut of ISAs.

The ISAs recruited hail from 19 different countries. The majority of the ISAs selected are international students (81.7%), followed by local students (16.7%) and an exchange student (1.7%). 35 females and 25 males were recruited.

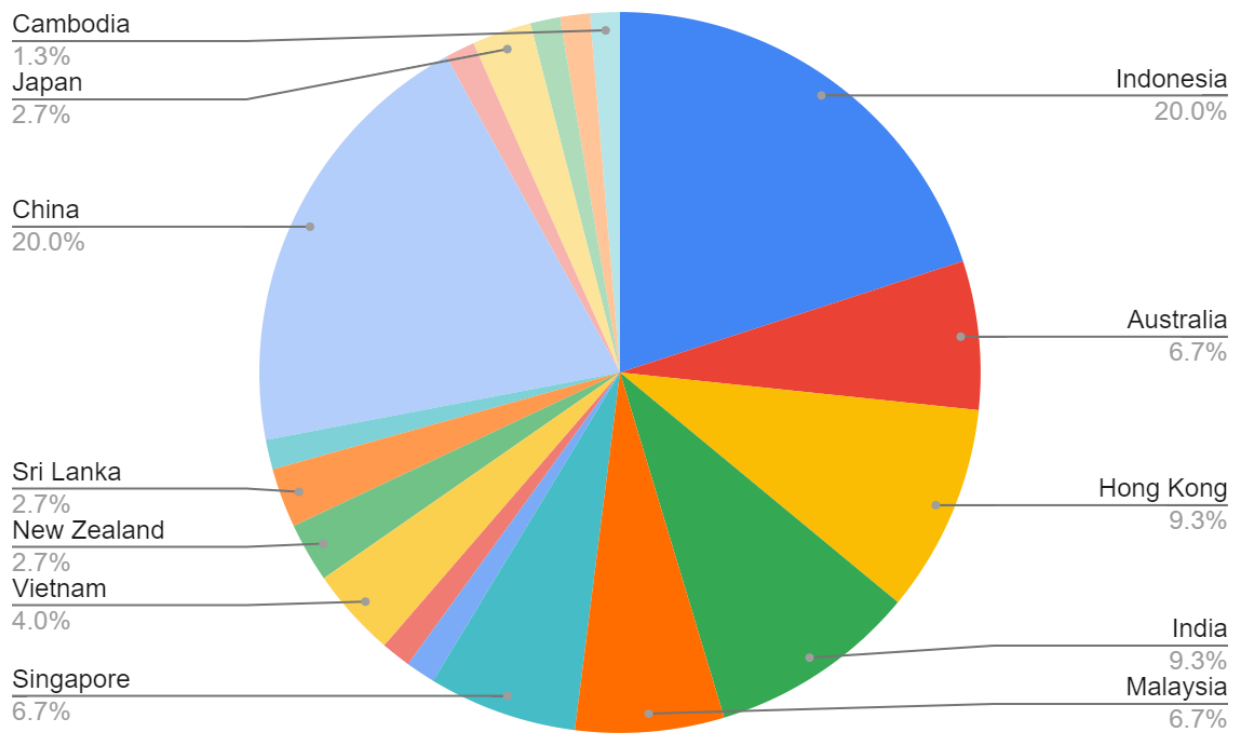
##### 4.2 Statistical Results



**Figure 4.1 - Gender count of accepted ISAs**



**Figure 4.2 - Student type count of accepted ISAs**



**Figure 4.3 - Nationality count of accepted ISAs**

Nationality	Percentage
Chinese	20.0% (15)
Indonesian	20.0% (15)
Indian	9.3% (7)
Hong Kong	9.3% (7)
Australian	6.7% (5)
Singaporean	6.7% (5)

Malaysian	5.3% (4)
Vietnamese	4.0% (3)
Japanese	2.7% (2)
Sri Lankan	2.7% (2)
New Zealander	2.7% (2)
Cambodian	1.3% (1)
Russian	1.3% (1)
Bangladeshi	1.3% (1)
Kenyan	1.3% (1)
Mauritian	1.3% (1)
Lithuanian	1.3% (1)
Mongolian	1.3% (1)
American	1.3% (1)

**Table 4.1 - Nationality table of accepted ISAs**

## 5. Conclusion

### 5.1 Improvements

This semester, we have adopted some strategies brought up in previous meetings regarding improvements on the ISA application process. Training of interviewers was performed during the first CCM, where the HR team provided expectations of the roles and responsibilities that OBs would need to assume during interviews. A

rough guide on what to look for in candidates as well as the general structure of how interviews would take place was also discussed. A suggestion is to find a full day to train the OBs who will take part in interviewing the candidates, as it will provide better focus and less of a time crunch.

We have also reduced the number of questions to 4 instead of 5. We found that having fewer questions made it easier for us to evaluate a larger number of applicants in a short period of time. The nationalities dropdown option should also be continued in the future, as it keeps the data neat and uniform for the report figures. A suggestion for the future committee is to put a word limit on the answers in the application form for efficiency sake and also to reduce the bias of appreciating longer answers.

In some interviews, candidates were asked for feedback on how the interview was held. Overall, we received good feedback as the candidates found the interview to be comfortable and less intimidating than conventional interviews. Some interviewees mentioned that the interviewer's table looked cramped and uncomfortable as there was not much space to move or write. More tables could be booked to create a more comfortable interview experience for interviewees. This semester, interviews were spread out across more days as compared to last semester (Monday - Wednesday vs Monday - Thursday). This gave us the opportunity to host smaller interviewee groups and allowed for a more intimate interview for both parties.

During the interview period, some OBs were late for their allocated interview slots or failed to attend their interviews without notifying the HR team. The tardiness of both interviewers and interviewees caused many interviews to start much later than planned. Consequently, the interview process was slightly rushed and less conducive. For future reference, it would be beneficial to stress the importance of punctuality to both interviewers and interviewees. To implement this, future late-comers should be prohibited from sitting in for interviews. It is also essential to double-confirm that all interviewers will be able to attend their allocated slots and ensure OBs will inform the HR team in advance if unable to attend.

The original intended number of interviewees was 120. However, due to the COVID-19 pandemic, 20 participants had to pull out of the interviews last minute. This caused many candidates to miss out on their opportunity to join the ISA program. Moving forward, it would be useful to have a contingency plan for extreme cases such as this. A potential contingency plan could be to have interviews through ZOOM if face to face contact is not possible. This would ensure that all accepted candidates have a chance to be interviewed.

During this round of ISA recruitment, we have once again taken measures such as not looking at applicants' names or nationalities while filtering applications. This aided us in reducing bias towards any nationalities and should be continued by the

future HR team. Furthermore, to improve the diversity of ISAs, we need to increase our outreach to minority nationalities during the publicity of our program.

Lastly, several rejected candidates requested explanations for why they were not accepted, hence a comprehensive email or a quick meeting was the most effective method to resolve these issues.

## **5.2 Final Words**

In conclusion, it can be said with confidence that the committee is thoroughly satisfied with the selection of ISAs this semester. With the OBs' encouragement and motivation, we are observing great efforts made by the majority of ISAs when volunteering, further helping us improve and expand UMSU International as an organisation.

We would like to thank the Office Bearers who helped in the interview process as it would not have been possible without them. We would also like to express our appreciation for the OBs who helped to take over interview slots at the last minute. 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**

**Wellbeing Workshop Semester 1 2020 Report**  
 Central Committee Meeting #- Friday, 24th September 2020

**1. Introduction**

This report concludes the Wellbeing Workshop held on Thursday, 12th March 2020. The objectives of this event are as follows:

- This workshop is designed to help help students to overcome cultural and social obstacles and to develop an active social life.
- Apply previously learned skills/knowledge to practical scenarios and other activities.

The event details are as follows:

<b>Coordinators</b>	Claudia HUANG
<b>Date</b>	12th March 2020, Thursday
<b>Time</b>	1:15 PM to 2:30 PM
<b>Venue</b>	Union House Training Room 2
<b>Topic</b>	Culture adjustment and homesickness
<b>Speakers</b>	Yuyang Liu from Counselling And Psychological Services (CAPS)
<b>Target Participants</b>	20
<b>Participants</b>	15
<b>OBs and ISAs</b>	6 ISAs (2 ISAs for set up and 2 ISAs for each hour) and 8 OBs



### 1. Event Flow

Time	Activity
12:30 - 1:00 pm	Event Setup
1:05 - 1:15 pm	Registration
1:15 - 1:45 pm	Introductory Presentation
1:45 - 1:55 pm	Refreshment Break
1:50 - 2:30 pm	Practical Session
2:30 - 2:45 pm	Event Packup

### 2. Expenditure

The total budget allocated for this event was \$200.

	<b>Total</b>
Appreciation gift	\$29
Food and Drinks	\$121.42
<b>Total Actual Expenses</b>	<b>\$150.42</b>
Allocated budget	\$150
<b>Budget Deficit</b>	<b>\$0.42</b>

### 3. Suggestions

One feedback for the room of our previous workshop - it was quite noisy at times on the day, probably because the room is located close to the stairs. Other than that, the facilities and space of the room are great.

## **Conclusion**

This marks the end of the report for Mental Health Workshop, Semester 1, 2020. The registration received overwhelming engagement compared to previous years. It is advisable that the next committee continues to hold mental health workshops and reach out to more participants. This will contribute to UMSU International's continual effort in advancing international student wellbeing and provide students with the opportunity to develop mental skills other than academic/employment competency.

We would like to express our gratitude to all ISAs and OBs who assisted in making the event successful. Thank Kai Chen, Claryss, Rebecca and Charmaine for their help! Please do not hesitate to contact us at Education and Welfare should you have any further queries or concerns.

**Prepared by:**  
**Claudia Huang**  
**Education and Welfare Officer 2019/20**  
**UMSU International**

## **1. Other Business**



- President's Report

## 2. Next Meeting

Date: 7/5/2020

Venue: Zoom