

Agenda

Emergency Central Committee Meeting #2 – 17th April 2020 (Friday)

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. Proposals

- Stay Home Stay Connected Month 2020
- Career Skills Workshop Semester 1 2020
- Online PR/Visa Workshop Semester 1 2020

3. Other Business

4. Next Meeting



Stay Home Stay Connected Month Proposal

Emergency Central Committee Meeting #2 – Friday 17th April 2020

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, the Cultural & Social Department has decided on creating a series of social events to help connect students reconnect with the community and to remind them of home.

1. 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.

1. Budget

Event	Items	Budget (\$)
Stay Home Stay Social	-	-
Stay Home Stay Learning	-	-
Stay Home Stay Fit	<ul style="list-style-type: none"> ● Dance classes ● Yoga sessions ● Pilates sessions 	\$1200
Stay Home Stay Fed	<ul style="list-style-type: none"> ● Ingredients ● CAKE club 	\$900
Total		\$2100

1. Events

1. Stay Home Stay Social

Coordinators : Nishtha BANAVALI AKR, Thanh Mai PHAM

Date : Every Monday, Wednesday and Friday

Time : 1pm – 2pm



Platform : Online, through Zoom

Budget : -

Manpower : 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 mental health of students at The University of Melbourne by providing opportunities for 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 will be for students who missed the opportunity to meet others in person on campus or through physical events. The event will involve two online zoom sessions in which participants will be separated into smaller groups (breakout rooms) of around 5-6 where they will spend 25 minutes getting to know each other. ISAs will be spread throughout the groups (especially in groups with fewer numbers) to facilitate conversation and monitor. This event will be 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.

1. Stay Home Stay Learning

Coordinators : Caityn Tania DEAN, Jason LI

- Date** : Week 7 to Week 10 of Semester 2
- Time** : Corresponds with Language Exchange Club's Schedule
- Platform** : Zoom
- Budget** : Available at no cost as of now
- Manpower** : 2 coordinators in collaboration with Language Exchange Club,
6-8 ISA's (tentatively) dependent on participant turnout

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 is 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 is 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 will be recruiting ISAs to be placed within these language learning sessions for overseeing purposes (as sessions may be numerous and happen simultaneously).

An aspect of the event that is still in discussion with the Language Exchange Club is to tentatively recruit ISAs to be part of LEC's buddy system as participatory representatives of UMSU Intl to lead/facilitate the meeting of these groups. LEC'S buddy system aims to group students with buddies that are matched based on current fluency in a certain language and their target language they wish to learn. These would happen independently of the weekly Zoom Language Learning sessions' schedule, according to participant interest. Signups to express interest in this smaller language exchange buddy program would occur through online signup forms where potential participants note the languages they are fluent in, as well as the language they would like to learn.

The zoom teaching meetings will also be assisted with OB's with their union accounts, as they will be able to access zoom premium and assist with the LEC's teaching groups and their normal account limitations.

Languages offered for the sessions are: Beginner/Intermediate Mandarin Chinese, Japanese and Korean

1. Event Timeline*

Activity	Details
Week 6	<ul style="list-style-type: none"> ● Promote buddy system, gather participant interest through signup sheets ● Communicate and plan with LEC regarding logistics of collaboration: branding, promotion etc ● Coordinate with LEC regarding scheduling of Zoom sessions
Week 7	<ul style="list-style-type: none"> ● Chinese Beginner Session 1 ● Chinese Intermediate Session 1 ● Korean Beginner Session 1 ● Korean Intermediate Session 1 ● Japanese Beginner Session 1 ● Japanese Intermediate Session 1 ● Begin the allocation of Buddy Systems according to fluent language and target language, dependent on participant interest
Week 8	<ul style="list-style-type: none"> ● Chinese Beginner Session 2 ● Chinese Intermediate Session 2 ● Korean Beginner Session 2 ● Korean Intermediate Session 2 ● Japanese Beginner Session 2 ● Japanese Intermediate Session 2
Week 9	<ul style="list-style-type: none"> ● Chinese Beginner Session 3 ● Chinese Intermediate Session 3 ● Korean Beginner Session 3 ● Korean Intermediate Session 3 ● Japanese Beginner Session 3 ● Japanese Intermediate Session 3
Week 10	<ul style="list-style-type: none"> ● Chinese Beginner Session 4 ● Chinese Intermediate Session 4 ● Korean Beginner Session 4 ● Korean Intermediate Session 4 ● Japanese Beginner Session 4

	<ul style="list-style-type: none"> • Japanese Intermediate Session 4
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*exact timing of sessions according to LEC'S timetable

1. 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

These events are potentially in collaboration with the University Dance clubs (UKC and Flare) and instructors from The Yoga Place. Dance clubs will have sessions on alternate weeks while yoga and pilates sessions run consistently on the same time and day throughout the entire month. The Yoga Place will also offer sufficient support for students who require yoga mats by providing hiring service. They will also be offering membership promotions for students who would like to continue their classes after the event ends.

1. Event Timeline

Every Monday: Pilates

Every Wednesday: Yoga

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

1. Budget Allocation

This is the estimated budget breakdown.

Sessions	Budget (\$)
Yoga Session x4	100
Pilates Session x4	100
Flare Ensemble x2	75
Unimelb Kpop Club x2	75
Total	1200

1. 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 that aims to showcase the appreciation of different cultures through food dishes. This will be achieved by posting two cooking tutorials and two baking tutorials per week, for four weeks on UMSU International’s Facebook page and YouTube account. Each week, we will be presenting a different cuisine in order to promote as many different cultures as possible. The online tutorials will be available for everyone to view, and all questions asked in the comments section will be answered.

1. Cultural Cooking

Date : Every Friday and Sunday from Week 7–10

Budget : \$300

We will be selecting the dishes based on their convenience, accessibility, and budget. Dishes that require basic ingredients which are easily accessible, and easy to make will be chosen. The coordinators will each be in-charge of making one dish per week.

With the self-isolation policy, this Cultural Cooking project aims 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.

1. 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

1. 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	- Shoot and edit videos for week 8 - Publish third video (Friday) - Publish fourth video (Sunday)
Week 8	- Shoot and edit videos for week 9 - Publish third video (Friday) - Publish fourth video (Sunday)
Week 9	- Shoot and edit videos for week 10 - Publish fifth video (Friday)

	- Publish sixth video (Sunday)
Week 10	- Publish seventh video (Friday) - Publish eighth video (Sunday)

1. Budget Allocation

Item	Budget
Ingredients (\$25 x 8 dishes)	\$200
Emergency funds	\$100
Total	\$300

1. Cultural Baking

Date : Every Thursday and Saturday from Week 7-10

Budget : \$600

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

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

1. Timeline

Timeline	Activity
Mid-semester Break & Week 6	Contact CAKE Club regarding possible partnership and plan recipes for the upcoming weeks
Week 7	E&W Department will be incharge of the execution
Week 8	CAKE Club will be incharge of the execution*
Week 9	CAKE Club will be incharge of the execution*

Week 10	CAKE Club will be incharge of the execution*
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*In the event that the collaboration with CAKE Club falls through, coordinators will take charge of the baking, filming and editing of the videos and budget will be allocated to cover cost of ingredients.

1. Budget Allocation

Item	Budget
Fee to CAKE club (\$75 x 6 sessions)	\$450
Reimbursements for E&W	\$150
Total	\$600

1. Conclusion

The Cultural & Social department hopes to motivate students and remind them that they are still a part of our university’s student community in this stressful time. We believe that while students are stuck at home, no matter which country they are in or if they are local or international, they are still a part of our community and we need to do our best to engage with them in order to connect with them.

This concludes our proposal. Please feel free to approach anybody from the Cultural & Social team should you have any questions or suggestions.

Prepared by,

The Cultural and Social Team 2019-2020

UMSU International

Career Skills Workshop Semester 1, 2020 Proposal

1. Introduction

This event purpose is to bring professional development to students at home. Following the theme of the would-be Summit, this event hopes to inspire the spirit of self-improvement as part of professional development. This is a core value that would greatly benefit students, regardless of their career path, is the value of always trying to improve oneself. The professional contacted will hold a workshop for students over zoom. The potential topics are “how to be productive ” or “how to improve your LinkedIn profile”

The details of the event are as follows:

Date: To be confirmed

Time: To be confirmed

Location: On Zoom

1. Objectives

To bring professional development to students at home by connecting them to professionals who will cover topics on how they can improve their portfolio

1. Timeline

Week	Tasks
Mid Semester Break	Contact the professionals
Week 5	Organise Content with professional
Week 6	Organise Content with professional
Week 7	Event week

1. Budget

The budget allocated to this event is \$600 and is broken down as seen below

Allocation	Amount
Online Publicity	\$100
Payment to speakers	\$500

1. Work Allocation

Role	Name
Coordinators <ul style="list-style-type: none"> Contact the professionals 	Siobhan Damien
Publicity <ul style="list-style-type: none"> Liaise with M&C 	Dominic Albert
ISAs <ul style="list-style-type: none"> Contact HR and manage ISA work allocation 	Megan Sean
Registration <ul style="list-style-type: none"> Manage the registration Send out zoom link email 	Claudia Jayden

1. Conclusion

This concludes our proposal for Career Skills Workshop. Please feel free to approach the Education and Welfare department should you have any questions or suggestions.

**Prepared by,
Siobhan Lim
Vice President (Education and Welfare) 2019/2020**

Online PR/Visa Workshop Semester 1 2020 Proposal Central Committee Meeting

1. Introduction

The following are the details for the online workshop:

Date: Thursday, 30rd April 2020

Time: 12:00 pm - 1:30 pm

Target Participants: 150

1. Objectives

- 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.

1. Overview

The workshop will consist of two sessions. First is the information session in which the speaker will talk through Zoom about the Australian migration policy and any recent changes that have been made in the past year. In the second part of the workshop, the speaker will answer any questions or queries from the participants.

The targeted number of participants is 150. Interested students will be expected to sign up through a Google Form before attending the workshop. The students who sign up will be contacted to confirm their attendance via email.

1. Logistics

Time	Activity
12:00 pm - 12:15 pm	Setting Up the Zoom Meeting
12:15 pm - 1:15 pm	Information Session
1:15 pm - 1:30 pm	Q&A Session

1. Delegation of Task

Office Bearer(s)	Task
Jun Cheng WOO Dominic YEW	<ul style="list-style-type: none"> • Coordinators.
Sean NG Megan PAT Albert HALIM Claudia HUANG	<ul style="list-style-type: none"> • Design the registration form. • Sending the acceptance, rejection, waitlist, and reminder emails. • Create a feedback form for participants.

1. Timeline

Week	Task
4 & 5	<ul style="list-style-type: none"> • Confirm the speaker for that event. • Liaise with the Media and Communication department in finalising the publicity material.
6	<ul style="list-style-type: none"> • Beginning of publicity and online registration.
7	<ul style="list-style-type: none"> • Event day.

1. Budget

The budget for this event will be **AUD\$75**. The following is the breakdown of the budget:

Items	Price
Publicity / Facebook Boosts	\$75

1. Conclusion

This concludes the proposal for Online PR/Visa Workshop, Semester 1 2020. Please feel free to approach the Education and Welfare team should you have any queries or concerns. Thank you.

**Prepared by,
Jun Cheng WOO & Dominic YEW
Education and Welfare Officers 2019/2020
UMSU International**

Other Business

Next Meeting

Time : 16 30
Venue : Zoom