



NAME	Annaliese Wilson
POSITION	Education Officer
REPORT PERIOD	1 st January – 30 June, 2016
HOURS WORKED	344.5
HOURS REQUIRED	254.25

Priority Goals:

1. Goal 1 Education Quality: to ensure the University provides the best teaching and learning, research opportunities, assessment and training to students

This goal is the most important as it directly relates to my role as Education Officer. I am part of the Education team that consists of the Academic Vice-President and the Student Representative Coordinator and together we make sure we have a pulse on what the University is up to. I do this through consulting with students on any proposed changes, helping submit submissions to the University, co-facilitating trainings of Class Representatives and Faculty Delegates and attending a range of meetings including Staff-Student Liaison meetings.

2. Goal 3 Equity and Access: To promote equity for disadvantaged students in access to and within the University

This goal is a focus for the Education role, as all students should have the same chance to be able to perform academically well at University. The main way this is done is through the promotion of the student voice through Class Representatives and Faculty Delegates. By supporting and encouraging, representatives' issues can be resolved quickly and communication between students and lecturers is proactive. Another way this is currently being investigated is through my tutor project that is currently remaining internal and unpublished for the best outcome. However, this is focused on creating more support for tutors and helping with their workloads.

Other Goals:

1. **Goal 5 Activities: To support sporting, social and cultural activities for any by members and students, particularly through Clubs.**

Engagement is a big focus of the VUWSA executive this year; and therefore I have made sure I have helped out other executive members with events throughout the year for example, O-Week, SFSW, Flu shots and the Thursday's In Black campaign. I have also made sure I have attended activities outside of VUWSA as there is always an opportunity to engage with members and other student leaders. This has meant I have contributed to the executive as a team and have strengthened friendships among individuals.

2. **Goal 8 Accountability: To ensure accountability to, and representation of, members.**

Accountability is something that is always in the forefront of our minds and is achieved when students are consulted on various submissions, programme reviews and proposed changes. It is also achieved through the various meetings and committees that I attend, which ensure I understand what the student voice is throughout the University. As often as possible, I will question students to gauge a variety of opinions that further reinforces that we are providing a fair and accurate account of where the student interests lie.

General Tasks and Initiatives

1. **Class Representative Training**

Class Reps are a hugely important part of the representation system here at VUW. At the start of the year the AVP and I edited and re-vamped the Class Representative Handbook that is given to each student. I also helped to co-facilitate trainings with the Student Advocate, Student Representative Coordinator and AVP. We are looking at improving these for next semester and are also currently creating an online training module for distance Class Representatives.



2. **Continued Communication with Class Representatives**

I am in charge of compiling content, creating and sending out an email newsletter to Class Reps fortnightly. This is an important platform to consult with Class Reps and keep them updated on anything happening in the University. I also help to maintain

the Facebook groups that are a place for discussion, updates and feedback and ensure Class Reps can connect easily and quickly for any issues they have.

3. O-Week

I volunteered during O-Week managing the stall, attending various night events and at the Newtown Festival. This was a successful O-Week and was awesome to be part of.



4. Stress Free Study Week

I volunteered during SFSW to help provide breakfast, lunch and tea to hungry students; and also some much needed puppy and kitten time for students.



5. Te Putahi Atawahi Student Services Expo

I helped out with the VUWSA stall and let people know what VUWSA has to offer.

6. Volunteers Expo

I volunteered during this to help out with the VUWSA stall and let people know what VUWSA has to offer.



7. Flu Shots

I volunteered during this to help the Welfare team provide free flu shots to students. This was a huge success with flu shots at all three campuses.

Representation

1. Finance and Audit Committee

This committee keeps an eye on the finances of VUWSA and how we are tracking. These are usually held once a month.

2. VUWSA Executive

I have attended the majority of executive meetings where I have discussed, contributed and passed motions on issues important to both VUWSA and students.

3. Education team meetings

These are held weekly and involve the Academic Vice-President and the Student Representative Coordinator discussing current projects and how we can support each other.

4. Fortnightly meetings with President

These meetings are a place where I can discuss with Jonathan what my current projects are and any questions I have regarding VUWSA or the University.

5. Fortnightly Strategic Plan Workshops

These are held to discuss the direction of VUWSA strategically and to ensure the Strategic Plan is implemented.

6. School of Design Student-Staff Liaison meetings

I attend these meetings as a VUWSA observer to gain a better understanding of the needs of the students at the Te Aro campus and to strengthen VUWSA's connection with students there.

7. New Zealand School of Music Student-Staff Liaison meetings

I attend these as a VUWSA observer to understand the needs of the students and what VUWSA can do to support the students at the NZSM.

8. Student Academic Committee

A meeting of various Faculty Delegates and leaders of Faculty Societies to talk about any upcoming issues, to notice patterns of systemic issues and to find out how the Education Team can better support students across all schools.

9. PGSA Committee Representatives

I attend these meetings as a VUWSA representative and to understand what issues Post-graduate students are having. This is an important meeting as I met all the committee representatives and gain insight into their day-to-day lives.

Strengths

1. Teamwork

I am always enthusiastic to help out the Education team and other executive members with events or projects related to their portfolios. This has meant I have been proactive with helping out VUWSA as an organisation as well as taking on the responsibilities of my own portfolio. I feel this is important, as it has meant I have had the opportunity to engage with students. Therefore, I have been able to ask students about their University experience and what VUWSA can do to support them or otherwise direct them to current services offered by VUWSA. This has also meant I have strengthened my relationship with other executive members and created a team environment amongst the executive.

2. Hardworking

I am very passionate about my role as Education Officer and am proud to be at VUWSA. Therefore, I make sure I go above and beyond in my role; and supporting the AVP. I make sure I attend meetings and am prepared for them. I also am always ready to provide a helping hand to any other executive member projects. This has meant I can make sure I am a reliable executive member that can be supportive while also carrying out my own responsibilities.

Weaknesses

1. Institutional Knowledge

As I am new Executive member I came in with limited knowledge of how student politics works; therefore it has taken me a while to get my head around all the structures and processes involved. As the year has progressed I have gained a lot more understanding of my role and what it involves. Now I have a much better understanding of how VUWSA as an organisation runs and how it relates to the University structure. However, I have found that I need to learn to be more confident with voicing my opinions even though I may not have as much institutional knowledge as other executive members.

2. Work-life balance

A downfall of my hard work ethic is I find it hard to step away from VUWSA. There is always something that can be done, or some project to help out with; I have put this, at times, before my studies.

Overall Rating

The past six months have been an incredible experience and a huge learning curve for me. However, I find it very satisfying and I love that whatever I am doing benefits students. This is my first opportunity to hold a position that has so much influence, and despite my initial doubts over whether I had enough experience, I feel I am a valuable part of the Education team and the VUWSA executive. I have had incredible opportunities and have found the University, generally, is keen to consult with students and hear the student voice. I look forward to learning and growing in the next six months professionally and personally.