Stella Lynch

Academic Representative

2nd Quarter Report 2025

Submitted 16/06/25 at 11:27AM

1757 words

**Part One: Executive Officer Position Description Duties**

**9.1. Assume all the powers and duties of the President in the absence of the President, the Administrative Vice-President and the Finance and Strategy Officer.**

I did not assume the power of the President this quarter.

**9.2. Be a member of appropriate internal committees of the OUSA, including, but not limited to:**

**9.2.1. Standing Committee of the Executive; and;**

Yes

**9.2.2. Academic Committee.**

Yes

**9.3. Chair monthly meetings of the Academic Committee, ensuring that all committee members are advised of meeting times, that the agenda is prepared and circulated beforehand and that the standing orders of the committee are adhered to.**

Yes I have – we have met twice. Meeting times are on everyone’s calendars and agendas are prepared and circulated beforehand. I have all representative positions filled, aside from the ODSA rep – this is because the club isn’t running this year and there appears to be no one monitoring their emails. Everyone is absolutely lovely and feeling very lucky to have such a passionate group of students onboard.

**9.4. Take direction from the Academic Committee on all educational matters relevant to the Association and its members.**

Yes – the Academic Committee is steering the lecture recordings focus group work which is fantastic. I’m really keen for the divisional reps especially to feel like they have ownership over the project.

**9.5. Where reasonable, ensure that different representatives of student educational issues are present on the Academic Committee.**

This has been facilitated, however there is no ODSA rep as they have not responded to my emails.,

**9.6. Be one of the Association’s representatives on;**

**9.6.1. University of Otago Senate;**

Yes

**9.6.2. University of Otago Board of Undergraduate Studies; and;**

Yes – this is now the Academic Committee

**9.6.3. Other University committees, boards, advisory groups and working parties as appointed by the Executive.**

Yes I am.

**9.7. Where appropriate, facilitate a variety of student representation on academic related University Committees and Divisional Boards.**

Yes, I try to have student representation facilitated as far as possible, and also that that includes Māori and Pasifika students. CALT is one of the best examples of this.

**9.8. Where appropriate, brief the President on national and local tertiary sector educational issues and represent the educational interests of students on local body committees and boards.**

We tend to “brief” each other as things arise. We are both pretty on the pulse, politics-wise.

I don’t sit on any local body committees and boards – I simply do not have the time or capacity to do so as I tend to work over 20 hours a week anyways. I do however sit on two national committees representing students and their academic interests.

**9.9. Facilitate and provide feedback and consultation for academic proforma.**

Yes.

**9.10. Actively inform the student body of issues relating to their education, via publications, promotions and campaigns.**

I’ve been in Critic quite a bit this quarter. I uncovered fee discrepancies between papers that resulted in rebates for approximately 20 students. I believe that this also resulted in another student finding a further discrepancy in another paper. I’m quite vocal about students academics at the University and I believe that it has been reflected well in publications this quarter.

**9.11. Maintain a good working relationship with relevant Association staff, including the Class Representative Coordinator, and liaise with them on relevant educational issues as they arise.**

Yes I do. Leda is absolutely fantastic and I massively respect her and her work – she is just awesome. We liase a lot about the divisional class reps and Leda was instrumental in getting them onboard. Also Donna is a gem and I don’t know what I would do without her.

**9.12. Act as the Executive’s representative to the Class Representative System and assist in their promotion.**

Yep.

**9.13. Maintain a good working relationship with the University, particularly with:**

**9.13.1. The Deputy Vice-Chancellor (Academic);**

I meet with Stuart weekly and we have a good working relationship. We are working still on lecture recordings.

**9.13.2. The Director of Summer School;**

See 9.13.6.

**9.13.3. The Director of Academic Integrity;**

We have a good working relationship. I met with Lee recently to discuss relevant policy.

**9.13.4. The Divisional Associate Dean Academics;**

I have good working relationships with all the ADA’s. I see them regularly in other meetings and they are often my first port of call when a student has an issue.

**9.13.5. The Director of Distance Learning; and;**

Sarah and I have (had?) a good working relationship, but she is leaving ☹. Sarah was awesome.

**9.13.6. Dean of Learning and Teaching.**

Tim and I have a good working relationship. We see each other regularly and he is a great support for me in both my OUSA work, and as a motivational speaker when it comes to me doing my actual degree work.

**9.14. Establish a good working relationship and communication with academically orientated clubs or societies, liaising with the Clubs and Societies Representative as and where needed.**

I haven’t needed to liase with clubs en masse this quarter so by proxy haven’t needed to liase with Deborah in her capacity as clubs and socs rep. However, we do have a good working relationship and she provides good feedback on academic documents when needed.

**9.15. Maintain a good working relationship with the Postgraduate Representative, to facilitate communication and collaboration as necessary, across undergraduate and postgraduate academic matters.**

Josh and I have a good working relationship. We sit on a number of committees together and liase when necessary.

**9.16. Be available via cell phone at all practical times.**

Yes I am. I don’t have a work-life balance which is disappointing so am relatively easy to contact.

**9.17. Perform the general duties of all Executive Officers.**

I believe I do.

**9.18. Where practical, work not less than twenty hours per week.**

I worked an average of 18.00 hours this quarter which is below the required 20 hours. However, my annual average is 20.28 hours and I did go on holiday for 2 weeks.

**Part Two: General Duties of All Executive Members**

**3.1. The appointed term for all OUSA Executive Officers shall commence from the 1st of January and will terminate on the 31st of December of that same year.**

Yeah sweet.

**3.2. Where reasonable, all Executive Officers are expected to assist as volunteers for OUSA events and functions, including, but not limited to:**

**3.2.1. Assisting at the OUSA Tent City and other activities during Summer School, Orientation and Re-Orientation; and;**

N/A

**3.2.2. Assisting with elections and referenda where appropriate.**

Helped with the referendum and submitted some questions. Also got my friends to submit them too.

**3.3. It is expected that Executive Officers attend Executive meetings.**

I went to as many as possible – I think I only missed the ones that I wasn’t in Dunedin for.

**3.4. Where reasonable, all Executive Officers are to be available for national conferences, national and local campaigns, Executive training sessions and Executive planning sessions.**

N/A

**3.5. All Executive officers shall:**

**3.5.1. Keep up to date with the Finance and Strategy Officer’s Executive budget, bringing to the Finance and Strategy Officer any spending proposals, keeping track of their spending and ensuring they do not exceed budgeted expenditure;**

Yep happy days.

**3.5.2. Educate themselves on needs and experiences relevant to historically marginalised demographic groups including intersectionality and promote and encourage all demographics to participate, where relevant, in clubs, societies,**

I try do to this often but will always be a life-long learner here. I know I said it last quarterly report, but I’m trying to do as much research as I can regarding whakawhanaungatanga and best practice for running focus groups as I want it to be a culturally safe space. In doing so, I hope to contribute to upholding OUSA’s Te Tiriti obligations and seek to elevate the voices of students from marginalised demographic groups.

**3.5.3. Act in accordance with and uphold Te Tiriti o Waitangi while exercising their duties;**

I always do my best to uphold Te Tiriti in my duties as a member of the OUSA Exec.

**3.5.4. Where reasonable, attend events hosted by clubs related to historically marginalised demographic groups;**

I was going to go to the night markets but I think I was out of town. Very keen for next sem.

**3.5.5. Prioritise sustainability and minimisation of environmental impacts in all aspects of their role and keep up to date with environmental issues;**

I’m good here. I’m an ecologist.

**3.5.6. Every quarter undertake five hours of voluntary service which contributes to the local community; and;**

I’ve definitely done over 100 hours of voluntary service with Dunedin Riding for the Disabled this quarter.

**3.5.7. Regularly check and respond to all communications.**

Yes I do.

**Part Three: Attendance and involvement in OUSA and University Committees**

1. OUSA Exec
2. OUSA Standing Committee
3. Summer School Working Group
4. Senate
5. Academic Committee
6. Sciences Divisional Academic Board
7. Standing Committee for the Sciences Divisional Academic Board
8. Quality Advancement Committee
9. Digital Learning Environment Project Steering Committee
10. Committee for the Advancement of Learning and Teaching
11. OUSA Academic Committee (Not met this quarter)
12. Advisory Committee on Student Advising
13. Transitional Academic Audit Committee
14. FESC
15. Undergraduate Paper Point Values Working Group
16. Curriculum Management Project
17. LMS Project Change Management Workshops
18. Teaching Excellence Awards Panel
19. ATSA Paid Placements

**Part Four: Goals and your Progress**

**Lecture Recordings Policy**

Working on focus group resources and getting participants together. We should run the focus groups in the first two weeks back after the break which will be exciting. As it stands, this is the first time that an OUSA officer has been named as co-sponsor of a UOO Policy.

**Paid Placements**

Been on hold as a number of other things have popped up. There have been a bunch of other academic issues come up this quarter that have required a fair bit of my time.

**AI Expo**

Been on hold as a number of other internal things have popped up. Same as above.

**Part Five: General**

Here’s a lovely bullet-pointed list of other things I’ve done for OUSA this quarter:

* Presented a paper on paper points to the University
* Been interviewed by Critic a lot
* Highlighted a fee discrepancy to the University (and as a result, the lack of a sufficient internal academic audit process)
* Met with my AUSA counterpart to discuss AI
* So so much work on Lecture Recordings
* Open Day stall