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| **Agenda Item: AB/17/XX** | | |
| Summary of Business for  **Academic Board** | | C:\Users\unyr120\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\H25NY2TJ\RHUL_Master_logo_CMYK.JPG |
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| Title | Staff-Student Committee Terms of Reference | |
| Author/ Comments | Clem Jones, SU Vice-President (Education) | |
| Date | 30/05/2018 | |
| Status | Freely Available | |
| Document type | For Approval | |
| Summary | This Academic Year saw the Students’ Union commission a review of Student Academic Representation at Royal Holloway by an external consultant. The written report from the external consultant is emphatic that SSCs should only be seen as **one** channel of communication for Course Reps, and that there should be an increased focus on reps’ involvement in strategic and developmental discussions at departmental level.    It is proposed that SSCs will continue as one method of communication, but the for the current SSC Constitution to be rescinded from the College Committees handbook and replaced by a more concise Terms of Reference for meetings, that can be accompanied by Guidance Notes for staff with more detail. | |
| Paper referred from | Teaching and Learning Strategy Committee  Quality Assurance and Standards Committee | |
| Recommendation | Academic Board is asked to approve the proposal to replace the current SSC constitution in the Colleges Committees handbook with the new Terms of Reference. | |

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| **Terms of Reference**  Departmental Staff-Student Committee |

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| **Membership** | | | As below | | **Quorum** | 3 |
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| **Chair** | | | Department Representative (elected student) | | | |
| **Ex officio** | | | Course Representatives (elected students)  Academic Lead for Academic Representation as identified by the Head of Department (usually the Director of Undergraduate or Director of Graduate Studies (Teaching)/(Research) as relevant)  Heads of Years (if applicable)  Programme Director(s) (if applicable); | | | |
| **Other Members** | | | Where relevant, in accordance with submitted agenda items, representatives from College professional services (e.g. Library, I.T., etc.) | | | |
| **Co-option** | | | Where relevant, representatives from departmental societies. Departments may also wish to co-opt certain representatives at the discretion of the Chair. | | | |
| **In Attendance** | | | - | | | |
| **Secretary** | | | Department Manager (or Nominated Member of Administrative Staff by the DM) | | | |
| **Meetings per year** | | | Three times per year | | | |
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| **Purpose** | | | | | | |
| * The core purpose of the academic representation system, which aligns with the revised UK Code for Quality Assurance, is to achieve positive change that improves the educational experience of students at Royal Holloway and engages students as partners in the development, assurance and enhancement of their learning. | | | | | | |
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| **Terms of reference** | | | | | | |
|  | **To close the feedback loop within Departments** | | | | | |
| 1.1  1.2 | To review actions from previous meetings and escalating any outstanding actions as necessary.  To track the development of actions in the Department’s Annual Review | | | | | |
|  | **To facilitate effective communications** | | | | | |
| 2.1 | To receive a verbal update from the Department which reflects on previous weeks as well as looking ahead to forthcoming weeks. It may include updates on resources, assessment and feedback, learning and teaching methods, activity updates, opportunities, and any wider College information | | | | | |
| 2.2 | To receive a verbal update collated by the Department Rep. It may include positive feedback on what is working well, resource issues, assessment and feedback, learning and teaching methods; | | | | | |
|  | **To secure positive change** | | | | | |
| 3.1 | To provide an explicit opportunity for staff and students to make suggestions for improvement to Departmental life | | | | | |
| **Reports to** | | | | | | |
| * Departmental Teaching and Learning Committee | | | | | | |
| **Committees reporting to this Committee** | | | | | | |
| * As relevant per Department | | | | | | |
| **Effectiveness Review** | | | | | | |
| * Periodic Departmental Reviews | | | | | | |
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| Approved by: | | Name of Committee | |
| Date | |  | |