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| Committee Terms of Reference  **Course/Department Action Meeting** |  |

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| Purpose | The core purpose of the academic representation system, which aligns with the revised UK Quality Code, 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. |
| Reports to | School Education Committee – UG and PGT School Research Student Oversight Committee - PGR |
| Sub-committees | As relevant per Department |
| Regular meetings per year | 7-9 |
| Quorum | 5 |
| Route for submission of business |  |
| Agenda and papers |  |
| Approved by/on |  |

**Terms of Reference**

The primary duties of the committee are as follows:

**1. To close the feedback loop within Departments**

1.1 To review actions from previous meetings and escalating any outstanding actions as necessary;

1.2 To track the development of actions in the Department’s Annual Review;

1.3 To help Course Reps and Senior Course Reps understand progress of identified actions which can be communicated to students in their department.

**2. 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 student representative update collated by the Senior Course Rep. It may include positive feedback on what is working well, resource issues, assessment and feedback, learning and teaching methods;

3**. To maintain Course/Department Action Logs**

3.1 To update the C/DAL as a single live document that is maintained through the academic year;

3.2 To be maintained by both Senior Course Reps and course leads (or identified staff lead);

3.3 To update the log during and outside of the meeting and replace the use of minutes;

3.4 To contain agreed actions to take forward, as well as documenting where actions have been completed.

4**. To secure positive change**

3.1 To provide an explicit opportunity for staff and students to make suggestions for improvement to Departmental life.

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| Role | Names | Appointed by | Name |
| Chair | Senior Course Representative (volunteer student) |  |  |
| Members | Course Representatives and Senior Course Representatives (volunteer student) | Ex officio |  |
|  | Head of Department | Ex officio |  |
|  | Course Leads (as relevant) | Ex officio |  |
|  | Heads of Years (if applicable) | Ex officio |  |
| 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 |  |  |  |

**Membership**

**Circulation of Papers**

The full set of papers will be circulated to members in advance of a meeting. Course/Department Action Logs are to be hosted in a space accessible to all members and students in each department.

**Effectiveness review**

To be confirmed