

SEC16D038

Title: *Reviewing the purpose of SEC*
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Issue

To review the purpose and functionality of the Student Experience Committee.

Recommendation

Recipients are invited to consider the purpose and functionality of the Student Experience Committee and whether in principle a combined Learning, Teaching and Student Experience Committee would be an improved forum for taking student experience issues forward.

Resource Implications

The aim would be to improve the effectiveness of the governance around the student experience.

Risk Implications

The proposal has no impact on the overall level of risk facing the University.

Equality and diversity

Equality and diversity issues would need to be taken into account when finalising the membership of the new Committees and groups.

Timing of decisions

Recommendations made today can be considered by LTC and Senate and the new arrangements implemented for 2017/18.

Further Information

Further information on the work of the Committees is best sought from the secretary to the Learning and Teaching Committee and Student Experience Committee, Michele Pavey (01603 592097, m.pavey@uea.ac.uk) and the Chair of the Student Affairs Group Dr Jon Sharp 01603 592905, jon.sharp@uea.ac.uk).

Background

As part of the work considering effectiveness and efficiency of the University a proposal that LTC and SEC become one Committee has been voiced.

Discussion

To consider the current membership and terms of reference and frequency of meetings of the three linked Committees

- Learning and Teaching Committee (LTC) – a Committee of Senate
- Student Experience Committee (SEC) – a sub-committee of LTC
- Student Affairs Group (a sub-committee of SEC)

and how these might change if SEC and LTC become one single Committee.

The membership and terms of reference of each Committee and Group are detailed below:

Learning and Teaching Committee

2016/17 membership

The Pro-Vice-Chancellor (Academic) (Chair)
Academic Director of Taught Programmes
Academic Director of Learning and Teaching Enhancement
Academic Director of Postgraduate Research Degree Programmes
Academic Director of Partnerships
Head of Staff Development
Director of Student and Academic Services
Director of Research and Enterprise Division
Director of Information Services
Director of Library Services
Director of Student Services
Chair (Associate Dean) of the Learning, Teaching and Quality Committee of each Faculty
Undergraduate Education Officer of the Union of UEA Students
Postgraduate Education Officer of the Union of UEA Students
Welfare, Community and Diversity Officer of the Union of UEA Students
Campaigns and Democracy Officer of the Union of UEA students
City College Norwich Representative Mr J. White

Secretary Ms M Pavey (Learning & Teaching Services)

Terms of Reference

- (1) To define with the approval of the Senate, implement and review the University's strategies for learning and teaching, in line with the University's corporate strategy and taking into account Faculty and School strategic aims;
- (2) To develop policies, regulatory frameworks and Codes of Practice that secure the standards of the University's awards, assure the quality of the student experience and encourage innovation in learning and teaching;
- (3) To ensure compliance with those policies, regulatory frameworks and Codes of Practice through Learning and Teaching governance arrangements which comply with the University's Statutes;
- (4) To monitor the impact of those policies, regulatory frameworks and Codes of Practice on academic standards and the student experience including equality of opportunity, and to ensure that remedial action is taken where the outcomes do not meet University's requirements or those of external regulatory bodies (including those relating to disability and physical access to buildings);
- (5) To appoint examiners, on behalf of the Senate, for all taught and research programmes, on the recommendation of the responsible officer or body of the School;
- (6) In accordance with the above terms of reference, to consider matters brought forward for its attention by the Senate, the Academic Director of Taught Programmes and Academic Director of Research Programmes and the subcommittees of the Learning and Teaching Committee and to delegate matters appropriately for action;
- (7) To liaise with other agencies within the University on matters of mutual concern including matters of resource allocation as it affects the delivery of learning and teaching;
- (8) To consider and report annually to Senate upon:
 - a) the maintenance of academic standards based on the outcomes of the University's external examiner reporting system; and
 - b) matters concerning the equality of opportunity of students.

Student Experience Committee

2016/17 membership

- Pro-Vice-Chancellor (Academic) (Chair)
- Academic Director of Taught Programmes
- Academic Director of Learning and Teaching Enhancement
- Academic Director of Postgraduate Research Degree Programmes
- Director of Student Services
- Director of Student and Academic Services
- Director of Information Services or nominee
- Director of Estates and Buildings
- Director of Finance and Planning or nominee
- Undergraduate Education Officer of the Union of UEA Students
- Postgraduate Education Officer of the Union of UEA Students
- Activities and Opportunities Officer of the Union of UEA Students
- Welfare, Community and Diversity Officer of the Union of UEA Students
- Campaigns and Democracy Officer of the Union of UEA Students
- Independent Member of Council
- A representative of each Faculty nominated by the Dean of each Faculty
 - Dr Pam Mayhew (SCI)
 - Vacancy (HUM)
 - Mrs Judy Barker (FMH)
 - Miss Bahar Ghezelayagh (SSF)

Learning and Teaching Committee Manager, Ms Michele Pavey (Secretary)

Terms of Reference

The Student Experience Committee will meet at least three times a year:

- (1) To consider all matters relating to the UEA student experience including:
 - a) the recreation, welfare and well-being of students;
 - b) the provision of services (including Learning and Teaching Services), facilities and
 - c) amenities for students;
 - d) reports from the Student Affairs Group and Student Safety Group;
 - e) reports from the Students Union, including the annual Student Experience Report;
 - f) the results of the NSS.

- (2) To make or endorse recommendations for consideration by Learning and Teaching Committee and other relevant University committees as required.

Student Affairs Group

2016/17 membership

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| Director of Student Services (Chair) | Information Services Directorate representative |
| Head of Student Services (Vice-Chair) | Learning and Teaching Services representative |
| Head of Wellbeing | PGR Services representative |
| Director of Physical Education and Sport | Academic Director of Taught Programmes |
| Joint Head of the Careers Service | Academic Director of PGR Programmes |
| Director of Estates | Assistant Head of Communications |
| University Health Physician | IT Service Desk Manager |
| Multifaith Centre representative | Head of Student Services (INTO) |
| Accommodation Manager | |

The Head of Advice (Union of UEA Students)
Welfare, Community and Diversity Officer
Campaigns and Democracy Officer
Undergraduate Education Officer
Postgraduate Education Officer
Activities and Opportunities Officer
Part Time Officer
Part Time Officer

Student Services Manager (Secretary)

Terms of Reference

- 1) To meet as needed but no less than once per calendar month to consider the welfare and well-being of students and the student experience regarding the provision of services, facilities and amenities.
- 2) In considering the student experience to:
 - i. Agree cross-departmental actions in relation to emergent student concerns where no regulatory changes are required to effect agreed changes
 - ii. Discuss process improvements that will impact positively on the student experience and make recommendations for consideration by other bodies as appropriate
 - iii. Agree early interventions in response to resolve practical concerns raised by the student body over the course of the year
 - iv. Facilitate thematic discussions with students and feed the results of those discussions into the Student Experience Committee and where appropriate make proposals for regulatory changes to be considered
- 3) To report regularly to the Student Experience Committee; and to provide regular updates to the University community on the work of the Group