

**LTC12D042**

**Title:** *Report from Student Experience Committee (SEC) to LTC*  
**Author:** Lisa Williams, AR VCO  
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**Issue**

A report from Student Experience Committee on matters arising so far in 2012-13 and related governance issues

**Recommendation**

Recipients are invited to:

Note the business of the committee in 2012-13 and new governance recommendations prior to consideration by Council on 21 January.

**Resource Implications**

LTS has identified suitable resource to take over secretary-ship of the SEC in future.

**Risk Implications**

It is envisaged that the new arrangements will improve governance and thereby reduce any perceived risks surrounding Council's oversight of KPIs relating to the Student Experience.

**Timing of decisions**

Council will consider governance arrangements at 21 January 2013 meeting.  
Student Experience Committee will consider Terms of Reference at 13 February 2013 meeting.

**Further Information**

Lisa Williams AR, VCO – [lisa.williams@uea.ac.uk](mailto:lisa.williams@uea.ac.uk) ext 3162

**Background**

As part of the Council Effectiveness Review the status of the various committees of Council was considered. At that time it was identified that Student Affairs Group was a committee of Council but Student Experience Committee did not formally fit into the University's governance structure. The relative positions of Student Experience Committee and Student Affairs Group are addressed below. SEC meets three times a year and the first meeting of 2012-13 was held on 4 October 2012.

## Discussion

At the October 2012 meeting:

- a) Academic Officer Josh Bowker presented the UUEAS Student Experience Report, which was welcomed by the Committee, prior to consideration by LTC.
- b) The Committee discussed how both the University and Students Union might extend their support to the Graduate Student Association's work. Noted that the GSA has very limited funding presently. Proposals would be brought forward in due course.
- c) A regular verbal report from the Dean of Students as Chair of the Student Affairs Group (SAG) was received.
- d) The need to update and revised the Committee's Terms of Reference, membership and the reporting of SEC and the SAG was considered. As it had not been possible to locate the original terms of reference of SEC in time for the meeting (or subsequently), revised draft terms of reference were circulated after the meeting and are due for final consideration at the 13 Feb meeting. Draft membership and Terms of Reference are attached.
- e) At the same time, the Council Effective Committee had urged clarification on the respective duties and reporting structures for SEC and SAG. PVC Nigel Norris and Dean of Students Annie Grant, as the Chairs of SEC and SAG respectively, have agreed that a recommendation on SEC and SAG governance should go to Council on 21 January. This will recommend that in future SAG will report to SEC (which reports to LTC and then Senate). Additionally SEC will report annually to Council. (SAG was previously listed as Committee of Council but in practice did not report directly; SEC was previously listed as a sub-Committee of LTC but also did not report directly). It is anticipated that a more robust reporting structure and governance arrangements will be beneficial for the Student Experience.
- f) As part of this change, in future SEC will be serviced as part of LTS with Claudia Gray serving as secretary for both LTC and SEC, which it is hoped will aid the join-up and flow of items those committees.
- g) The Chair of SEC has extended thanks on behalf of SEC to the former secretary Jacqui Churchill from VCO, currently on secondment, for her service to the committee over a number of years.

Attachments:

Student Experience Committee – membership and Terms of Reference (proposed)  
Student Affairs Group – membership and Terms of Reference (proposed)

## **STUDENT EXPERIENCE COMMITTEE**

(Sub-Committee of the Learning and Teaching Committee)

### Membership

Ex officio Pro-Vice-Chancellor (Academic) (Chair)

The Dean of Students

Director of University Services (Learning and Teaching Services)

Director of Information Services or nominee

Director of Estates and Buildings

Director of Planning

Academic Officer of the Union of UEA Students

Community and Student Rights Officer of the Union of UEA Students

International Officer of the Union of UEA Students

President of the Graduate Students' Association

Independent Member of Council

A representative of each Faculty nominated by the Dean of each Faculty

### Terms of Reference (DRAFT)

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 amenities for students;
  - (c) reports from the Student Affairs Group and Student Safety Group;
  - (d) reports from the Students Union, including the annual Student Experience Report;
  - (e) 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 – changes proposed October 2012**

### Membership

Dean of Students (Chair)

The Deputy Dean of Students (Vice-Chair)

The Director of Physical Education and Sport

The Director of the University Counselling Service

The Director of the Careers Centre

The Director of Estates

The University Health Physician

The Head of International Student Advisory Services

The Academic Officer of the Union of UEA Students

The Community and Student Rights Officer of the Union of UEA Students

The President of the Graduate Students' Association

Chaplaincy Representative

(in practice, she is there representing ISD in general) Information Services Directorate Representative

Union of UEA General Manager

Student Services Manager (Secretary)

Learning and Teaching Services representative

Academic Director of Taught Programmes

And others invited to attend as appropriate

### Terms of Reference

To meet at regular intervals throughout the year to consider matters arising from and relating to:

(i) the recreation, welfare and well-being of students;

(ii) the provision of services, facilities and amenities for students.

To report regularly to the Student Experience Committee; and on any issue deemed appropriate for university-wide consideration.