

College Student Board

Terms of Reference

Purpose & Accountability	<p>The College Student Board is accountable to the College and the University's Student Representation Steering Group. It's purpose is to advise on key or emerging issues on:</p> <ul style="list-style-type: none"> • Student voice from the college • Experiences of teaching & learning Any learning that can be taken from across the College's Departments
Role	<p>Direction Ensuring the College is responsive to the University's Student Voice Principles</p> <p>Synergies Ensuring cross-departmental knowledge and oversight of activities and needs of students in the Colleges Departments</p> <p>Equalities Ensuring student voice work across the College reviews and addresses equality and diversity impact</p>
Specific Responsibilities	<p>Student Voice</p> <ul style="list-style-type: none"> • To question and act constructively on whether Student Voice is taking place across the College and question how this is being responded to both formally and informally • To identify College-wide priority actions to improve the student experience <p>Co-creation</p> <ul style="list-style-type: none"> • To contribute to SHSU's Student Voice Report • To contribute, where appropriate, to College-based projects <p>Watchdog</p> <ul style="list-style-type: none"> • To maintain a sense check of teaching & learning and student experience matters, constructively questioning departmental activity and taking learning from across Departments
Membership	<p>Facilitator (shared): College Officer & College Head of Teaching & Learning Enhancement (HoTLE)</p> <p>Department Reps from all Departments Senior Lecturer (SETL)</p> <p>T&L Portfolio Lead and/or SE Lead, as appropriate</p>
Meetings	<p>To alternate with Department Student Board</p> <p>One and half hours</p> <p>Agenda to be set by College Officer and HoTLE in discussion with Dep Reps at pre-meeting/via email</p> <p>Serviced by Students' Union</p>
Operational groups collaborating with Student Board	<p>College Learning, Teaching & Assessment, Student Experience, Quality Enhancement groups (group names as appropriate to College structures)</p>

Department Student Board

Terms of Reference

Purpose & Accountability	<p>The Departmental Student Board is accountable for advising the Departmental Senior Leadership meeting and the College Student Board on:</p> <ul style="list-style-type: none"> • Students' perspectives of course experience • Departmental projects
Role	<p>Direction Ensuring the Department is responsive to student voice within the Department</p> <p>Synergies Ensuring cross-course knowledge and oversight of activities and needs of courses and subjects in the Department</p> <p>Equalities Ensuring student voice work at Department level and Course & Department improvements review & address equality and diversity impact</p>
Specific Responsibilities	<p>Student Representation</p> <ul style="list-style-type: none"> • To maintain scrutiny on Course Representation in terms of recruitment, training, and progress • To scrutinise minutes and actions of Staff Student Committee meetings (SSCMs), or equivalent • To identify department-wide priority actions to improve the student experience <p>Co-creation</p> <ul style="list-style-type: none"> • To support the work of the Dept. in the design and delivery of Departmental projects in line with Departmental priorities <p>Watchdog</p> <ul style="list-style-type: none"> • To constructively question course activity (e.g. Course Improvement Plans (CIPs)) and contribute to a culture of continuous improvement in the Department
Membership	<p>Facilitator (shared): Department Rep & LTA Lead / Student Experience Lead, or equivalent</p> <p>Course Reps (open invite) Staff representation from each subject group (e.g., SGL or CL), as appropriate</p>
Meetings	<p>To alternate with College Student Board One and half hours Agenda to be set by Department Rep with LTA Lead or SE Lead at pre-meeting/via email Serviced by Students' Union</p>
Operational groups collaborating with Student Board	<p>Staff Student Committee Meetings, or equivalent</p>