

TERMS OF REFERENCE

Education Committee

The purpose of the Education Committee meetings will be to: -

1. To meet monthly to report and discuss the issues relating to their academic Faculty
2. To ensure that the students voice is collated and carried through to University committees such as FSEC and FQSC
3. For Faculty Advocates to submit a written report on the actions they are taking based on communication with students and Course Advocates.
4. Scrutinise the performance of the Vice President Education of the Students' Union.

The Education Committee: -

5. Will consist of
 - 5.1. All Faculty Advocates
 - 5.2. The Vice President Education of the Students' Union.
 - 5.3. Any elected student at the invitation of the chair
 - 5.4. Any other person at the invitation of the chair
 - 5.5. Staff Members of the Students' Union
 - 5.5.1. These Staff Members facilitate and administrate Education Committee
 - 5.5.2. These Staff Members will have no speaking rights unless asked for clarification
 - 5.5.3. These Staff Members do not answer to Education Committee and represent the interest of the Students' Union
6. Will meet monthly throughout the year during term time, no less than seven days before each Student Council meeting.
7. Is accountable to Student Council.

Annual Business

8. Review the Education Committee Terms of Reference
9. Contribute to the planning of Student Advocate Activities and provide feedback when reviewing.
10. Ensure that the Student Teaching and Representation (STAR) awards remain student led
11. To shortlist nominees for STAR awards
12. Review the running of Course and Faculty Advocate training
13. Review the role descriptions of Course and Faculty Advocates
14. To work with the Vice President Education on submitting the Academic Review

Regular Business

15. The Vice President Education is to verbally notify the Education Committee of any relevant educational matters which require the student opinion to which the Faculty Advocates help facilitate.
16. Education Committee to monitor the attendance of Course, Faculty and University level meetings.
17. Education Committee to decide on whether what the University have said they are doing on the recommendations on the Academic Review is sufficient and measure with a traffic light colour system.

18. Written reports to be given by the Vice President Education and Faculty Advocates on their actions since the previous meeting including progress updates.
19. Written reports to be submitted from Faculty Advocates on Student Opinion.

Members of the Education Committee will: -

20. Prepare for each meeting fully, ensuring that feedback from students is available for discussion.
21. Provide an update on completed and ongoing actions, where absent this can be sent to the Chair of the Committee within a 48 hour period prior to the meeting.

Notes

22. Minutes will be taken by a member of staff.
23. Minutes will be distributed no later than 2 working days following the meeting by the staff.
24. Minutes will be uploaded to the Students' Union website for Student Council members to read.
25. Agendas will be formulated by the Chair of the Committee with support from the Student Advocacy Team.
26. Members will need to submit items for the agenda no later than 3 working days before the meeting.
27. Agendas will be distributed to the Education Committee no less than 48 hours before a meeting.
28. Attendance should be a minimum of 50% of the members. (By-law to be changed at council)
29. All decisions require a majority vote in favour, in case of a tie the Chair gets the deciding vote.