University of Suffolk

## STUDENT VOICE FORUM (formerly Course Committee)

**Terms of Reference**

1. To seek and respond to student feedback collated by Course Representatives and Student Experience Ambassadors, drawn from a range of sources (including liaison with students, Brightspace discussion boards, SOFIA, the University Student Survey, the National Student Survey and any other appropriate data sources).
2. To receive reports on internal course-based quality monitoring and enhancement activity including, but not restricted to:
   1. External Examiner reports
   2. Student retention and achievement data, including module achievement reports
   3. Professional, Statutory and Regulatory Body reports
   4. Employer Liaison meetings
   5. Graduate destination data
   6. Team reflections on module delivery.
3. To plan, and monitor to completion, course maintenance and enhancement actions.
4. To agree a communication plan, ensuring students and other stakeholders are aware of key information arising from the meeting.
5. To gain student feedback on course development plans and proposals.
6. To promote and facilitate student engagement in quality enhancement processes.

**Membership**

*Ex Officio:*

* Dean of School or nominee (Chair)
* Course leader
* Course team
* Academic administrator (Secretary to the committee)
* Student Experience Ambassador

*Elected:*

* At least one student representative for each course cohort

*Nominated:*

* Employer representative
* Learning Services representative
* Student Services representative

**Notes on membership**

1. While the whole course team are members of the course committee, they should limit the number of the team attending any particular meeting so that the balance of membership does not vastly outnumber students.
2. Where the Dean of School nominates a Chair, to ensure independence this person will not be a member of the course team.
3. In Ipswich, elections of student representatives will be managed by the Students’ Union at the beginning of each academic year.
4. Should a student representative not be able to attend, they may nominate a peer from their cohort to attend in their place. They should also be encouraged to provide a written submission summarising any feedback collated from their peers for consideration by the committee.
5. Where courses include mandatory student placements, membership should be extended to enable representation of placement stakeholders.

**Quorum**

50% of members including at least one student representative.

Where a meeting is not quorate, it may be rescheduled or held electronically.

**Frequency of meetings**

The forum will meet at around the midpoint of each teaching period of the course (usually around the middle of each semester, trimester or term) allowing time for newly appointed representatives to be trained. Meetings will be scheduled at the start of the academic year.

**Reports to** School or Partner Academic Committee. Action plans should be presented for consideration.