**STUDENT EXPERIENCE COMMITTEE (SEC)**

**TERMS OF REFERENCE AND MEMBERSHIP**

**Purpose**

The Student Experience Committee (SEC) is responsible on behalf of the Academic Council for the strategic enhancement of the student experience, and the development and implementation of policy and procedures which ensure and enhance relevant aspects of the student experience, in support of the University’s Academic and Student Experience Strategy.

The SEC is responsible for considering evidence and the development of relevant strategic plans and policy relating to the student experience. The SEC is also responsible for recommending the resources required to achieve effective implementation of these strategies, plans and policies.

**Terms of Reference**

1. To consider relevant matters relating to the student experience;
2. To develop strategies, plans and policies related to the enhancement of student experience, for approval by the Academic Council, and to monitor their implementation;
3. To develop and approve, under delegated authority, procedures, guidance and good practice related to enhancing the student experience;
4. To consult with the Learning, Quality and Standards Committee over proposals for enhancing the student experience (including proposed changes to University policies) which have implications for academic quality and standards;
5. To ensure the development and monitoring of university new arrivals and transitions activities;
6. To ensure the development and monitoring of all university services related to the student experience and the wider campus life;
7. To consider relevant reports on student performance and outcomes and recommend action as appropriate;
8. To consider all relevant university-wide feedback and develop improvement strategies, to be recommended to Academic Council as appropriate.

**Membership**

* Deputy Vice Chancellor (Academic) *(Chair)*
* Director of Student Experience for each Faculty
* Director of Student & Academic Services
* Director of Information and Library Services
* Head of International Recruitment
* Head of Facilities and Operations
* Chief Marketing Officer
* Director of Strategic Planning (or nominee)
* The Chief Executive Officer of the Students’ Union
* Two student representatives, nominated by the Students’ Union

**Members who can be co-opted**

SAS – Assistant Director, Student Registry

SAS – Assistant Director, Student Services

SAS - Assistant Director, Student Centre

SAS – Head of Sports Strategy (currently co-opted)

**Reporting**

SEC will submit to Academic Council:

* Minutes of all meetings;
* Reports setting out proposals and recommendations for approval.
* Reports detailing approved actions under authority delegated by Council
* Summary reports of monitoring activities.

*Status:*

*Version approved by Academic Council, 12 June 2019*