

**STUDENT EXPERIENCE ADVISORY
COMMITTEE
TERMS OF REFERENCE**

Student Experience

Other Attendees

- JCU Brisbane Student Representative
- JCU Singapore Student Representative
- Other persons of the University by invitation of the Chair.

4. Term of Office

The term of office for members shall be:

- a) Staff members – 2 years
- b) Student members – 1 year
- c) Nominated Academic Board Member – 1 year

In recognition of student voice and commitment, students are provided opportunity to participate in personalised career planning and development provided by Careers & Employability.

5. Meetings

- (a) The Committee shall meet quarterly between February and November, at least 4 weeks prior to Education Committee meetings and the schedule of meetings will be agreed in advance.
- (b) The meeting length to be contained to two hours in recognition of student and staff workloads.
- (c) The Chair shall preside at all meetings. However, in the event of their absence, the Manager, Learning Development will take over as Chair. In the absence of the Chair, Student Experience Advisory Committee and the Manager, Learning Development, the Committee members present shall choose a member to preside at that meeting.

6. Duties and Responsibilities

6.1 Policy Considerations

The Committee shall review policy for consideration of Education Committee on policy and associated amendments that arise out of student experience reports and actions.

6.2 Learning and Teaching Considerations

The Committee will discuss considerations for learning and teaching activities, and any other associated matters, advising the Education Committee as required.

6.3 Student Experience, Events and Activities Considerations

The Committee will monitor implications of student experience including events and activities, and any other associated matters, advising the Education Committee as required.

7. Reporting

After each meeting the Committee shall submit a copy of the Action Register to the Education Committee.

The Committee will make recommendations to the Education Committee.

Version no.	Approval date	Implementation date	Details
23-1			Committee Terms of Reference established.