

INFORMATION FOR STUDENTS

Student Advisory Forum Handbook



JAMES COOK
UNIVERSITY
AUSTRALIA

Make Life Matter

jcu.edu.au/student-advisory-forum



Introduction

The JCU Student Advisory Forum was established to promote cross-institutional communication and interaction among JCU students and staff.

The Forum is designed to encourage a culture of effective student engagement by:

- Providing an opportunity for student representatives to provide feedback to the University on issues of interest to students;
- Providing a forum for student representatives to participate in University and Divisional decision-making processes;
- Providing a forum where student representatives can provide feedback on course matters, while also providing advice on and assistance with the development of new course offerings across discipline areas;
- Aiding in the co-creation of solutions, and development of new and innovative ideas and practices;
- Providing an occasion for University representatives to respond to issues raised by student representatives; and
- Enhancing student employability by offering opportunities for students to gain experience and develop new skill sets.



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Terms of Reference

The Forum will involve representatives from staff of the Academy and professional and technical areas, the JCU Student Association, and other student representatives (Council and College and/or Divisional student representatives).

Membership

A 2-year membership term will apply to the JCU Student Advisory Forum (*exceptions to term may be made dependent upon length of student's course of study), based on:

- Nomination by the Colleges and/or Divisions; and/or
- Appointment to representative positions on University, Student Association and Academy committees; and
- Student self-nomination.

Participation will be limited to:

- Deputy Vice-Chancellor (Students) (Co-Chair of the Forum)
- Invited Student Representative (Co-Chair of the Forum)
- Students nominated by the Colleges and/or Divisions, as follows:
 - One undergraduate student representative from each College;
 - One postgraduate student representative from each College;
 - One Australian Aboriginal and Torres Strait Islander student representative from each Academic Division;
 - One student representative from Diploma of Higher Education;
 - One student representative from each Study Centre;
 - One international student representative from each Academic Division;
 - Student representation from each of the JCU campuses.
- Two elected members of the JCU Student Association (who are not represented in the categories outlined above);
- Students who have been selected on the grounds of their self-nomination;
- One academic staff representative from each Academic Division;
- Chair Academic Board;
- Manager, International Student Support;
- Manager, Academic Administration and Enrolment;
- Director, Student Services (or nominee);
- Director, Library and Information Services (or nominee);

- Director, Mt Isa Centre for Rural and Remote Health (MICRRH) (or nominee);
- Director, Information and Communications Technology (or nominee);
- Pro Vice Chancellor, Indigenous Education and Strategy;
- Manager, Student Equity and Wellbeing;
- Manager, Student Transitions and Careers;
- Head, Pathways Program;
- Director, Estate (or nominee);
- Chief of Staff (or nominee);
- A representative from JCU Halls;
- Director, Academic Quality – DTES (or nominee); and
- Director, Academic Quality – DTHM (or nominee).

Eligibility

Student members of the JCU Student Advisory Forum must be enrolled in a JCU course or program to be eligible for nomination.

Meetings

The JCU Student Advisory Forum will meet once per year and short 'hot' topic meetings or surveys will be conducted throughout the year as required. In addition, members may be asked to comment on discussion papers, suggestions and/or issues throughout the year. Discussion items will be circulated electronically.

Acknowledgement of Contribution

On completion of your Forum membership term, you will receive a formal certificate of participation for your contribution to the ongoing development of JCU from the Deputy Vice-Chancellor (Students).

Frequently asked questions

Q. How are Forum members nominated?

- A. A call for student nominations will occur bi-annually via email bulletin. The process for nomination and associated criteria will be advertised on the JCU Student Advisory Forum webpage.

Q. What preparation is required?

- A. It won't be necessary for you to do any significant preparatory work before a Forum meeting. There may be occasions when a paper is circulated with a meeting agenda for members' information. Student engagement with the Forum can be as direct as reflecting on your own experience and raising ideas or comments at a meeting which you feel could improve the overall student experience at JCU. Your observations of University life or interactions with other students will help inform your contribution to the Forum.

Q. When will I receive the Forum agenda?

- A. The Forum secretariat will issue a call for agenda items by email two weeks before a scheduled Forum meeting. Members may submit their comments or concerns in response.

Q. What kind of items go on the Agenda?

- A. Above all, JCU seeks to involve students in the Forum and ensure members feel part of, and feel supported by, the University. Here's some examples of the types of issues or topics that might be added to an Agenda:
- Feedback to the University on issues of interest to students;
 - Participation in University and Divisional decision-making processes by commenting on papers or giving feedback or suggestions;
 - Feedback on current course matters, as well as advice on and assistance with development of new course offerings across discipline areas;
 - Aiding in the co-creation of solutions and development of new, innovative ideas and practices;
 - Responding to issues raised by student representatives and senior staff;
 - Sharing observations with the Academy regarding University life and ways in which it could be enhanced or improved.

Q. How else can I raise my questions or concerns?

- A. Topics or issues of concern can be raised with the Forum secretariat by email before a meeting. Alternatively, you can raise them at the actual Forum meeting, even if they are not directly related to an Agenda item.

Q. What happens to my comments and/or feedback?

- A. JCU appreciates your contribution to the Student Advisory Forum and will endeavor to make your membership a constructive one. When you provide comments or ideas at a Forum meeting, senior staff members will provide a response at the meeting. Where a response cannot be provided, a follow-up response will be made.

Q. What will happen if I can't attend a Forum meeting?

- A. JCU recognises that members will have other obligations from time to time, which could include paid work, family or personal study commitments, or a combination of all these. If a meeting time conflicts with other commitments, you may provide your apologies and attend the next Forum meeting. If you cannot attend a Forum meeting, but have relevant issues to put forward, you can send an email to the Forum secretariat to have your issues raised.

Q. Are there other ways I can contribute to the JCU Student Advisory Forum?

- A. Members who are interested in contributing to the student experience beyond the scope of the JCU Student Advisory Forum are welcome to contact the Forum secretariat, who may be able to identify staff members or student groups with knowledge of other initiatives of interest.

Q. Can other students (non-members) attend Forum meetings?

- A. Only with prior agreement and approval from Co-Chairs.



Forum Contacts

For further information or to put forward an Agenda item, issue or concern, please contact:

Student Advisory Forum Secretariat

jcu.edu.au/student-advisory-forum
dvcstudents@jcu.edu.au
Phone (07) 4781 4565