



STUDENT EXPERIENCE ADVISORY COMMITTEE TERMS OF REFERENCE

Student Experience Advisory Committee

Terms of Reference

1. Interpretation

- (a) There shall be a Student Experience Advisory Committee that is a committee of the Education Committee and hereinafter shall be called “the Committee”.
- (b) The duties of the Committee shall apply to shaping, promoting, and supporting a coordinated and coherent whole-of-institution strategy pertaining to the quality of the JCU student experience. Thereafter, the Education Committee will consider student experience items as part of its normal business.

2. Objectives

The Committee shall be the body responsible for oversight of student experience and be the conduit for communication and dissemination. It will provide advice to the Education Committee on all student experience matters. In particular, the Committee shall:

- a) advise the Education Committee on implementing the overall student experience.
- b) promote a positive overall student experience and lifelong relationship between the University and its students through the coordination and connection of strategic activity in all facets of the student lifecycle.
- c) within the framework of relevant policies, monitor and review data and reports from student experience operational units, and working groups to enhance the student experience.
- d) consider measures to contribute towards an enriched student experience through the development of strategies and initiatives, which promote access, participation, success, inclusion, diversity, safety, wellness, internationalisation, and local and global connections.

3. Membership

The Committee shall comprise the following:

(a) **Ex-officio Members**

- Chair – Manager, Outreach, Careers and Wellbeing
- Manager, Learning Development
- Manager, Quality Assurance and Evaluation
- Manager, Client Services and Communication
- Deputy Director, Research and Learning Services
- Academy Course/First Year/Postgraduate/Pathways Coordinators (3)
- ADLT – Academy nominated representative
- IERC Staff Representative
- IERC Student Representative
- JCUSA President
- 10 Student Representatives that are aligned to JCU’s student demographic characteristics and give voice to particular cohorts and communities of students which could include: gender, age, students with a disability, low socio-economic status, regional, remote, rural, mode of attendance, undergraduate, postgraduate, international, higher degree research, campus location, living in university residence and a member of clubs or societies or discipline liaison groups. Two elected student representatives will be Ex-Officio members on Education Committee.

Note: The Advisory Committee may also invite stakeholders to attend the meetings as relevant and convene working groups to consider issues as required.

Secretary: DVC Education Divisional Administration or nominee.

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 on matters relevant to the Committee that require the endorsement or approval of Education Committee.

Related documents, legislation or JCU Statutes

[Academic Board Charter](#)

Approval Details

Policy Custodian	Deputy Vice Chancellor, Education
Approval authority	Deputy Vice Chancellor, Education
Date for next Major Review	

Review History

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