Guidance OG (xvi)
Student Voice Committee Terms of Reference

Student Voice Committee (SVC)

Type: STATUTORY

Nature: A formal meeting, led in an informal way, that allows conversations to take place between students and academic staff about matters related to the students' experience of the University, course and/or module.

Timing: At least two meetings, per academic year, for each course (or closely related or overlapping groups of courses). It is best practice for SVCs to meet once in each teaching block.

Terms of Reference/Function

i.   An opportunity for Course Representatives to present and discuss feedback (gathered from students on their course) with academics, in a safe and respectful space.

ii.   To have open discussions around the comments, queries, suggestions, concerns, and feedback raised by Course Representatives about academic matters and other topics related to the students' experience of Kingston University.

iii. To consider student feedback from student voice feedback opportunities and surveys (including, but not limited to Early Module Reviews, Module Evaluation Questionnaires, National Student Survey).

iv.   To address issues and identify solutions (where possible) in the meeting; or to identify actions to take forward outside of the meeting that can address student suggestions or concerns.

v.   To discuss and receive student feedback on (draft) Course Enhancement Plans.

vi.   To receive feedback from service departments (e.g., libraries, ITS, technicians).

vii. To encourage dialogue between students and staff around topics that the Faculty/School/Department/Course wish to seek student views about.

viii. To ensure that discussions and any resulting actions are documented and shared with Course Representatives and/or are made available on course Canvas pages within two weeks of the meeting.

ix.   To refer matters to the Faculty Forum as appropriate.

Membership Chair:
The Committee should be co-chaired by a member of staff and a Course Representative. The Committee should agree the Chairs from amongst its members.

Members:
Course Representatives of all years/levels of a course (or closely related or overlapping groups of courses), Staff Representatives including course leader(s) and other staff with key responsibilities.

Attendance:
The number of staff in attendance should be less than the number of students so that student representation membership predominates. Where the number of staff significantly exceeds the number of students in attendance, the staff co-chair will request some staff members to leave the meeting in order to meet this requirement.

Suggested agenda for the Student Voice Committee
(*This does not preclude the addition of further applicable items*)

AGENDA
1.   Welcome and introductions.
2.   Apologies for absence
3.   Minutes of the previous meeting(s)
4.   Matters arising (to include actions from previous meetings)
5.   To receive feedback from Course Representatives
6.   To receive feedback from Course Representatives on items specified by academic staff prior to the meeting (as appropriate)
7.   To consider feedback from student voice feedback opportunities/surveys as appropriate, for example Early Module Reviews, Module Evaluation Questionnaires, National Student Survey
8.   Course Enhancement Plans - discuss and receive student feedback.
9.   To receive feedback from service departments (libraries, ITS, technicians)
10.   To receive feedback from other meetings i.e., Faculty Forum, School Education Committee (as appropriate)
11.   Summary of points discussed/actions to take forward i.e., Faculty Forum, School Education Committee, Faculty Education Committee (as appropriate). Please ensure this information is made available on course Canvas pages within two weeks of the meeting
12.   Any Other Business
13.   Date of the next meeting