SENATE STUDENT EXPERIENCE COMMITTEE

TERMS OF REFERENCE

PARENT BODY: Senate

PURPOSE: The Senate Student Experience Committee (SSEC) is responsible for advising and making recommendations to Senate, Senate sub-committees and the Director with the aim of improving the student experience. It provides a forum for listening to the student voice at School level, enabling students to provide input into enhancement of student facing School services and ensuring equality, diversity and inclusion considerations are integrated into the student experience. The focus is on major issues that affect a significant number of students. Student Experience covers PGT Programmes & Modules (both intensive and distance learning), Short Courses and Research Degrees.

1. Student Voice/Enhancement of Student Experience

1.1 Ensure that all students have representation through the SRC and that all student representatives can participate in the Committee's business by adding to the membership of the Committee or any other method;

1.2 Approve the format for any internal School surveys of Student Experience;

1.3 Review the outcome of student surveys, including PTES, Distance Learning Student Experience Survey and PRES surveys and coordinate summary of responses and actions;

1.4 Review the management of risks relating to the student experience and monitor actions taken to minimise those risks;

1.5 Recommend to Senate and/or Senate Sub-Committees actions to enhance the student experience and monitor implementation of approved recommendations;

1.6 Review the format, process and outcomes for Programme/Module Evaluations making recommendations to PGT Committee;

1.7 Review any significant student experience issues raised at Faculty Committees

1.8 Discuss significant issues relating to student experience raised by the student representatives attending the Committee and set up task and finish groups as required to report to Committee

1.9 Review the provision of the student support services;

1.10 Review reports from academic and support services on a cyclical basis with the key relevant managers in attendance and make recommendations;

1.11 Consider the composition of student representation on Senate sub-committees and how these representatives are appointed and make recommendations to Senate;

1.12 Review an annual report from the SRC executive;

2. Communication and Reporting

2.1 Ensure communication to students of decisions and outcomes in respect of issues raised and regularly review the success of these feedback methods;

2.2 Provide assurance to Senate through an annual report covering the Committee's purpose as defined above;

2.3 Review progress against the LSHTM Strategy in respect of the Committee's purpose and assist in the periodic review of that Strategy;

3. Committee evaluation

3.1 To review the Committee's effectiveness and the suitability of its terms of reference annually.

3.2 Approve a delegation framework identifying where authority is delegated to the Committee by Senate. This will be reported to Senate;

3.3 Determine the terms of reference of any sub-committee or ad hoc working group including any appointments as Chair or Deputy Chair;

COMPOSITION:

Membership:

- Pro-Director (Education)
- Associate Deans of Education
  - Student Experience & Student Journeys **(Chair)**
  - Quality, Academic Standards & Collaborative Provision
- Chairs of Faculty Postgraduate Taught Committees
- Up to 2 Chairs of Taught Programme Committees
- Head of Doctoral College
- 1 Faculty Research Degree Director or Departmental Research Degree Co-ordinator
- Up to 2 elected members of Senate
- Head of Education Policy, Quality and Student Experience
- Careers Team representative
- Head of Student Support Services
- EDI Team Representative
- Health & Wellbeing Officer
- Head of Student Communications & Engagement
- SRC Executive
- Up to 6 students (in liaison with the Student Representative Council Executive)
  - 3 Taught Degree Students (one from each Faculty)
  - 3 Research Degree students (one from each Faculty)

In attendance:

- Head of Registry & Student Systems
- Head of Programme Administration
- Director of Library, Archive and Open Research Services

- Development and Alumni Relations Representative
- Director of Education Services
- Director of the Centre for Learning and Teaching Excellence (CELT)
- Secretary to the Committee
- Other Staff as required

MODE OF OPERATION:

The SSEC meets once per term.

The quorum is a minimum of four students and four staff (inclusive of the chair) in attendance.

RESERVED BUSINESS:

Student members of the Committees shall not be entitled to participate in the consideration of reserved areas of business. Reserved areas of business normally include any sensitive or confidential matter relating to individual identifiable members of staff or students. It shall be for the Chair to decide in any case of doubt whether a matter is a reserved area of business and that decision shall be final. Agenda and papers for, and minutes of, any meeting relating to Reserved Areas of Business shall be recorded separately and circulated only to those members of the meeting entitled to receive them. Any important general issues relating to academic quality and standards arising from reserved business will be discussed at future meetings under unreserved business.