

AIHE Student-Staff Consultative Committee (SSCC)

TERMS OF REFERENCE

1. ESTABLISHMENT

The AIHE Student-Staff Consultative Committee is established to action the intention to “Treat our students as learning partners” as outlined in the AIHE Strategic Plan.

2. FUNCTIONS AND RESPONSIBILITIES

The Student-Staff Consultative Committee is an informal forum to facilitate regular communication and consultation between the staff and student representatives on student-related matters.

The purpose of the Committee is to exchange information about the courses and for staff and students to discuss any issues that they wish to share. It is also an opportunity for students to have input into any changes that AIHE might be considering and for students to interact with other students.

The Student-Staff Consultative Committee:

- 1) Provides a forum for the Head of School to consult with student representatives on developments and initiatives, and policy matters within AIHE, that may affect students.
- 2) Provides a forum for student representatives to raise concerns and make suggestions about student-related matters, including:
 - timetabling;
 - workload;
 - the application of student-related policy and procedures; and
 - access to student services, facilities and resources, including ICT support.

The Committee will not consider individual appeals, complaints or grievances made by students. Such matters should be handled under the Student Grievances, Complaints and Appeals Policy and Procedures, or other relevant policies or regulations.

3. MEMBERSHIP

Membership of the Student-Staff Consultative Committee (SSCC) comprises:

- Head of School (or nominee);
- Academic Staff Members as nominated by the Head of School; and
- a minimum of four student representatives, selected by a method approved by the Head of School.

The Head of School will call for nominations for student representatives at the beginning of each semester.

Nominated members will serve for a term of one (1) year, renewable at the discretion of the Chair. The intention is that there will be more student representatives than staff representatives to give students an opportunity to have a strong voice in the meetings.

4. MEETINGS

The Committee will meet twice a year, normally once a semester but additional meetings can be called by students under specific circumstances or by the Head of School.

5. AGENDA AND RECORD OF THE MEETING

There will be a written agenda distributed no less than two (2) working days prior to each meeting.

AIHE will provide a staff member to take a record of the meeting. The draft report will be circulated to members no later than ten (10) working days after the meeting for their approval.

6. REPORTING

The report from each meeting of the SSCC will be provided to the next meeting of the Academic Board and the Council.

Document control

Version	Date	Key changes
1.0	20/02/2018	Approved by Head of School
1.1	15/03/2018	Revisions to Sections 3, 4 and 5 for clarity of procedure
1.1a	15/10/2020	Logo updated