

## Student Committee

### Purpose

The primary purpose of the Deakin College Student Committee (SC) is to provide students with a mechanism for communicating with College management, staff and other students about current issues affecting their study experience at Deakin College.

The SC provides a forum where students can discuss issues of concern, and provide feedback to Deakin College in order to improve the quality of student life.

SC communication with Deakin College is achieved in four formal ways:

- by holding regular meetings at which College staff are present and issues raised by students are able to be communicated to the College for consideration;
- the minutes of all SC meetings are tabled at meetings of the Deakin College, Academic Board of Studies;
- the SC elects two SC members as representatives on the Student Experience Committee;
- the SC elects two SC members as representatives on the Academic Board of Studies.

The second purpose of the Student Committee is to foster a sense of community at Deakin College. It does this by creating and managing a program of student engagement activities that will appeal to a wide cross-section of Deakin College students. Generally, Deakin College student support staff will assist with these events.

A third purpose of the SC is an educative one. It is expected that members will develop skills in meeting procedures, event management and, under the guidance of Deakin College staff, some will develop significant leadership skills. Members of the SC will become more confident people as a result of their experience.

Generally, costs incurred in running the SC are met by the College, although students may be asked to contribute to the cost of certain events.

To assist students and direct them to meet these expectations Deakin College has developed two online resource sites, the Student Committee Moodle site and the Training and Resources site.

### Membership

There shall be three branches of the SC; a Burwood branch, a Geelong branch and a Jakarta branch.

Membership of each branch of the SC consists of a cross section of students within each course located at that branch. Deakin College student support staff will be members in an ex-officio manner in order to give and receive reports and to advise on procedure. Deakin College staff have no voting rights.

Membership of each branch of the SC shall consist of:

Student & Academic Services Manager (Burwood) or nominee (ex-officio); or

Campus Manager (Geelong) or nominee (ex-officio); or

Campus Director (Jakarta) or nominee (ex-officio)

Student Committee Co-ordinator

One Student Services Officer or Counsellor

Student representatives from each course offered at the branch concerned.

Members of Deakin College staff may attend meetings by invitation.

Any student of Deakin College may attend and observe meetings and may speak by invitation of the meeting Chair but will not have voting rights.

Former students of Deakin College may attend, observe and speak at meetings by invitation of the meeting Chair. Former students will not have voting rights.

### **Selection of Members**

Recruitment of student members to each branch of the SC will occur during the Orientation period via the online Moodle site and then via student weekly communications.

A student may nominate to be a member of the SC at any time during their current enrolment.

### **Conduct of Meetings**

For each branch of the SC there will be at least 3 meetings each trimester. In the interest of student experience and connection an online forum of the SC members from each campus should be scheduled once per academic year.

#### ***Meeting 1***

The first meeting will be convened by the Student & Academic Services Manager (Burwood) or nominee; Campus Manager (Geelong) or nominee; or Campus Director (Jakarta) or nominee.

At this meeting the following items of business will be conducted:

- discussion of Terms of Reference and responsibilities of members of the SC;
- election of a Chair;
- election of a Secretary;
- election of 2 representatives to the Student Experience Committee (Burwood and Geelong branches only)
- election of 2 representatives to the Academic Board of Studies (Burwood branch in Trimesters 1 and 2, Geelong branch in Trimester 3).

- Deakin College staff report
- social activities for the trimester
- any other business.

### ***Subsequent Meetings***

These meetings will be convened by the Chair with an agenda distributed by the Secretary.

At these meetings the following items of business will be conducted:

- Deakin College staff report
- student reports for each course
- other academic matters
- report of social activities
- any other business.

### ***Online Forum***

To include SC members from each campus and be scheduled once per academic year.

### ***Additional notes***

Ad hoc meetings of a branch of the SC may be called at any time by the Chair, Secretary and at least 1 student member from each course represented in the branch.

A quorum for any meeting will consist of at least 50% of the student members of the Branch. Combined meetings of the SC branches may be held to aid in maintaining a quorum of student members.

Decisions of each branch will be determined by a simple majority of those present at a meeting.

Minutes of each meeting of a branch will be kept by the Secretary (assisted by the Student Services officer or Counsellor). A copy of the minutes is to be forwarded to the Student Services Officer or Counsellor within 7 days. Minutes will be tabled at meetings of the Deakin College, Academic Board of Studies and placed on the Student Hub.

### ***Role of Student Representatives***

The main role of each student representative is to ensure that student issues are represented at SC meetings and to assist with the organisation of social events. It is anticipated that student representatives can achieve this by:

- encouraging communication amongst enrolled students
- identifying issues to be discussed at SC meetings
- representing students at SC meetings

- assisting with the organisation of social, sporting and cultural activities
- promoting student involvement in campus activities, and
- being available to answer student queries that arise from time to time.

### Notes

The Student Services Officer or Counsellor for each branch will assist the student representatives throughout the trimester to ensure they have the necessary information and knowledge to perform their role.

Student representatives are expected to represent their course at meetings of the SC. If a student representative is absent from two consecutive meetings without submitting an apology, that member may be asked to reconfirm their membership on the Committee.

Student enquiries to each of the SC branches is via the SC email account [dcoll-studentcommittee@deakin.edu.au](mailto:dcoll-studentcommittee@deakin.edu.au) located in the online SC Moodle site and advertised in student communications.

### Deakin College Appreciation

At the conclusion of each student membership of a branch of the SC, Deakin College will issue a certificate of participation to the member. Members who hold an executive position at any time throughout their membership will have this acknowledged on their Certificate.

### Status and Details

<b>Identification</b>	ToR - Student Committee
<b>Initial Issue Date</b>	1/06/2008
<b>Status</b>	Current
<b>Domain</b>	Governance
<b>Effective date</b>	1/12/2022
<b>Review date</b>	30/12/2024
<b>Approval Authority</b>	Senior Management Group
<b>Implementation Officer</b>	Student and Academic Services Manager (Burwood), Campus Manager (Geelong), Campus Director (Jakarta)
<b>Enquiries Contact</b>	Jonathon Pura