

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 and staff 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. Issues raised are able to be immediately communicated and acted upon.
- The minutes of all SC meetings are tabled at meetings of the Deakin College Senior Management Group.
- The SC elects two student members of the Teaching and Learning Committee.
- The SC elects two student members of 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 events 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. SC members are often invited to become paid student mentors. 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 running certain events.

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 nominated and elected by the 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 or nominee (ex-officio)

One Student Counsellor (ex-officio)

A maximum of 4 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

Nominations for student representatives will be called for in week 2 of the trimester and must be submitted in writing by the end of that week.

If there are more than 4 nominations for any particular course a ballot will be conducted during week 3 of the trimester.

The call for nominations and the conduct of any subsequent ballot will be undertaken by the student support staff located at the relevant branch.

Student representatives are elected for a period of 2 trimesters.

Conduct of Meetings

For each branch of the SC there will be at least 2 meetings each trimester.

Meeting 1

The first meeting will be convened by the Manager of Student Services (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 Chair
- Election of Secretary
- Election of 2 members of the Teaching and Learning Committee (Burwood Branch only)
- Election of 2 members of 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 course reports for each course
- Other academic matters
- Report of Social Activities
- Any other business

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.

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 Counsellor). A copy of the minutes is to be forwarded to the Student Counsellor within 7 days. Minutes will be tabled at meetings of the Deakin College Senior Management Group and placed on the student portal.

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:

Student Counsellor will assist the student representatives throughout the trimester to ensure they have the necessary information and knowledge to perform their role.

SC membership details will be made available to all students by means of the student portal. Student representatives will be expected to provide email contact details on the portal and to provide timely responses to student queries.

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 resign from the Committee.

DEAKIN COLLEGE Appreciation

At the conclusion of each trimester, Deakin College will issue a certificate of participation to each member of a branch of the SC. Office-bearers will be acknowledged on their certificates.

Status and Details

Status	Current
Domain	Governance
Effective date	20/12/2013
Review date	10/10/2020
Approval Authority	Senior Management Group
Implementation Officer	Student and Academic Services Manager (Burwood), Campus Manager (Geelong), Campus Director (Jakarta)
Enquiries Contact	Annie Rapoport