

5.1.06 Student and Staff Consultative Committee

Operating Policy and Procedures

1. **Policy**

It is the policy of the Navitas College of Public Safety to facilitate a formal means by which College students and staff are able to liaise and negotiate, through the process of a consultative committee.

2. **Purpose**

The purpose of this policy is to ensure that an effective consultative process is established and maintained by prescribing the role, functions, membership, election process and meeting procedure of the Student and Staff Consultative Committee.

3. **Responsibility**

The College Director is responsible for compliance with this policy.

4. **Guidelines**

4.1 **Purpose of the Committee**

The Student and Staff Consultative Committee shall provide a forum for College staff managing a program, or a stage of a program, and students enrolled in the program to:

- identify and resolve issues likely to have an impact on learning quality;
- review the effectiveness of the program;
- empower students to give feedback; and
- contribute to the continual quality improvement of the course.

4.2 **Role of the Committee**

The Committee shall:

- monitor the delivery of the program;
- monitor the delivery of subjects against the Subject Guides;
- monitor the total student workload;
- monitor the general satisfaction and/or dissatisfaction of students with the program and individual subjects within the program;
- consider suggestions for modification and improvement to the program;
- consider and seek to address issues which are of concern to students undertaking the program and to staff; and
- make recommendations to the Program Director or Dean of Studies on matters requiring action which the Committee cannot resolve directly.

The Committee shall not engage in the first instance in resolving problems encountered by individual students with either their academic progress or individual subjects or lecturers. Students with problems capable of being resolved by an individual staff member should discuss, or have a representative discuss, the problem with the staff member. In the event that such problems cannot be resolved they should be referred to the Committee for consideration at its next meeting.

4.3 **Membership**

The College Director, Registrar and Training Manager must be members of the Committee.

The College may arrange the membership of the Student and Staff Consultative Committee to suit their particular needs and it is expected that six students and six staff are elected to the Committee. As a minimum, four members of the student body with four College staff members form a quorum. The student membership should consist of students who are at different stages of their applicable program areas where possible and include at least one student from the international cohort.

Student representatives are to be elected by and from the students as appropriate. Any enrolled student is eligible to become a member.

Consideration should be given to the balance of student representation, in particular the inclusion of international students and representatives of both genders. In the event that such representation does not result from the electoral process the Chairperson may co-opt additional students to achieve the required representation.

Staff representatives are to be appointed by the College Director, and will include representatives from management, student administration and the teaching staff.

Any student enrolled at the College may attend meetings of the Committee as an observer and may seek leave to speak. Any staff member teaching in a higher education program may attend meetings of the Committee as an observer and may seek leave to speak. Students and staff wishing to exercise these rights should notify the Registrar in advance to ensure the venue is large enough for their attendance.

This policy will be publicised to students during the Orientation Program for new students and the first week of scheduled classes in first trimester for returning students.

4.4 **Deputies**

Each member of the committee is asked to appoint a deputy who shall deputise for them in their absence. The names of deputies will be minuted at the first meeting of the year.

4.5 **Chairmanship**

The Chairperson shall be the College Director or at their discretion, may be elected by and from the membership of the Committee. The Chairperson shall ensure that the business of the meeting is conducted expeditiously and constructively. The Chairperson is responsible for ensuring that the objectives of this policy are adhered to and that all members of the Committee are encouraged to participate in its deliberations. The Chairperson should ensure that meetings are not adversarial in nature.

It is the Chairperson's responsibility to ensure that all student representatives have received adequate advice about this committee before their first meeting.

4.6 **Student Representative on Higher Education Board**

One student member of the Student and Staff Consultative Committee must be appointed annually to the Higher Education Board. The other five members must elect this representative from among the six students on the Student and Staff Consultative Committee. The student representative must be elected annually prior to the first Higher Education Board meeting after the commencement of the academic year, and is expected to attend all Higher Education Board meetings during that year.

4.7 **Secretary**

The College will provide secretarial services for this committee, including a minutes secretary. The Secretary of the Committee shall be appointed by the Chairperson and need not be a member of the Committee.

The Secretary is responsible for collating and distributing the agenda and minutes, as well as taking minutes in the meeting.

It is the Secretary's responsibility to ensure that staff who are not members of the Committee are advised of agenda items which may have an impact upon them and of their right to attend as observers. Student representatives should provide the Secretary with the names of students who are not members but are particularly affected by an item

so that they can be invited to attend as observers. Items which are raised at the meeting which do affect staff who are not present are to be deferred to a subsequent meeting and the staff member apprised of the issue.

4.8 **Meetings**

Meetings of the Committee shall be held at least twice in each trimester, with the first meeting being held no later than the end of the fourth week of each trimester. Dates for subsequent meetings during the year should be arranged at that time.

Meetings are to have a fixed duration and must be closed on or prior to the appointed time.

The "Notice of Meeting" shall be given by the Secretary at least seven clear days prior to the meeting date. Special meetings may be held at shorter notice if authorised by the Chairperson. Included with the notice of meeting should be the proposed agenda, with a request for additional agenda items, as well as a copy of the minutes from the last meeting.

4.9 **Agenda**

Any member of the Committee and any student enrolled in the program may put forward items for discussion by the Committee. These items shall be placed on the agenda with the concurrence of the Chairperson. Standing items should include:

- Attendance;
- Determination of the agenda – additional items;
- Acceptance of the Minutes of previous meeting;
- Matters arising from the Minutes;
- Complaints and Appeals Policy (to be an agenda item at the first meeting each year)
- Reports from students and staff; and
- General business.

4.10 **Minutes of Meetings**

Minutes of meetings shall be kept by the Secretary and circulated to members of the Committee. Once confirmed, Minutes shall be made available to all students enrolled in the program and placed on the College website.

4.11 **Recommendations Emanating from the Committee**

The Committee shall make recommendations that may result in action being taken in one of three ways:

1. By determination of the Higher Education Board;
2. By determination of the Program Director controlling the course; and
3. By the Dean or nominee.

5. **Procedure**

5.1 **Dissemination of Information regarding the Committee**

5.1.1 Students will be informed of the role and functions of the Committee during the Orientation Program. All students receive a flyer with their enrolment packs, D593, outlining the roles of a SSCC representative and the selection process including timelines.

5.1.2 Posters and flyers will be available during Orientation and the first weeks of the academic year.

5.2 **Election of Student Representatives**

5.2.1 At the commencement of the academic year voting forms (NF551) and the SSCC voting box is to be put in the student lounge and applicable flyers around the College (NT510)

informing students that voting is taking place and timeframes in which they will need to cast their vote.

- 5.2.2 At the conclusion of the voting week all votes are removed from the ballot box to ascertain nominees.
- 5.2.3 Complete form (NT502) with the students who have been nominated and place in the student lounge with the voting box for students to vote for their representative from the nominated students. Voting for the representatives will usually be open for 1 week.
- 5.2.4 Flyers are again displayed around the College (NT511) letting students know that it is now time to vote for their SSCC Representatives.
- 5.2.5 If the nominated students wish, they can run a campaign to attract votes.
- 5.2.6 Once the voting closes a reconciliation of votes will take place and those students with the most votes will be selected as student representatives.
- 5.2.7 It would be preferable if a selection of students across all year levels, including one International Student Representative be chosen.
- 5.2.8 Place the representative's details on (ND5047) and display around the College. Contact the successful SSCC representatives, and indicate when the first meeting will convene and to forward any agenda items they have for the meeting to the minute secretary 1 week prior to the meeting.
- 5.2.9 Students will be notified of Committee membership, meetings, and availability of Minutes via the student noticeboards and website.

5.3 **Appointment of Staff Representatives**

- 5.3.1 During the first three weeks of the academic year the College Director will appoint the staff members of the Committee.

5.4 **Meetings**

- 5.4.1 Meetings will be held at least twice per trimester.
- 5.4.2 The Secretary will distribute the "Notice of Meeting" information, proposed agendas and minutes of the previous meeting to all members at least seven days prior to the scheduled meeting date.
- 5.4.3 Minutes will be circulated to all members, and posted on the College website.

5.5 **Determination of Recommendations made by the Committee**

- 5.5.1 The results of recommendations made by the Committee and any determinations resulting from these will be either:
 - circulated with the minutes of the next meeting; or
 - tabled for discussion at the next meeting; or
 - if the matter requires urgent action, the outcome of a particular recommendation will be forwarded to all committee members.

6. **Authority**

Authorised by the General Manager (Public Safety)

7. **Approved**

Approved by the Higher Education Board on 9 April, 2003

Amendments

Date	Modified by	Sections amended/added	Approved by HEB (if required)
30/11/07	Christine Ashton	All references to semesters replaced with trimester. The student membership should consist of students who are at different stages of their applicable program areas where possible and at least one international student.	Minor Change
08/09/09	Christine Ashton	Reference to Head of Vocational Studies replaced with Training Manager.	Minor Change.
08/09/09	Christine Ashton	Section 4.9 Agenda – inclusion of Complaints and Appeals policy as an agenda item for first meeting each year.	Minor Change
05/11/09	Christine Ashton	Change of logo and name.	Minor Change
26/11/09	Jodie Reeve	Amended supporting document references	Minor change