

## 5.1.06 Student and Staff Consultative Committee (SSCC)

### Operating Policy and Procedures

#### 1. Policy

It is the policy of the Navitas College of Public Safety (NCPS; the College) 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 (the Committee).

#### 3. Responsibility and Reporting

The Dean/Head of College is responsible for compliance with this policy.

The Student and Staff Consultative Committee reports to the NCPS's Academic Council.

#### 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 degree.

##### 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 Subject Chair and/or the Dean/Head of College 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**

Apart from the Dean/Head of College, the Manager of Study Programs and one Professional Educator must be members of the Committee.

The College may arrange the membership of the Student and Staff Consultative Committee to suit its particular needs and it is expected that four students will be elected, and four staff appointed, to the Committee. As a minimum, two members of the student body with three NCPS staff members form a quorum.

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 on the SSCC. Where possible the student representatives should comprise a mix of students who are at different stages in their course, representatives of both genders, and, if applicable, an international student. In the event that such representation does not result from the electoral process, the Chairperson (see below) of the Committee may co-opt additional students to achieve the required representation.

Staff representatives are to be appointed by the Dean/Head of College, and will include representatives from management, student administration and NCPS's Professional Educators.

Any student enrolled at the College may attend meetings of the Committee as an observer and may seek leave to speak. Any Professional Educator 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 Secretary in advance to ensure the venue is large enough for their attendance.

#### 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 **Chairperson**

The Chairperson shall be the Dean/Head of College, or at his/her discretion, another member may be nominated 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**

The Student and Staff Consultative Committee reports to the Academic Council. One student member of the SSCC must be appointed annually to this Council. The student members of the Student and Staff Consultative Committee must determine, or elect, their representative to the Academic Council from among the four student representatives on the SSCC.

As far as possible, the student representative must be elected annually prior to the first meeting of the Academic Council after the commencement of the academic year. He/she is expected to attend all Academic Council meetings during that year.

#### 4.7 **Secretary**

The College will provide secretarial services for this committee, including a minute 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 raised at the meeting that 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. Special meetings may be held at shorter notice if authorised by the Chairperson.

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. 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 (Grievances)* 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 Academic Council;
2. By determination of the Subject Chair controlling a specific subject; and
3. By the Dean/Head of College, or by his/her nominee.

## 5. Procedure

### 5.1 Dissemination of Information regarding the Committee

5.1.1 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. Students will be informed of the role and functions of the SSCC at these times.

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 The Dean/Head of College will appoint a Returning Officer.

At the commencement of the academic year, voting nomination forms are to be put in the student lounge and applicable flyers distributed around the College informing students that nominations are invited for four student representatives on the SSCC and that voting, if required, will take place and timeframes in which students will need to cast their vote.

Nomination forms signed by a nominator, seconder and the nominated candidate are submitted to the Returning Officer.

Nominated students need to indicate their year level and international/local status.

5.2.2 If more than four candidates are nominated, an election will be conducted.

5.2.3 The Returning Officer must list the names of the students who have been nominated, i.e. the candidates. He/she then must place this list of candidates in the student lounge and advertise the set voting dates and times. Voting for student representatives will be open for one week.

Flyers must be displayed around the College informing students that it is now time to vote for their SSCC Representatives.

5.2.4 Candidates may, if they wish, run a campaign to attract votes.

5.2.5 The Returning Officer holds and controls the voting box.

During voting times, the Returning Officer, or his/her nominee, will supervise voting. He/she will give each student a ballot paper that lists the names of all candidates. After giving each student a ballot paper, the Returning Officer, or his/her nominee, will mark each recipient's name off a roll of eligible students.

Each student who votes must place their vote for their candidate or candidates in the voting box.

5.2.6 Each student may only vote once. Voting is not compulsory. The system of optional preferential voting will be used in which a voter selects one or more candidates by numbering their preference in one or more boxes. Votes and preferences will be distributed using the same optional preferential voting system.

5.2.7 Once the voting closes, votes will be counted and preferences distributed until four candidates remain. Those candidates with the most votes will be deemed to be elected as student representatives to the Student and Staff Consultative Committee.

5.2.8 The Returning Officer will display the details of the elected student representatives around the College. He/she will contact the successful student representatives and inform them of when the first SSCC meeting will convene and that they should forward any agenda items that they have for the meeting to the Secretary one week prior to the meeting.

5.2.9 Should there be fewer candidates than positions, those nominated will be declared members of the SSCC by the Returning Officer. At his/her discretion, the Dean/Head of College may co-opt students enrolled at NCPS to the SSCC.

5.2.10 Students will be notified of Committee membership, meetings, and availability of Minutes via the student notice boards and website.

5.3 **Appointment of Staff Representatives**

5.3.1 During the first three weeks of the academic year, the Dean/Head of College will appoint the four 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 out of session by NCPS's Academic Council, 31 May/1 June 2011.

7. **Approved**

Approved by the Academic Council on 21 July.

**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
24/05/11	Christopher Snedden	Changed from six to four representatives from both staff and students; election system streamlined; document updated re terminology: Academic Council; Dean/Head of College	Major change