



UNIVERSITY  
OF WOLLONGONG  
AUSTRALIA

TERMS OF REFERENCE

# Student Academic Experience Sub-Committee

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## Purpose

The Student Academic Experience Sub-Committee (SAES) is a sub-committee of the University Education Committee (UEC) with responsibility for shaping and supporting the University strategic direction for student academic experience, and through this advising and making recommendations to the UEC for consideration.

## Terms of Reference

The University Student Support Sub-Committee shall:

- i. monitor and evaluate the quality of and efficacy of strategies used to enhance student academic experience;
- ii. monitor and evaluate the quality of and efficacy of strategies to enhance participation and success of specific groups of students, including, equity group students, international students, students studying on regional and metropolitan campuses, and students studying completely online;
- iii. undertake tasks as directed by the University Education Committee;
- iv. receive reports as frequently as appropriate on outcomes relevant to academic student experience, including:
  - (a) deviations from strategic intent and standards;
  - (b) corrective and preventative actions; and
  - (c) other matters deemed relevant by the Committee.
- v. invite and receive discussion or proposal papers from the University community towards informing the work of the Committee;
- vi. consider proposals of strategies to enhance academic student experience to facilitate coherent approaches that minimise duplication;
- vii. develop plans to support quality student academic experience, student participation and success; and
- viii. provide advice or recommendations to the University Education Committee on strategic directions for the UOW with respect to student academic experience, participation and success.

## Membership

Membership of this committee consists of the following 15 members:

- Pro Vice-Chancellor (Students) – Chair
- Director, Learning, Teaching and Curriculum – Deputy Chair
- Domestic Postgraduate Student Representative (one)
- Domestic Undergraduate Student Representative (one)
- International Postgraduate Student Representative (one)
- International Undergraduate Student Representative (one)
- Director, Woolyungah Indigenous Centre
- Academic Director, Metropolitan Campuses
- Academic Director, Regional Campuses
- Associate Dean Education (one, nominated by the Chair)

- Heads of Students (two, nominated by the Heads of Students' Forum)
- Teaching and Learning Managers (two, nominated by the Chair in consultation with Faculties)
- Director, Student Services Division
- Manager, Learning Analytics

The Student Academic Experience Sub-Committee may invite other people to attend as it sees fit and consult with other people or seek information it considers necessary to fulfil its responsibilities.

The Sub-Committee may convene working groups to consider particular issues as it considers desirable from time to time.

### **Meeting frequency and conduct**

The Student Academic Experience Sub-Committee will meet quarterly. All Sub-Committee members are expected to attend each meeting in person or through other approved means such as teleconferencing or video conferencing.

Meetings will be chaired by the Pro Vice-Chancellor (Students), or the person formally acting in this role, and in his or her absence by the Director, Learning, Teaching and Curriculum.

The notice and agenda of a meeting will include relevant supporting papers.

Committee Support: The Office of the Pro Vice-Chancellor (Students).

### **Quorum**

The quorum for a meeting shall be 8 (eight) members.