



UNIVERSITY  
OF WOLLONGONG  
AUSTRALIA

TERMS OF REFERENCE

# Student Academic Experience Subcommittee

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## PURPOSE

The Student Academic Experience Subcommittee (SAES) is a subcommittee of the University Education Committee (UEC) with responsibility for shaping and supporting the University strategic direction for the student academic experience at all UOW Australian campuses, and through this, advising and making recommendations to the UEC for consideration. SAES works closely with The Division of Student Life and other student support divisions and advises the Student Life Steering Group on priorities and strategic projects. SAES is committed to equity, diversity and inclusion (EDI) and brings an EDI perspective to all its activities and discussions.

The student academic experience includes:

- Student learning environments (including those provided by Faculties, by academic support services, and by external partners such as Studiosity) and the material and digital technologies which shape them;
- Aspects of learning identified as priorities for students and/or UOW through feedback, discussion, and input, including employability;
- Formal and informal academic events such as Orientation and social events run by academic clubs and societies;
- Matters relating to student progression; and
- Student complaints and feedback.

## TERMS OF REFERENCE

The Student Academic Experience Subcommittee shall:

- 1) Shape and support excellence in the student academic experience by:
  - a) fostering a culture of continuous improvement in relation to student academic experience;
  - b) centring the voices of students and colleagues who work directly with students in committee membership and discussions; and
  - c) bringing together colleagues from multiple divisions and Faculties in the University to create a holistic perspective on student academic experience, and to facilitate communication and enhance collaboration across the University.
- 2) Consider issues raised by the membership pertaining to the role and functions of the Subcommittee and, where relevant:
  - a) make proposals regarding strategic priorities to the appropriate Divisions or Faculties, via the UEC, where appropriate; and
  - b) facilitate the implementation and communication of actions relating to those priorities across the University.
- 3) Collaborate with the Integrity Division and other Divisions to
  - a) develop and maintain robust mechanisms for receiving and responding to student complaints/feedback relating to the academic experience; and
  - b) receive and consider reports on trends in student complaints/feedback and provide advice and recommendations to the UEC and other relevant bodies.
- 4) Review and evaluate the quality and efficacy of existing plans and strategies and, as a result of such review and evaluation, provide advice or recommendations to the UEC on strategic

directions to enhance:

- a) student academic experience by facilitating a coherent approach to student processes and initiatives;
  - b) 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 or in mixed mode.
- 5) Monitor and evaluate outcomes of plans and strategies relevant to academic student experience, via the receipt of reports on aspects including:
- a) deviations from strategic intent and standards;
  - b) corrective and preventative actions; and
  - c) other matters deemed relevant by the Subcommittee.
- 6) Collaborate with the Education Policy and Quality Subcommittee on relevant learning and teaching-related policy matters and with the Transnational Education Subcommittee on matters relating to the student academic experience at offshore teaching locations.

## **MEMBERSHIP**

Membership of this committee consists of the following members:

- Chair appointed by the Chair of the University Education Committee
- Four student representatives, appointed through the UEC Student Representation recruitment process to fill the positions of:
  - At least one Domestic Student Representative
  - At least one International Student Representative
  - At least one Undergraduate Student Representative
  - At least one Postgraduate Student Representative
- Nominee of the Director Student Administration Services
- Director of Student Life and/or nominee of the Director Student Life
- Nominee of the Director LTC
- Nominee of the Executive Director (Indigenous Strategies)
- Academic Director, Regional Campuses
- Nominee of the Pro Vice-Chancellor Health- Sydney Campuses
- Associate Dean International (one, nominated by the Chair)
- Head of Students (one, nominated by the Heads of Students' Forum)
- Associate Dean (Student Life) or Faculty Equivalents
- Academic Representatives from each Faculty, appointed by the Chair in consultation with the DVC (Academic and Student Life)
- UOW Pulse Head of Student Engagement or equivalent

A Chair for the Subcommittee will be appointed from the membership by the Chair of the University Education Committee. A Deputy Chair and Student Co-Chair(s) will be appointed from the membership by the Chair of SAES.

Each of the four Faculties of the University should be represented across the membership of the Subcommittee. The Student Academic Experience Subcommittee 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.

Unless otherwise provided, the term of office of all appointed members will be two years. Appointed members may be appointed for three successive terms.

Ex-officio members may nominate a representative to attend a meeting in their absence. Subcommittee members wanting to take leave of absence during their term should seek the approval of the Subcommittee. Any short-term membership replacements will be a matter for the Chair and the Chair of UEC to determine.

## **MEETING FREQUENCY AND CONDUCT**

- SAES will meet between four and six times a year.
- The notice and agenda of a meeting will include relevant supporting papers.
- The Subcommittee may convene working groups to address issues as it considers desirable from time to time.

- Written notice of place and agenda of meetings will be given to members at least seven days before each meeting.
- The minutes of the meetings of SAES will be forwarded to UEC for information.
- SAES is committed to a review its operations periodically, being mindful of changing internal and external processes.

## QUORUM

The Subcommittee will have a quorum which is equal to one-half or, where one-half is not a whole number, the whole number next higher than one-half of the total number of members for the time being of the Subcommittee.

## SUPPORT AND RECORD KEEPING:

The Academic Quality and Standards Unit will provide Executive Officer support. Subcommittee records, including agenda papers and Minutes, will be filed on the University's Records Management System by the Academic Quality and Standards Unit.

## MEMBERSHIP LIST

	Name	Role	Term end date
1	Ika Willis	Chair	31 Dec 2024
2	Renee Middlemost	Deputy Chair/ Head of Students' Representative	31 Dec 2024
3	Niamh Christopher	Student Co-Chair/ Undergraduate Student Representative	31 Dec 2024 or until completion of degree
4	Nikhil Pokkandath Swaminadhan	Student Co Chair/ International Postgraduate Student Representative	31 Dec 2024 or until completion of degree
5	Katelyn Burnes	Domestic Student Representative	31 Dec 2024 or until completion of degree
6	Adam Ridgeway	Nominee of the Executive Director (Indigenous Strategies)	Continuing
7	Elaine Rodrigues Fields	Nominee of the Director LTC	Continuing
8	Stephen Lowe	Academic Director, Regional Campuses	Continuing
9	Nicole Smith	Nominee of the Pro Vice-Chancellor Health- Sydney Campuses	31 Dec 2024
10	Venkat Yanamandram	Associate Dean International	31 Dec 2024
11	Xanthe Knox	Nominee of the Director Student Administration Services	31 Dec 2024
12	Erin Hiesley	Nominee of the Director Student Life Division	31 Dec 2024
13	Noelene Weatherby-Fell	Associate Dean (Student Life) or Faculty Equivalent (ASSH)	31 Dec 2024
14	Sean Lu	Associate Dean (Student Life) or Faculty Equivalent (BAL)	31 Dec 2024
15	Danni Cheng	Associate Dean (Student Life) or Faculty Equivalent (EIS)	31 Dec 2024
16	Karen Walton	Associate Dean (Student Life) or Faculty Equivalent (SMAH)	31 Dec 2024
17	Chris Comerford	Academic Representative (ASSH)	31 Dec 2024

18	Karina Murray	Academic Representative (BAL)	31 Dec 2024
19	Jun Yan	Academic Representative (EIS)	31 Dec 2024
20	Laurie Chisholm	Academic Representative (SMAH)	31 Dec 2024
21	Theresa Hoynes	Director Student Life Division	31 Dec 2024
22	April Alexander	UOW Pulse Representative	31 Dec 2024

## VERSION CONTROL

Version	Date	Amendment(s)
V2	14/07/2023	<ul style="list-style-type: none"> <li>• Add 'employability' to the 'Purpose' Section</li> <li>• Remove Kylie Austin, Nominee of the Director Student Life Division</li> <li>• Add Erin Hiesley, Nominee of the Director Student Life Division</li> <li>• Add Theresa Hoynes, Director Student Life Division</li> <li>• Add April Alexander, UOW Pulse Representative</li> <li>• Add Deputy Chair role to Renee Middlemost, HoST Representative</li> <li>• Add Student Co-Chair roles to Niamh Christopher and Nikhil Pokkandath Swaminadhan, Student Representatives</li> </ul>
V3	31/07/2023	<ul style="list-style-type: none"> <li>• Remove Robert Sim, Nominee of the Director Student Administration Services</li> <li>• Add Xanthe Knox, Nominee of the Director Student Administration Services</li> </ul>
V4	5/10/2023	<ul style="list-style-type: none"> <li>• Remove Rachel Weine, Associate Dean (Student Life) or Faculty Equivalent (EIS)</li> <li>• Add Danni Cheng, Associate Dean (Student Life) or Faculty Equivalent (EIS)</li> <li>• Remove Kimberley McMahon-Coleman, Academic Director Regional Campuses</li> <li>• Add Stephen Lowe, Academic Director Regional Campuses</li> </ul>
V5		
V6		
V7		
V8		