

The Student panel - Terms of Reference

Benefit to City Lit

The main purpose of the Student panel is to reflect the student body as fully as possible and to help City Lit form and implement improvements to the student experience, learning and teaching.

Self-assessment and future planning at City Lit are also more strongly informed by the views of students.

Student panel members act as ambassadors for City Lit and talk about their experience as a City Lit student to a wide range of audiences.

Benefit to Students

Panel members have an impact on our quality improvement and student experience strategies whilst enhancing their personal communication and leadership skills and making a positive contribution to the development of adult learning.

Composition

Adult learners: up to 20 current students selected, following application, to represent the student profile, course types and different programme areas.

College managers: Vice Principal, Quality Manager and Head of Quality and Tutor Development.

Notes: Executive PA.

Other staff members attend as necessary depending on topics under discussion.

Meetings

Three meetings a year, more frequently if required.

Other events may take place, e.g. fundraising, seminars, specialist feedback sessions.

Attendance of these is voluntary.

Length of panel membership

1 year minimum, 3 years maximum provided good attendance of a minimum of 2 meetings a year.

Following longer absence, panel members may continue at the discretion of the Quality team.

We expect panel members to:

- attend all scheduled student panel meetings.
- engage with activities and present feedback on their experience of City Lit at the panel meetings.

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- be able to discuss their opinions while respecting those of others.
- act as ambassadors for City Lit and talk about their experience as a City Lit student at events such as new student inductions, fundraisers or in interviews.

Application and recruitment procedure

In term 1 of an academic year the Quality team advertises for new panel members throughout City Lit. Students apply via a written application form. A shortlist of learners are invited to an informal interview with the Quality team.

Criteria for Student panel member selection:

Student panel members must:

- be actively enrolled on at least one course during the academic year and be able to attend all planned panel meetings.
- have non-discriminatory views and be committed to equality and diversity.
- demonstrate ability to discuss cross-college issues affecting a wide range of students.
- not be undergoing disciplinary procedures at City Lit.

Panel members are selected to reflect the City Lit student body in terms of age, gender, ethnicity, disability, and departmental representation.

Student panel agenda remit

Topics discussed by the student panel generally meet the following criteria:

- They aim to improve the overall student experience *or*
- address a need impacting a specific or significant group of students
- and**
- require a discussion needing multiple perspectives.

Student panel members can recommend topics for future topics, as long as the topics meet the criteria. The topics should not be curriculum specific, as these would be better addressed by contacting the relevant curriculum teams.

Decisions, actions & summary of information issued

Meetings notes are posted on the City Lit Help Centre.

A summary of Student panel activities is presented to the Governors Quality Committee.

Participation credit

Student panel members receive a £85 City Lit credit after attending each meeting.