



UCC

Coláiste na hOllscoile Corcaigh
University College Cork, Ireland

Student Experience & Success Committee

Terms of Reference

Student Experience & Success Committee

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1. Purpose

The Student Experience & Success Committee (the “Committee”) is established to assist the Governing Authority (GA) in its oversight role of the student experience. The Committee will endeavour to enhance the quality of student life and learning at the University by ensuring a supportive, engaging, and inclusive educational environment in accordance with the University Strategic Plan. The Committee will also ensure the legal and compliance requirements as they relate to students are being met.

2. Authority

The Committee advises and makes recommendations to the GA on any matter within its remit.

The Committee has the delegated authority from GA to fulfil its functions.

The Committee may establish sub-Committees as necessary, with the approval of the GA.

3. Membership

The membership of the Committee will be competency based and shall be appointed by the GA on the recommendation of the Nominations Committee. Any gaps in terms of skills required for the Committee may be filled by utilising section 18(4) of the Universities Act 1997 (as amended by the HEA Act 2022) which permits members external to the University to be appointed by the GA.

The Committee shall consist of nine members including:

- two external members of GA
- two internal members of GA
- two members external to the University
- the President, Students’ Union
- the Welfare Officer, Students’ Union
- the Postgraduate Officer, Students’ Union

Diversity of gender, age profile, ethnicity and experience should be considered in the composition. Membership of the Committee should not be comprised of more than 60% of any one gender where possible. Gender balance ratios will not include the Students’ Union Committee member.

One of the two external members of the GA shall be appointed by GA as the Chair and the other as Deputy Chair.

Members are required to attend all meetings of the Committee. In the event a member does not attend 3 consecutive meetings, they may be replaced.

4. Functions and Responsibilities

The Committee will on behalf of, and under the delegated authority of, the GA:

- Oversee all matters related to student services.
- Ensure the delivery of strong student-focused support services which address the health, wellbeing and welfare of students.
- Oversee the implementation of the Academic Strategy as it relates to student experience.
- Oversee the implementation of the student success goal of the UCC Strategic Plan 2023-2028.
- Ensure the widening of participation and enhancing of access for all students.
- Foster an environment that promotes equality, diversity and inclusion.
- Oversee the University's approach to provision of student accommodation and the supports in place for students seeking accommodation.
- Oversee the development of a strong culture of student engagement.
- Oversee the implementation of other University-level strategies that relate to student experience.
- Oversee the implementation of measures in place within the University's student services to address crisis/emerging issues for the student body.
- Make whatever recommendations to the GA it deems appropriate on any area within its remit where action or improvement is needed. No decision/recommendation of the Committee shall be valid until approved by the GA.
- Oversee any other student experience related duties or responsibilities at the request of the Chair of the GA.

5. Rights

The Committee may:

- procure specialist ad-hoc advice, subject to UCC's Purchasing Policy, at the reasonable expense of the University, subject to budgets agreed by the GA; and

- request additional reporting/information from staff/units within the University or its subsidiary Companies under the remit of the University to enable it to perform its duties and responsibilities.

6. Conduct of Business

The Committee shall meet at least 6 times per year, usually three weeks in advance of a GA Meeting.

The GA may ask the Committee to convene further meetings to discuss particular issues on which they seek the Committee's advice, or the Chair of the Committee may convene additional meetings if they deem it necessary.

A minimum of five members of the Committee will be present for the meeting to be deemed quorate. A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Committee.

At any meeting the Chair, if present, shall take the chair. If the Chair is not present, the role of the Chair shall be assumed by the Deputy-Chair and the meeting can proceed.

The following should attend for all or part of Committee meetings as required:

- Director of Student Experience; and
- Vice-President for Learning and Teaching.

The following may attend for all or part of meetings at the invitation of the Committee;

- University Officers
- Staff or
- Students' Union representatives

The Chair of the Committee shall meet with the Chair of the GA at least twice per year.

The Regulation on the Conduct of GA Business will apply to the conduct of the business of the Committee.

The Committee should receive and consider minutes of any sub-committees established under its remit.

Private sessions, meeting time without executives present, should be scheduled on the Committee's work programme to be a standing item at the start or at the end of the Agenda of every meeting and utilised if requested by any Committee member.

The Committee will meet with other relevant Committees of GA as required on an annual basis.

Committee members and any other person in attendance at meetings of the Committee will be expected to treat all information, commercial or otherwise with due confidentiality.

The Office of Corporate and Legal Affairs shall provide the Secretariat to this Committee.

7. Information Requirements

The Committee will be provided with all information to enable it to discharge its duties in a timely manner and to ensure that decisions are made based on robust data.

On a regular basis, the Committee will be provided with:

- Admissions Report and the First Year Retention Report
- Retention and recruitment reports for undergraduate and post graduate students
- An annual report from support services and recreational and sporting facilities

When appropriate the Committee shall be provided with reports on:

- Teaching & Learning Space and Digital infrastructure at UCC
- Student Assistance Fund and other student support funding arrangements
- Student health and wellbeing Issues
- Student Engagement and access to the Glucksman
- The UCC Library
- Fitness to Practice Policy and/or Fitness to Continue in Study Policy
- Student accommodation
- Healthy Campus Framework
- The HUB
- First Year Undergraduate Student Admissions
- UCC's Sport Strategy

In addition to the above, the Committee will be provided with any other information that may be pertinent to the functioning of the Committee.

Management shall ensure that matters of material concern that are relevant to the Committee's responsibilities are brought promptly to the attention of the Committee.

8. Conflicts of Interest

Committee members shall take personal responsibility to declare any potential conflict of interest arising in relation to any items on the Agenda or tabled during Committee meetings.

Where a conflict of interest arises, a Committee member shall bring this to the attention of the Chair and where necessary absent themselves from the meeting for the duration of the discussion and shall not take part in any decisions in relation to the matter in question. Similar arrangements apply in relation to relevant meeting documentation where such documentation should not be made available to the Committee member once a potential conflict of interest has been declared. This shall be noted in the minutes of the Committee.

9. Terms of Office

The period of office for members of the Committee shall be for a four-year period for a maximum of two consecutive terms (eight years).

The terms of ex officio members will last for the duration of their appointment to their respective office.

10. Reporting

The Chair of the Committee will submit a report to the GA one week prior to each GA meeting. This will include:

- any recommendations for decisions to be approved by GA, on matters considered by the Committee since the previous meeting of the GA and the basis for such recommended decisions; and
- any other issues of importance arising from the discussions at the Committee which should be brought to the attention of the GA.

11. Committee Review

The Committee will review these terms of reference at least annually and will make recommendations on updating or amending them to the GA as appropriate.

The Committee shall periodically review its own effectiveness as a Committee of the GA Annually.

12. Version History

Version	Changes	Date	Approved by
1		18/04/2024	Governing Authority