

Student/ Staff Liaison Committee

The Faculty has a Student/ Staff Liaison Committee for undergraduate and postgraduate students. The Committee has an advisory role and reports to the Faculty Executive Group.

Terms of Reference

The Committee:

- Receives from students and, if necessary, canvasses opinion on matters of satisfaction and dissatisfaction on the conduct of the course(s)
- Proactively seeks student feedback relating to: proposals for course development and course evaluation data (eg mid CEQ, CEQ'a and GDS)
- Considers problems which are of concern to more than one student undertaking units of study within an academic course
- Considers suggestions for modifications to the courses for referral to the appropriate course development committee
- Discusses any matter pertaining to the courses or to students undertaking or wishing to undertake the courses
- Discusses general student activities within the School
- Makes recommendations to the Faculty Executive Group on matters requiring action

Membership

Staff: (11)

- Deputy Dean (Chairperson)
- Manager –Student services (Secretary)
- Course Coordinators
 - Bachelor of Information Technology and double degrees
 - Bachelor of Games and Interactive Entertainment
 - Bachelor of Corporate Systems Management
 - Master of Business Process Management
 - Master of Information Technology
 - Master of Information Management
- Director, Infrastructure Services
- Quality Assurance Officer
- Learning Support officer

Student representatives: (14)

- Grad Dip/Masters of Information Technology
- Grad Dip/Masters of Information Technology (conversion)
- Master of Information Management
- Masters of Business Process Management
- Bachelor of Information of Technology (Honours)
- Bachelor of Information Technology
- Bachelor of Corporate Systems Management
- Bachelor of Games & Interactive Entertainment
- Bachelor of Engineering (electronics)/ BIT
- Bachelor of Law/ BIT
- Bachelor of Business/ BIT
- Bachelor of Mathematics/ BIT
- Bachelor of Applied science/ BIT
- Bachelor of Creative Industries/ BIT

Members' responsibilities

- Student representatives shall:
- Advise students of dates of committee meetings
- Ascertain items of concern to the students they represent
- Put forward agenda items
- Attend meetings
- Report back to students on discussions at meetings
- Report back to the committee on students responses and any progress or resolution of those issues

Staff representatives shall:

- Advise staff of dates of committee meetings
- Attend meetings
- Raise issues as appropriate
- Take up issues raised by the committee
- Report back to the committee on the progress or resolution of those issues

Tenure

Ex officio members remain members for as long as they hold the position relevant to their membership. Student representatives serve a one-year term.

Frequency of meetings

The Committee will meet four times per year.

Agenda

The Secretary is responsible for the organisation of a meeting agenda.

Items of business are lodged with the Committee at the commencement of the meeting. The Committee has the prerogative of admitting matters presented without notice.

Minutes

The Secretary is responsible for the provision of a rolling action sheet that records outcomes, decisions and follow up actions. Formal minutes of this group are not maintained.

Recommendations

The Committee shall make recommendations which may result in action being taken in one of three ways:

- At the discretion of the course coordinator responsible for the academic course, action may be taken within the delegated authority of the staff member concerned.
- The Executive Dean of Faculty may take action on matters within the Executive Dean's delegated authority.
- The Committee shall report after each meeting to the Faculty Executive Group and, when relevant, to Faculty Academic Board.