Student Support for Learning Subcommittee
Terms of Reference

Updated Responsibility Review by
04/09 Chair—Student Support for Learning Subcommittee
02/10

Goal
To advise the University Education Committee on:

1. the development of policy in the areas of student support including student equity groups and the linking of priorities in these areas with those of the Faculties;

2. the formulation and monitoring of programs for the support of teaching and learning activities at the University;

3. the formulation of strategies to enhance the University of Wollongong student experience.

Terms of Reference
Student Support for Learning (SSL) is a subcommittee of the University Education Committee and will support and advise the Committee in implementing the Learning and Teaching Strategic Plan. The subcommittee will:

1. monitor, evaluate and review student support strategies, including programs and services, to ensure their effectiveness; (linked to Goals 1 & 2)

2. monitor the impact of policies and programs on students including equity groups. (linked to Goals 1 & 2)

3. monitor, evaluate and review the effectiveness of University retention strategies; (linked to Goals 1, 2 & 3)

4. advise and facilitate good practice in student learning across the University; (linked to Goal 2)

5. support the development and review of strategies to educate University of Wollongong students about Academic Integrity issues; (linked to Goal 2)

Membership
- Dean of Students (Chair)
- Head of Student Services (Deputy Chair)
- Academic Registrar (or nominee)
- Sub-Deans
- Head, Learning Development
- Library Representative
- CEDIR Representative
- Manager, Student Central
- Manager, Careers Services
- Equity Representative
• WIC Representative
• WUSA President (or nominee)
• WUPA President (or nominee)

The Committee may co-opt additional members as, or when, the need arises. SSL may appoint specialist groups to advise it as, or when, the need arises.

**Quorum**
The Committee shall have a quorum which is equal to one-half or, where one-half is not a whole number, the whole number next higher to one-half of the total number of members for the time being of the Committee.

**Procedures for Calling a Meeting**
The Chair of the Subcommittee will determine meeting dates at the start of each year and meetings will generally occur bi-monthly.

The Chair of the Subcommittee can call additional or extraordinary meetings, and may change the date of scheduled meetings, so long as five working days' notice is provided.

**Responsibilities of Chair and Members**
The Chair will be responsible for ensuring the agenda is arranged appropriately, meetings are run smoothly and on time, the action items are followed through (with the support of Executive Officer), advice is provided to members and progress is reported to the University Education Committee.

Members will be responsible to provide expert advice and knowledge in order to meet the objectives of the Subcommittee.

**Schedule of Meetings**
Meetings will be held on Wednesdays at 10 am for approximately two hours. SSLS will meet for a minimum of five times per year.