



THE
SU
VOICE

Academic Rep Training

A guide on how to become the most
important people on campus

Meet the Team



George

Student Voice
Coordinator (Academic
Representation)



Ryan

Education
Manager



Amber

Education
Officer

What even is an Academic Rep?



What do Academic Reps do?



Collect and represent
students' academic
feedback from your
cohort



Collect and represent students' academic feedback from your cohort, ensuring students have a seat at the table.

What do you think are the main responsibilities of being a Rep?

A good Rep is...

RELIABLE

Able to be trusted.

EQUITABLE

Fair and impartial.

PROACTIVE

A person who gets things done

The Flow of Feedback



Students state concerns regarding their learning experience.

Rep gathers feedback to see if others in their cohort share this opinion.

Rep shares this feedback with staff in an SSLC meeting.

Staff and Rep collaborate to resolve any issues remaining.

SU supports Reps to develop and network with each other.

The Art of Feedback Gathering



Historical Student Issues

SU Officer Top Ten

What topics to gather
feedback on...

Meeting Agenda Items

Positive feedback

Matters Arising

Discussion of actions taken or required regarding issues raised at the last meeting.

Any Other Business

An opportunity to raise something urgent that hasn't appeared on the agenda. Usually, it will only have come to your attention after the agenda has been set.

Apologies


Record of who has let the Chair know they cannot attend the meeting.

Minutes

Approved written record of the previous meeting. Minutes from the previous meeting will usually be circulated with the agenda.

Standing Items

These are items that are always on the agenda at every meeting. It may be useful to gather feedback on these



UNIVERSITY OF
BATH

Agenda

University of Bath Faculty of Health, Education and Pharmacology

Meeting: Student Liaison Committee

Place: Microsoft Teams

Date & Time: Wednesday 22nd April 2020 15:15

Agenda

1. Apologies
2. Approval of minutes from previous meetings (13th November 2019, 11th December 2019, 18th March 2020 and 8th April 2020) Paper 1,2,3,4
3. Matters arising
4. Standing item: IT Issues (Pascal Loizeau)
5. Standing item: Library Matters (Linda Humphreys)
6. Standing item: Chairs Business
7. Standing item, Teaching Issues (Christine Edmead)

Pharmacology

- Questions raised by Student Academic Reps;
 - a) Pharmacology - Year 1
 - b) Pharmacology - Year 2
 - c) Pharmacology - Placement Year
 - d) Pharmacology - Final Year
 - e) Natural Sciences
- Any other business

This was the last meeting of the academic year

What is the Top Ten?



Being Representative...

Activity



Being Representative

- It's important to remember that we have our own perception of what is true
- Representation is about understanding that and giving everyone an opportunity to voice how they feel about something



SSLCs & Sharing Feedback



What?

- Student-Staff Liaison Committee meetings that provide a **two-way channel of communication** between staff and students
- All departments have at least one SSLC representing a subject area
- Academic Reps on SSLCs are responsible on behalf of the student cohort for **raising issues, bringing forward ideas** and suggestions, and **responding to items brought forward** by staff.

When?

<https://www.thesubath.com/academicreps/rep/sslc/>

Staff-Student Liaison Committee dates

This page will be updated with dates for Staff-Student Liaison Committee meetings when The SU receives them from departments.

Dates will be updated at the start of the Academic Year.

Faculty of Science

Biology and Biochemistry



Chemistry



Computer Science



Mathematical Sciences



Natural Sciences



SSLC
Student
Chair

SSLC Co-
Chair

Director of
Studies/
Teaching

SSLC
Membership

Other
Relevant
Staff

Staff Rep

Student
Experience
officers

Who?

SSLC Chair

The SSLC Chair has overall responsibility during the meeting. Any Academic Rep can put their name forward to be the chair.

SSLC Co-Chair

An assigned staff member on the SSLC acting as the co-chair to support and facilitate the student's leadership role within the SSLC.

Secretary

Preparation and dissemination of agenda and minutes
Dissemination of the university contact details of members of the SSLC

How?

- Be punctual
- Come prepared
- Actively listen and participate
- Give others the opportunity to speak
- Follow the agenda
- Ask clarifying questions

The Flow of Feedback



Students state concerns regarding their learning experience.

Rep gathers feedback to see if others in their cohort share this opinion.

Rep signposts students to key support services if the issue can be resolved elsewhere.

Staff and Rep collaborate to resolve any issues remaining.

SU supports Reps to develop and network with each other.

What is signposting?



Giving someone details of other place that can help and support them.

SU Advice & Support Centre

Personal



- Harassment
- Discrimination
- University Complaints
- Disciplinary
- Access to Legal support

Housing



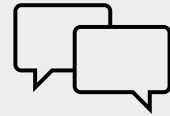
- Finding accommodation
- Contract check or issues
- Moving in
- Council tax
- Landlord Issues
- Disrepair
- Moving out

Academic



- Academic appeals and reviews
- Changing course
- Individual mitigating circumstances
- Assessment offences
- Course complaints
- Preliminary disciplinary procedure

Other



- Disability and impairment support with SU activities
- Free pregnancy tests
- Low cost condoms

University Student Services

- ★ Wellbeing Service – Provide low-level mental health support, workshops, online support
- ★ Therapeutic Services & Mental Health (previously known as Counselling Service) – Provide medium-level mental health support 1-1, group
- ★ Disability Service – Provide physical and mental disability support
- ★ Student Money Advice – Provide student finance advice, hardship fund and loan guidance
- ★ Student Immigration Service – Support non-UK students, including Tier 4, visa checks

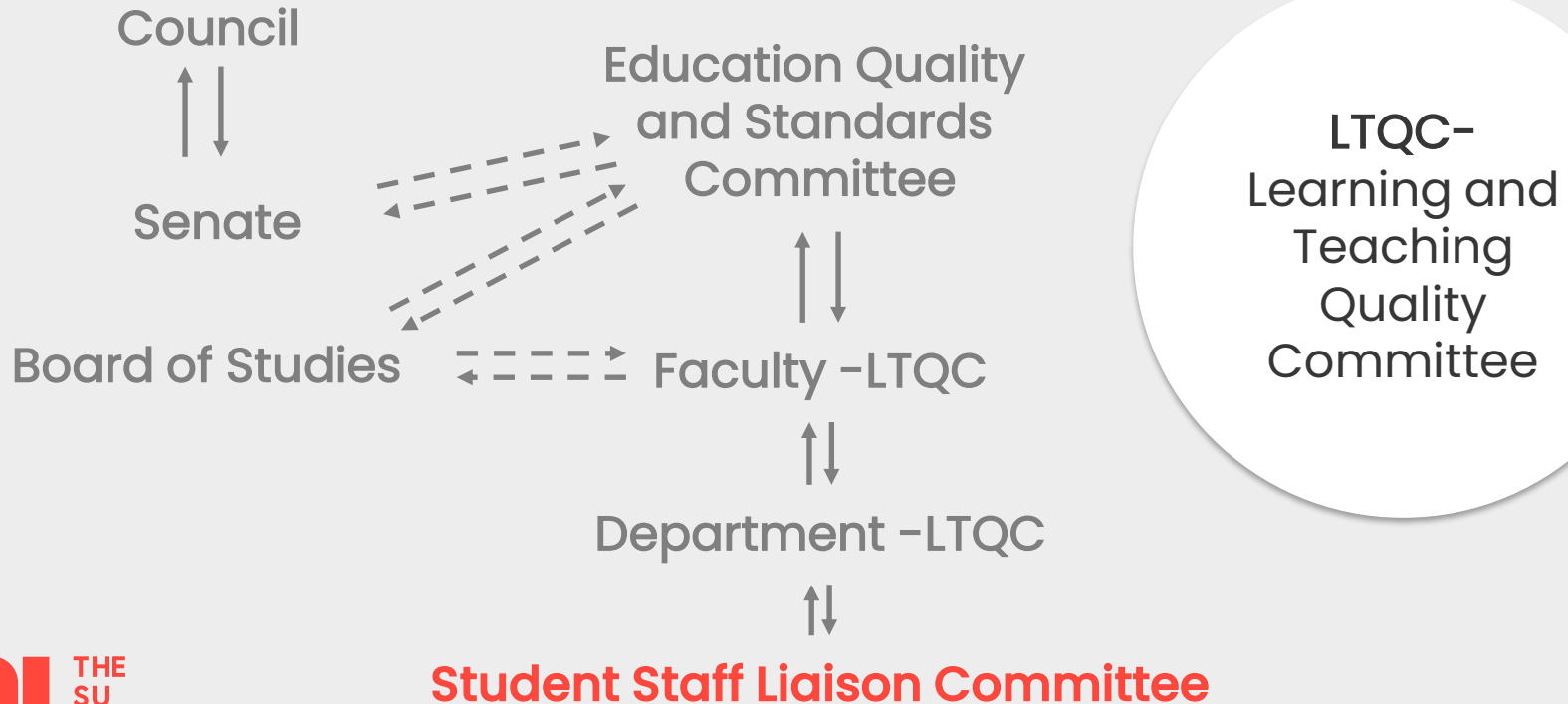
Collaborating for Resolution



Action for Change

- Make notes of any actions you are given during the meeting
- Check the minutes when they are released to see what was actioned for other members
- Work with staff, not against

How do issues get escalated?



Your Representative Allies



Ella Gibbs (HSS)



TBC (HSS)



Ioana Mocanu
(Sciences)



Robbie Altham
(Sciences)



Vihan Tripathi
(Management)



Kiara Singh
(Management)



Fionna Uppilirajan
(E&D)



Francesca
Marchetti (E&D)



Your Representative Allies



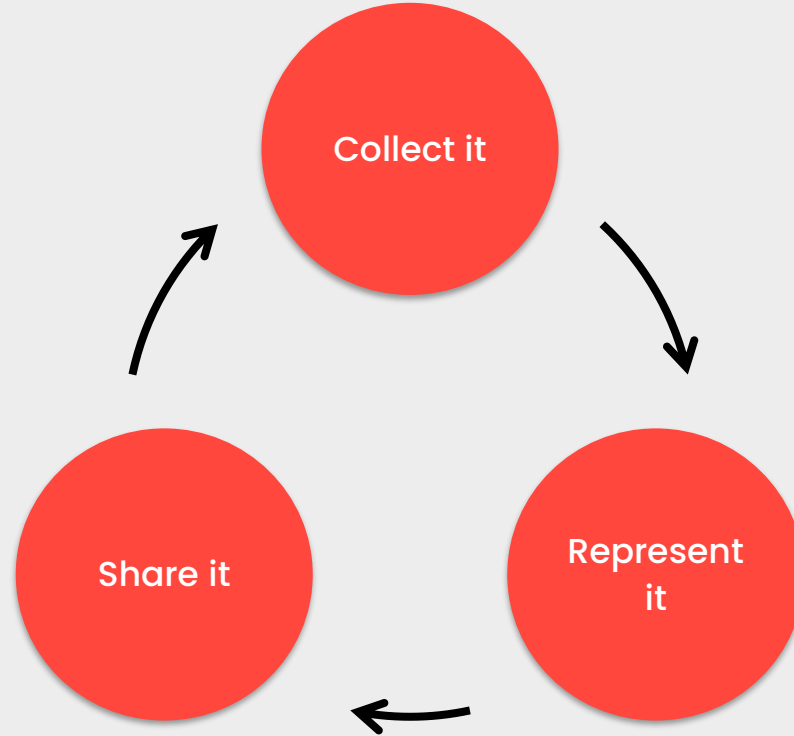
MEET YOUR ELECTED OFFICERS

 Jimena Alamo SU President	 Amber Snary Education Officer	 David Lam Activities Officer
 Zuber Lakhani Postgraduate Officer	 Olivia Warner Sport Officer	 Benji Orford Thompson Community Officer

SU THE SU VOICE

SU OFFICERS SUVOICE

Close the Feedback Cycle



Collect
it

Collect feedback by working with all your peers, using established networks and innovative methods.

Represent
it

Work out where the feedback belongs and share the range of positive and negative views.

Share it

Communicate wins and losses to your cohort. You're a community and sharing information helps everyone to understand more.

SU Support & Development



The Flow of Feedback



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Academic Council

- Meeting with all Academic Reps
- Led by your Education Officer and Faculty Reps
- Discuss current themes and concepts happening for students
- Build a community of Reps
- Refreshments provided



Faculty Forums

- Meeting with Academic Reps from your Faculty
- Chaired by your Faculty Reps
- Opportunity to escalate feedback from SSLCs
- Discuss key/shared issues affecting departments



Contact with You

- Academic Rep Email Update
 - Regular updates with opportunities and info
- Academic Rep WhatsApp
 - Key reminders of events of opportunities to feedback on big issues



Role Opportunity

Vacant until Election in October



The **Senate Representative** is elected by all students once a year and represents students at University Senate and is a member of the SU Academic Executive Committee.

REP

of the

Month

- Winner(s) every month announced in the Rep newsletter
- Prize
 - A Rep of the Month mug
 - An article celebrating how amazing you are
 - LinkedIn Skill Endorsements

— The University of Bath & The SU Bath —

EDUCATION AWARDS



Our annual event to recognise and reward the outstanding contribution that students and staff make towards the rich education community at The University of Bath

If nothing else remember these

- ★ Make sure you raise issues in a timely manner
- ★ Be inclusive
- ★ This is a partnership; work with your academics, your fellow Reps and The SU
- ★ Don't be afraid to ask for help!

Thank You!