



Student Consultation Management Group

Terms of Reference 2023-24

Student Voice Team
November 2023

Brief Description:

The Student Consultation Management Group oversees the day-to-day operations of Student Consultation and is responsible for promoting the forums and meetings at The Open University.

Responsibilities:

1. Promoting and raising the profile of Student Consultation within the University at all levels.
2. Setting the agenda for Student Consultation including the Student Consultation Online Forums and Student Consultation Meetings, ensuring that both University business requiring consultation with students and student-proposed topics are included, and that an appropriate diversity of students is encouraged.
3. Considering and agreeing action on issues coming out of Student Consultation referred to it by the Student Consultation Team or the OU Students Association.
4. Carrying out and evaluating activities designed to improve Student Consultation and support it meeting its objectives.
5. Monitoring the effectiveness of Student Consultation, proposing and overseeing implementation of changes as required.

Membership:

1. The Students Association Vice-President for Engagement, one other elected Students Association student representative and one other student nominated by the Students Association.
2. Two members of Students Association staff nominated by the Chief Executive.
3. One representative from each of the OU in Ireland, the OU in Scotland and the OU in Wales.
4. A member of staff from each faculty representing Boards of Studies.
5. One member of staff representing the Curriculum Design Panel.
6. One member of staff representing Marcomms.
7. One member of staff representing Academic Services.
8. One representative of Associate Lecturers.
9. Assistant Director, PVC (Students) [Chair].
10. Senior Student Voice Manager, PVC (Students).
11. Student Voice Manager, PVC (Students).
12. Student Consultation Co-ordinator, PVC (Students) [Secretary].
13. Up to four members of University staff agreed for co-option by the Group as required.

Mode of Operation:

The Management Group will meet every 4-8 weeks as required.

Business will also be carried out by correspondence.

