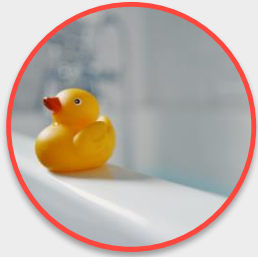


Faculty Rep 101

How to be the coolest and most
important and powerful people on
campus

Meet the Team



Taibah

Student Voice
Coordinator
(Postgraduate)



George

Student Voice
Coordinator (Academic
Representation)



Ryan

Education
Manager



RE-ELECTED FOR 23/24

Jura

Postgraduate
Officer



NEW FOR 2023/24

Amber

Education
Officer

Faculty Rep Training



What does it mean to be a rep?



Communicating with Reps



Meetings



What's new with the SU



Signposting

What does it mean to be a rep?



slido



What are the responsibilities of Reps?

① Start presenting to display the poll results on this slide.

What do Reps do?

Reps 'are responsible for obtaining the views and feedback from the cohort of student they represent, presenting these views to the committees and fora they attend and for feeding back outcomes of these decisions. Elected student representatives should attend meetings within both the Students' Union and the University as outlined within their role description'.

-Quality Assurance Code of Practice

But now that we know what you do, you need to understand where you fit in...

The SU Voice Structure

The Academic Representation system is a simple hierarchy system that allows your feedback to be fed up to our most influential representatives, our officers.



18,868

Students

500+

Academic Reps

**16
Faculty
Reps**

**6
Officers**

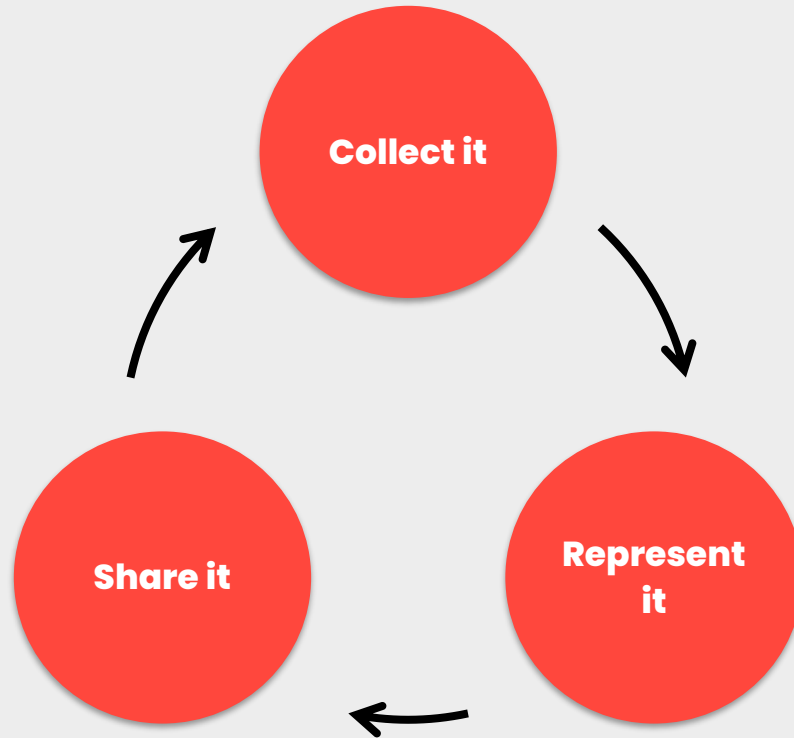
**1
Senate
Rep**

**In context, this is the full
picture...**

Communicating with Reps



The Feedback Cycle



Feedback exists in a continuous cycle to ensure the progression of issues and communication between staff and students.

Collect it

Communicate with Reps

Think of relevant topics to ask for feedback on

Deal with lacking engagement

**Coffee Mornings or other
social activities**

Surveys

Social Media

**What are the different methods
you could communicate with
your Reps?**

Emails

Group chats

Teams

Comment boxes

Feedback Topics Ideas

- Curriculum transformation
- Teaching on your course
- Assessment and feedback
- Learning Community
- Unit Evaluations
- Academic Support
- Learning Resources

Unsure what topics to ask for feedback on? Here are some ideas...

These questions help student give a balanced feedback, and is a great basis to get feedback off of...

What is going well?
What is going not so well?
Do you have any new ideas?

Deadlines?

Ask why?

Communication method?

What if the Reps aren't engaging?

Don't be quick to blame yourself!

Engagement tools

TLDR?

Meaningful engagement



Represent It

Understand a variety of viewpoints

Uplift minority voices

Make every effort to be unbiased

Everyone likes chocolate, right?

Activity



Everyone likes chocolate, right?

- 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



We operate on the approach of...

Majority **rules**, minority **rights**

Which is an “important principle in democracy according to which public policy is determined by a majority of citizens, but the majority may not rightfully use its power to deprive minority groups of their rights”.

As a Rep, you hold a lot of power!

A good Rep is

unbiased

[adjective] “showing no prejudice for or against something; impartial.”

It is important that you remain impartial when collecting feedback. When asking questions to students it is important that you do not ask **leading questions** when collecting feedback.



Share It

Work out where **feedback belongs**.

Engage in meetings and with relevant staff

Close the feedback loop by communicating
with Academic Reps


slido



You have you're a Faculty Learning and Teaching Quality Committee meeting tomorrow but you are not aware of any specific issues. What should you do?

① Start presenting to display the poll results on this slide.

slido



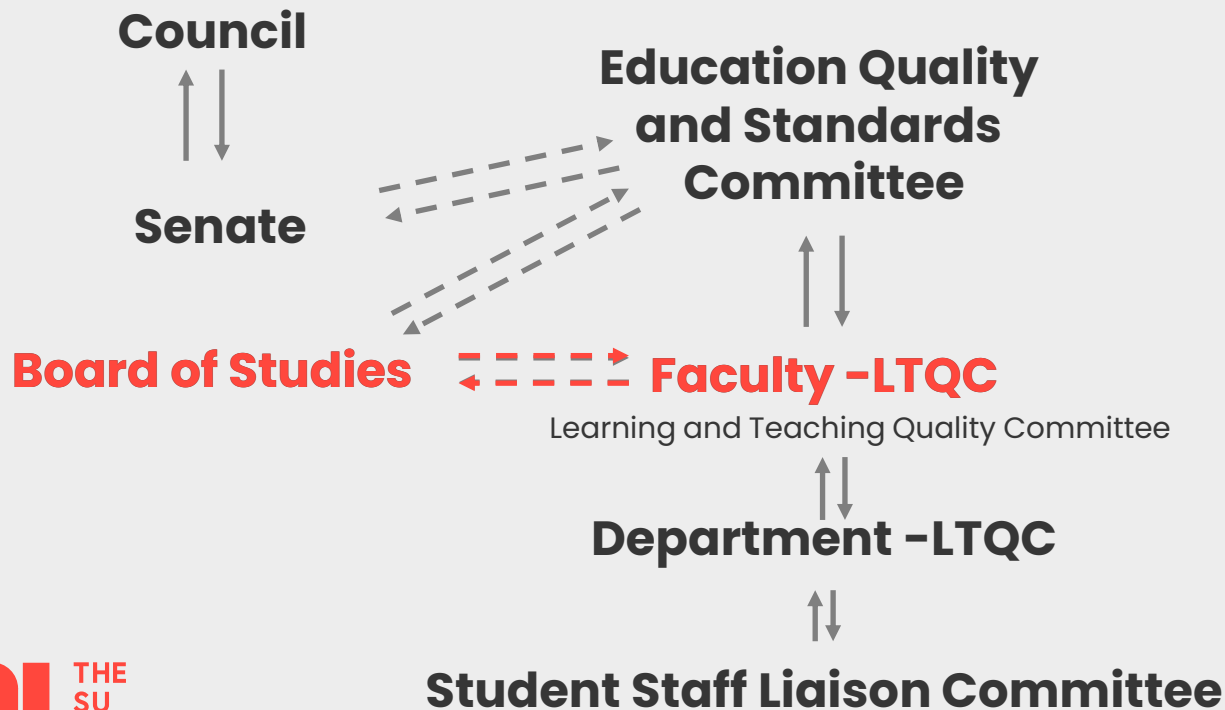
At your FLTQC meeting, you let staff know that Reps are getting feedback about students who are worried about spending money on supplies for the course. Staff respond saying that they are sorry but the course cannot pay for the supplies. What do you do?

① Start presenting to display the poll results on this slide.

Meetings



University Meetings



This is how the meetings you attend fit into the larger meeting structure at Bath.

Purpose of Board of Studies

<https://www.bath.ac.uk/corporate-information/faculty-and-school-boards-of-studies-terms-of-reference/>

- ❑ Approval and evaluation of **academic strategy**
- ❑ Consideration of **new programme proposals**
- ❑ Looking at **academic standards, teaching** and **research** to disseminate good practice
- ❑ Monitoring and reviewing implementation of institutional **quality assurance** and **academic frameworks**
- ❑ Discussing conduct and outcomes of student academic reviews and investigations of assessment offences
- ❑ Monitoring student complaints, student academic reviews and investigations of assessment offences

Purpose of F/S-LTQC's

<https://www.bath.ac.uk/corporate-information/faculties-and-school-learning-teaching-and-quality-committees-terms-of-reference/>

- ❑ Implementation, monitoring and promotion of good practice and innovation in relation to the enhancement of the quality of learning and teaching
- ❑ Continuing the dialogue between staff and students to develop and enhance **the student learning experience** and effective **student engagement practice**
- ❑ Consideration of **full programme proposals** and approval of the renewal of department-level agreements with exchange partners
- ❑ Consideration of **proposed amendments to units, programmes** and **scheme of assessment**
- ❑ Consideration of overview reports and data in relation to academic standards, student progression and achievement and key aspects of the student learning experience

Preparing for a Meeting

- ✓ Talk to your reps and gather data
- ✓ Resolve the small issues before the meeting to make time for the bigger topics
- ✓ Confirm your attendance to the meeting, **especially if you are giving apologies**
- ✓ Contact the Secretary or the Chair if you wish to place anything on the agenda.
- ✓ Read the agenda and check minutes from previous meetings to understand matters arising.
- ✓ Contact The SU Voice team if you want to discuss anything or get advice/support on an idea/issue



Academic Exec

**More info
in Exec
training!**

Chair: Senate Rep
Your Role: Attendee
Role of Meeting:

- Report to the committee trends in student feedback from your department and discuss action
- Hear and consider updates from meetings such as Education Quality Standards Committee, Senate etc
- Receive updates from Officers on progress on their priorities



Academic Council

Chair: Education Officer

Your Role:

Facilitator/Attendee

Role of Meeting:

- Discuss current themes and concepts happening for students
- Build a community of Reps
- Refreshments provided



Faculty Forums

Chair: You!

Your Role: Decide what is on the agenda and lead meeting

Role of Meeting:

- Feedback from SSLCs/dept issues. FLTQCs etc
- Discuss core issue – issues, potential solution, course of action as small groups Q&As with faculty reps/Officer/staff
- Network with other reps

What's new with the SU?



Your SU Officers



**Education
Officer**

**Activities
Officer**

**SU
President**

**Community
Officer**

**Sports
Officer**

**Postgraduate
Officer**

Senate Rep



Vacant until
Election in October

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

Signposting



What is signposting?



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

SU Advice & Support Centre

- Provides independent, confidential and free advice on issues you may face as a student
- Provides step-by-step advice to help navigate University processes with confidence
- Contact: Suadvice@bath.ac.uk

SU Advice & Support Centre

Personal



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

Housing



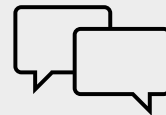
- Finding accommodation
- Contract check or issues
- Moving in
- Council tax
- Landlord Issues
- Disrepair
- Moving out

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

If nothing else remember these

- ★ ABCDE your feedback
- ★ 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!