COMMUNICATION CHANNELS

Students are welcome to share your concerns and opinions with staff of the Department through the following channels. You may simply drop in the staff's office or send an email to arrange a meeting with him/her.

Course Lecturers

Your course lecturers are here to guide you through your studies. If you encounter any difficulties in a particular course, speak directly and timely to the lecturer responsible for the course.

Major Programme Assistant

Programme Assistant is ready to provide first line response to your general enquiries on programme-related matters and student learning support. They will direct you to the right communication channels for more proper advice and assistance where appropriate.

Student Advisor

Student Advisor is always ready to provide general academic advising to students and walk you through any early-identified learning problems. He/she will help you consider and clarify your intellectual, professional and personal goals; provide advice on course selection; and refer students to seek help or support from other right bodies where appropriate.

Other Major Programme Management Team Members

- Assistant Major Programme Leader (Academic Advisor)
- Associate Major Programme Leader (Academic Advisor)
- Major Programme Leader
- Lead (Undergraduate Student Support)
- Associate Head (Undergraduate Programmes)

Joint Staff / Student Consultative Committee (JSSCC)

The JSSCC is a formal part of the consultative process between students on the major and staff of the Department. The objective of the JSSCC is to provide a forum where the students can give their views on the content, organisation and implementation of the major and raise any complaint or make any suggestion of a general nature in the context of a structured but open meeting.

Constitution

Chairman	Major Programme Leader (Chairman)
Members	Associate Major Programme Leader and
	Assistant Major Programme Leader
	Student representatives from each intake year

Notes:

1. The JSSCC meets at least two times a year but may meet more often at the Chairman's discretion. Reasonable notice of meetings will be given to allow prior consultations.

2. There will be no formal agenda or minutes. However, if major issues to be raised are known it may be helpful if these are circulated in advance. The Major Programme Leader will be responsible for ensuring that notes are taken for the main issues raised.

3. The meetings will be consultative in nature only and will not be empowered to make binding decisions.

4. No discussion will be allowed relating to the performance of individual staff or students but will be confined to general academic and major organisational matters.

Major Programme Committee

This is a formal consultative channel between staff and students. It typically meets once per semester.

Constitution

Chairman	Major Programme Leader
Ex-officio Members	Associate Head (Undergraduate Programmes), Lead (Undergraduate Student Support), Associate Major Programme Leader, Assistant Major Programme Leader, Student Advisor
Nominated Members	One staff representative of each servicing department and one to two alumni representatives graduated from the full-time major/ programme
Elected Members	Two students from each catalogue-term year of the major, elected by students studying in the same catalogue-term year of the major

The term of office of all nominated and elected members shall be one year.

Terms of Reference

Within the policies and procedures of the Senate and the College Board to be responsible to the College Board for –

1. The maintenance of the quality of the major to ensure the attainment of its aims and objectives, including:

   * Systematic monitoring and evaluation of the major;
   * The review of examination results of the major;
   * Consideration of departmental academic advisors' reports on the major and monitoring of any consequential action;
   * The development of the major and modifications to it;
   * The consideration of student feedback on the major.

2. The development of policy to meet the needs of the major in relation to:
   * The recruitment and selection of students;
   * Assessment;
   * Teaching and learning methods.

3. Recommending to the College Board the appointment of proposed departmental academic advisors.

4. The preparation of such reports as may be required by the College Board or Senate including submission to the Head of Department each year of an annual report on the major.