

Vice-Chancellor's Student Advisory Forum



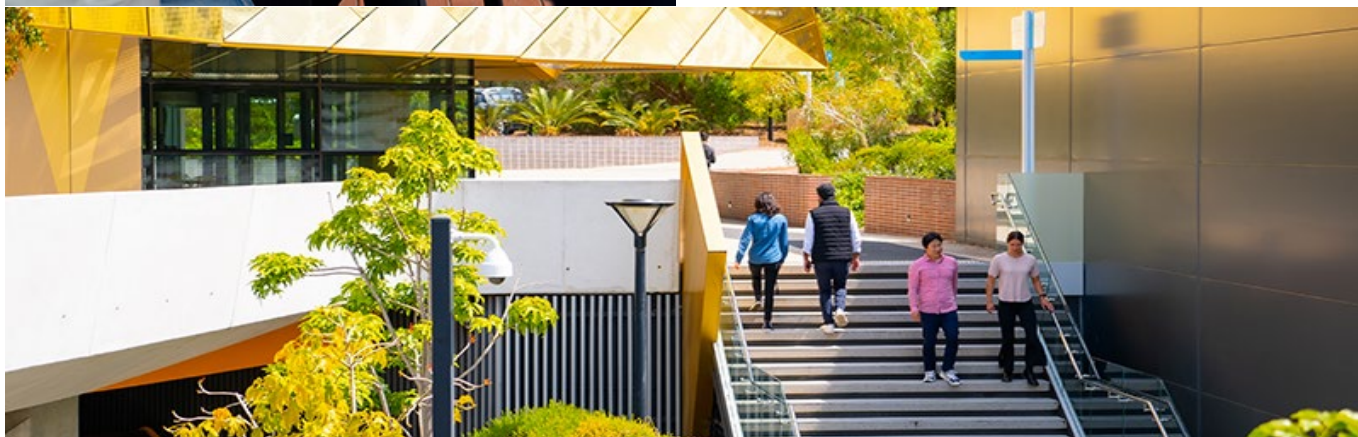
2025 Student Guide

Providing an opportunity for you to raise issues and provide advice to the Vice-Chancellor and her senior leadership team in an inclusive and constructive environment.

Vice-Chancellor's Student Advisory Forum

Table of Contents

Message from the Vice-Chancellor	3
Introduction	4
Terms of Reference	4
Composition	4
Student Membership	4
Meetings	4
Your Role.....	5
Key Tasks	5
Professional Development and Personal Growth	5
How to Approach the VCSAF.....	6
VCSAF Agenda.....	6
Frequently Asked Questions	7
Letter of Acknowledgement from the Vice-Chancellor	8



Vice-Chancellor's Student Advisory Forum

Message from the Vice-Chancellor

Wandjoo and welcome to the Vice-Chancellor's Student Advisory Forum (VCSAF).

Congratulations on your successful nomination as a student member of the Forum.

ECU is a recognised leader in the higher education sector for outstanding teaching quality and an exceptional student experience.

The VCSAF is an important part of this commitment and has been established to provide students with the opportunity to discuss issues directly with me and our senior leadership team at ECU.



As part of the VCSAF you will be providing a vital link between your experiences, those of other students and the University's determination to continuously improve upon the support, and services we deliver as part of your learning journey. You will also be making an important contribution to our dedication to transforming lives and enriching society through our teaching and impactful research.

We value your input and your undertaking to collaborate with staff to improve the learning experiences of current and future students. The VCSAF will endeavour to provide a safe and welcoming environment for students and staff to facilitate and encourage this to occur.

This guide aims to provide you with information and advice as to how the VCSAF functions and how you can be effective in your role.

I look forward to working collaboratively and positively with you.

A handwritten signature in blue ink, which appears to read 'Clare Pollock'.

Professor Clare Pollock

Vice-Chancellor

Vice-Chancellor's Student Advisory Forum

Introduction

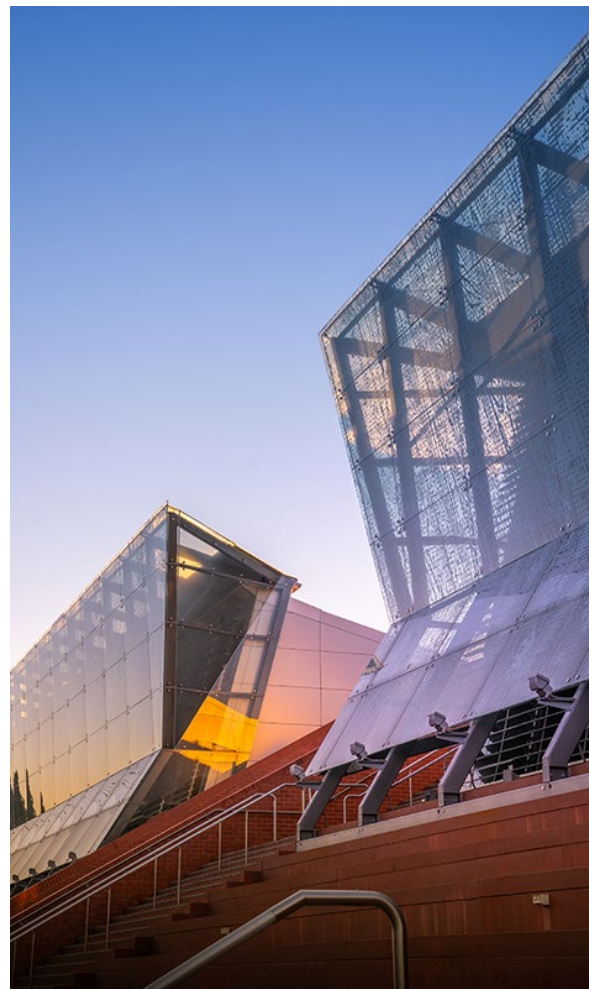
Terms of Reference

To raise issues and provide advice to the Vice-Chancellor on any matters that would lead to improving access to ECU programs for motivated and capable students, and improving the experiences and outcomes of students.

Composition

The current VCSAF membership includes:

- a) The Vice-Chancellor;
- b) Students nominated by each of the Executive Deans of Schools;
- c) Members of the Guild Senate;
- d) The two elected student members of the University Council;
- e) Students who have been selected on the grounds of their self-nomination;
- f) Deputy Vice-Chancellor (Education);
- g) Deputy Vice-Chancellor (Students, Equity and Indigenous);
- h) Chief Information Officer, Digital Services;
- i) Director, Student Life;
- j) Director, Student Administration;
- k) Director, Facilities and Campus Services; and
- l) University Librarian.



Student Membership

Student members of the VCSAF must be currently enrolled students of Edith Cowan University

Meetings

The VCSAF meets four times a year. The forum dates currently scheduled for 2025 are from 12noon – 2pm on:

- Wednesday 26 March;
- Tuesday 6 May;
- Thursday 14 August; and
- Tuesday 14 October.

Members may also be asked to comment on discussion papers, suggestions and/ or issues which are circulated electronically between meetings.

Your Role

As a student member of the VCSAF you play an important role in a number of ways:

- **Support**
Being the first point of contact for other students in your class or School who wish to raise an issue.
- **Voice**
You can be the ears and voice of your fellow students, providing an important link between students, staff and the VCSAF.
- **Consultation**
The VCSAF will allow you to provide important feedback and information – highlighting student concerns to ECU Staff. The VCSAF will also allow you to provide constructive feedback on such issues as student facilities, IT and use of the library. You will also be able to provide information to ECU Staff on the student experience including the academic, social, engagement and support experiences of students.

Key Tasks

- **Be visible:** Make sure your fellow students know that you are a representative on the VCSAF and can contact you;
- **Be proactive:** Make time to talk to students in your School and on your campus and collect their feedback;
- **Communicate:** Keep in touch with your course coordinator and key academic staff. Let them know about the positive aspects of the course as well as any concerns;
- **Listen:** Be available to listen and, where appropriate, raise important issues at the next VCSAF meeting;
- **Prepare yourself:** Present yourself well. Come with a positive attitude to seek solutions. When you speak, speak clearly and don't rush. Ask questions and give feedback;
- **Engage:** All VCSAF members are provided with a summary of the points discussed at the meeting and any outstanding issues are addressed in the Business Arising. Discuss the outcomes with other students and give the VCSAF some feedback;
- **Promote:** Promote the activities and outcomes arising from the VCSAF discussions with other students.

Professional Development and Personal Growth

The skills you gain in actively participating in the VCSAF include: communication, collaboration, advocacy and institutional navigation. It's also a great way to get to know ECU staff, members of your elected Guild Senate and other ECU Students.

You will have opportunities to grow your confidence, networks and your ability to empathise with others. You will learn more about yourself, how you operate and how the University operates.

Vice-Chancellor's Student Advisory Forum

How to Approach the VCSAF

Prior to a VCSAF you will receive an agenda. It is important to read through the agenda before each forum. You will be emailed a link to the forum agenda which will be posted and available via the VCSAF [SharePoint Site](#).

VCSAF Agenda

1. Introduction and welcome

An acknowledgment of Country is given. Student and Staff members, and presenters are introduced and welcomed by the Vice-Chancellor.

2. Summary Points – your student experience

The Vice-Chancellor will ask for any matters that student members would like to raise. This is your opportunity to give a brief outline of your topic, you will then be given the chance to explain this in detail under section 5 of the agenda.

Members are invited to email their topics for discussion through to universitygovernance@ecu.edu.au before the forum to increase the capacity for response to be available at the forum.

Any points you raise should focus on your School and/or student concerns as a whole and not on individual issues or on any particular staff member.

3. Previous Forum

A summary of the previous forum and the presentations as well as any issues raised that required follow-up outside the forum

4. Items for noting

These may include reports, updates or a presentation. Those who will speak to the items will come from within the University and will highlight the services and amenities available to ECU students. At the conclusion, the VCSAF will be open for discussion and questions.

5. Discussion of Students' Headline Topics

If you raised a headline topic in Summary Points (2) you will be asked to elaborate on your topic. These topics are taken seriously by the University.

Senior staff members may be in a position to offer a response at the forum. Where a response is not able to be provided immediately, items will be followed up after the Forum.



Frequently Asked Questions

Do I need to prepare materials?

Whilst significant preparation of materials is not necessary, the Forum is an important opportunity for you to reflect on your experiences at ECU and raise ideas or comments with the Vice-Chancellor and the Senior Leadership Team which you feel could improve your experiences and those of your fellow students. Your observations of University life or interactions with other students in your School will help to inform your comments. There may be papers circulated with the meeting agenda for your information and your feedback. All information will be available via a VCSAF [SharePoint site](#).

So make the most of the opportunity and come prepared to be involved.

Does it matter if I cannot attend all the meetings?

We recognise that you will have other obligations on your time. Before agreeing to take on this role however, we ask that you do so with the intention of attending each forum. Your attendance and participation is an important part in making a successful Forum.

If you find that you are unable to attend a scheduled Forum, please visit the VCSAF [SharePoint site](#), which makes information about the VCSAF available including forum summaries and presentations provided at the forum.

If a meeting time conflicts with your other commitments, please ensure that you provide your apologies to the VCSAF Executive Officer and attend the next Forum if you can.

If you cannot attend a Forum, but you have comments or feedback which you would like to see canvassed, these can be sent to the VCSAF Executive Officer, universitygovernance@ecu.edu.au.

During the meeting – some tips to remember:

- The VCSAF is conducted in a formal manner and respect for members should be shown at all times;
- When you want to speak to an item or the Chair opens the VCSAF for discussion, raise your hand clearly and wait to be called upon;
- Keep your speech simple and to the point. Look at people, particularly the Chair when you are speaking;
- Respect the views of other members and value their input;
- Don't be afraid to speak up, even if it is for clarification. People will listen and discuss your points and provide you with invaluable information;
- The VCSAF is where students and staff can discuss issues of importance to the student community – It's not for arguments or to air personal grievances, or to discuss your own study questions;
- A student perspective may be considerably different from the view of staff members. This is why the VCSAF values your perspective;
- Listen and learn about the discussion and decision-making process. You make the greatest impact by speaking well on your selected issue.

Vice-Chancellor's Student Advisory Forum



After the meeting

If you can, stay back for a debrief; talk to other students and staff members. This is a great opportunity to get to know and speak directly to senior staff – make connections and increase your networks, make appointments, and seek clarification, and... enjoy yourself!

Letter of Acknowledgement from the Vice-Chancellor

On completion of your term of membership on the VCSAF, and if you attend and contribute to at least 2 of the 4 forums, you will receive a letter of acknowledgement signed by the Vice-Chancellor for your contribution to the ongoing development of the University. A valuable addition to your CV.



Thank You

**University Governance
Strategic and Governance Services Centre
Edith Cowan University**

Email: universitygovernance@ecu.edu.au

SharePoint: <https://edithcowanuni.sharepoint.com/sites/SGSC-ViceChancellorsStudentAdvisoryForumVCSAF>

ECU is committed to reconciliation and recognises and respects the significance of Aboriginal and Torres Strait Islander peoples' communities, cultures and histories. ECU acknowledges and respects the Nyoongar people as the traditional custodians of the land on which our campuses are located.