



A Handbook for Faculty Council Chairs





A Handbook for Faculty Council Chairs

Congratulations on becoming the Chair for your Faculty

– it is a responsible and important role.



Remember that you're not on your own – you have the support and help of the Student Liaison Officer, Clerk to the Council and Head of Faculty.

We hope that the contents of this booklet will help you during your time in office.



Planning the Meeting

The Agenda for the meetings is the responsibility of the Chair but can be done either by or with the help of someone else – Head of Faculty, Clerk to the Council, Student Liaison Officer. There are standing items (i.e. items that are included in every meeting) such as an update from the Students Association, Equality and Diversity. In addition, there are set items that need to be covered during specific meetings and these are covered in your Remit for Faculty Councils Handbook.

It's a good idea to have a time limit in your mind for each item – this will help you to keep the meeting running to schedule. The Agenda should be sent out to everyone who may attend the meeting at least a week in advance, along with any report information that the Class Reps need to complete.



The setting of items on the **Agenda** should be along the following lines:

- **Welcome** – it's a good idea to have a Chair's "good news" item in here so that you can tell everyone about a student's achievement or perhaps a birthday to break the ice and set a positive feel to the meeting
- **Minute of the Previous Meeting and Matters Arising** – everyone, including yourself, should have received and read the minute well before the meeting so you can go straight in to asking if everything was recorded accurately and, if so, moving on quickly to any matters that need to be reported back. Don't give time for people to read the minute during the meeting!
- **Scheduled Item from the Faculty Council Remit** – this will change for each of the four meetings and your Head of Faculty will be able to help here
- **Other Items** – these will include Equality and Diversity, where you can check that everyone feels that they are being treated fairly, plus the update from the Students Association, including anything that has been talked about in the most recent Student Representative Council (SRC). It is also where items not covered under the teaching side of the meeting can be heard. The Chair should note these and take them to the Student Representative Council. These items should be set in order of importance. Lack of time could mean that some items won't be discussed or don't get the required amount of time so make sure anything that needs time or is important is higher up on the Agenda than other items of less importance
- **Any Other Business** – this is a chance for something that hasn't come up elsewhere to be mentioned

Look for a day and time that suits most people and perhaps it can be a different day and/or time to give others a chance to be there. If you keep to the same day, those with other commitments then will never be able to attend. Don't worry – it is unlikely that there will be a time when everyone can attend.

Make sure that everyone who needs to be involved has plenty of warning about where and when the meeting is to be held - the Clerk to the Council will do this for you.

As the Chair, you are allowed to choose where people sit, if you want to do it this way.

During the Meeting

Faculty Council meetings were set up to discuss items that relate to Course issues only. However, at the request of the Class Reps, they will now include all issues but non-teaching items will be heard under Students Association. There may be things that you or a student wishes to discuss without staff members there. This could be taken either before or after the main meeting. If you felt that you wanted someone else there, the Student Liaison Officer could be present. Whatever you decide, make sure that you tell everyone!

During the meeting, try not to show what your opinion is on the topic. You will need to steer the discussion between the views for and against and make sure that everyone has the chance to say what they think. When you feel the discussion has reached its end or time is short, you can then summarise what has been said on each side and ask for a decision – don't allow it to drag on or be raised again at another meeting unless some facts need to be checked out. Make sure that the decision is noted.

It is your responsibility (with help if needed!) to keep the meeting moving and not to allow one issue or person to dominate the proceedings. Don't be scared to intervene if someone speaks about something that is not relevant or is further down the Agenda.

Sometimes, people want to turn the meeting into a chat and you can remind them that it's a formal setting and that no one should be chatting to their neighbour! It also means that everyone can hear what's been said. Phones must be at least on silent or preferably switched off.

As the Chair, you need to remain impartial, fair and in control. It can feel a bit lonely at times but people will respect you for taking that line.

After the Meeting

You will be sent the Minute to check before it is sent out to the members of the Faculty Council. It's important that you are happy with the way in which things have been recorded and you can ask for something to be changed if necessary.

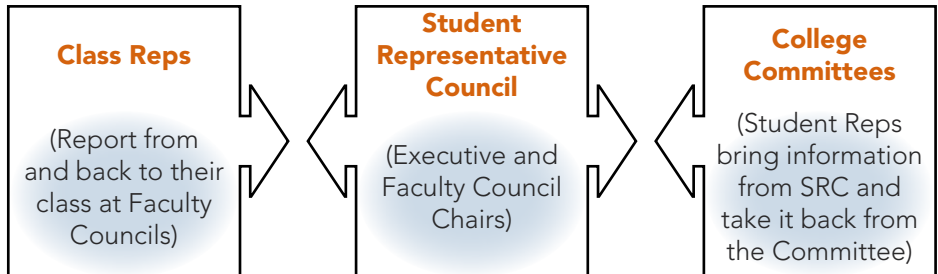
Preparing for the Next Meeting

You can always keep your eyes and ears open to notice what's happening in your Faculty and elsewhere. Staff and students may come to you with matters that they'd like to discuss or have on the Agenda for the next meeting. You might have to investigate something for a future meeting and report back.

Don't worry if you don't know the answer to something – just say so and that you'll find out and get back when you have an answer.

Student Representative Council (SRC)

The Student Representative Council is the group of students who make sure that the Students Association is run properly. It's made up of the Executive, all Faculty Council Chairs and Campus representatives from Hawick and Newtown if no one from the first two groups is based at these campuses.



The meetings are chaired by the Association's President and will meet once per term but there may be more meetings if there are urgent issues to be discussed. Faculty Council Chairs will be able to talk about any matters that have been raised at their meetings here.

The College asks for student representation on several of their committees and each member of the SRC will be asked to sit on one of these. Again, anything discussed at the SRC and the College committees will be taken between these groups. Faculty Council Chairs will then be able to give the views of the students (from their Class Reps) via the SRC to the College committees and the discussions at the College committees will be taken back through the SRC, Faculty Council Chairs, and Class Reps to the students.



In Conclusion.....

Follow the Agenda

Always keep the meeting moving

Check that action points have been met

U will always have help and support

Lead by example

The minute should be read before the next meeting

You will have another achievement for your CV

Curricular issues will be taken in the main meeting

Hear everyone's point of view

Arrange a time limit for each item

Investigate anything that you need to know about

Remember to let everyone have their say

Above all, enjoy this experience as it's a valued role and we appreciate the fact that you are giving up your time for it.

Thank you!



Charity No. SC021180

Tel: 08700 50 51 52

www.borderscollege.ac.uk



PROJECT PART-FINANCED
BY THE EUROPEAN UNION
Europe and Scotland
Making it **work together**



Campuses and Learning Centres in Duns, Galashiels, Hawick, Jedburgh, Newtown St Boswells and Peebles
Head Office, Borders College, Scottish Borders Campus, Nether Road, Galashiels, TD1 3HE

Our Scottish Borders
Your future