

The Joint Consultative Committee for Undergraduates (JCCU)

JCCU is a student-led committee, made up of student representatives and members of academic staff, and provides a link between staff and students enabling discussion on matters to do with teaching and learning. The JCCU deals with matters at a local level and feeds into other committees as appropriate. The JCCU also organises social events. The current membership of the JCCU is detailed on the Department of Materials' website at <http://www.materials.ox.ac.uk/teaching/ug/jccu.html>.

The JCCU:

- Meets once a term over a light lunch
- Is student-led. JCCU representatives should be proactive in the organisation of the JCCU and in consulting with the student body, in raising issues for discussion
- Provides a forum for students to discuss teaching, learning and student support issues with staff in an open manner, within the framework of the JCCU structure. The Department's Academic Committee and Faculty should consult with the JCCU on new proposals, including changes to courses
- Reviews student feedback on each lecture course via questionnaires completed for each course
- Encourages the resolution of issues and improvement of issues at a faculty level and/or course level
- Ensures that discussions and resulting actions are documented and distributed to the student body via the JCCU

Responsibilities of JCCU Representatives

- To make themselves known to the students they are representing and the academic staff on the committee
- To gauge the views of students in their cohort and present those views clearly at the JCCU meetings
- To prompt for the completion of lecture questionnaires at the end of each lecture course
- To report agreed action from JCCU meetings back to students
- To read notes of meetings and ensure any agreed actions are followed up promptly
- To alert the Chair of any issues that are not appropriately addressed
- To be involved with arranging social functions
- To take an active role in arranging the annual industrial tour

The JCCU representatives should:

- Circulate their email address to students in their cohort and check email regularly for messages from the student body
- Send emails well in advance of each meeting asking if there are any issues for discussion
- Facilitate a year-group discussion for students to discuss any particular issues relating to their courses or in general

The Chair's Role

- Ensure all JCCU representatives are aware of their responsibilities
- To bring the meeting to order and regulate the conduct of the meeting
- To follow the agenda and control the amount of time spent on each item
- To lead the committee towards decision making
- To ensure agreed actions are delegated and put in place within a reasonable time scale
- To check notes before they are issued and ensure they are made available to members of the committee and students.

The Committee consists of, normally, three students from each year group, as well as members of academic staff. The Chair is always an undergraduate and the Secretary is currently the Deputy Administrator (Academic), who is also an ex officio member of the Committee. Other ex officio members of the Committee are the Director of Studies, the Practical Class Organiser, Part II Project Organiser and the Industrial Visits Organiser. In addition, one member of academic staff from the Faculty of Materials is an elected member.

Another role of the JCCU is to arrange social functions (such as the annual drinks party) and industrial tours both in the UK and abroad. Recent successes were the industrial tours to: Krakow Easter 2014, Ontario, Canada Easter 2015, Sweden Easter 2016 and Beijing Easter 2017. The Worshipful Company of Armourers and Brasiers, The Worshipful Company of Ironmongers, The IOM3 and industrial sponsors supported these trips.

The three JCCU members from your year will be elected on **Friday, 0th Week of Michaelmas term** - please consider standing for membership of this important committee of the Department. A couple of JCCU representatives from the fourth year will provide an overview at the Induction session on Friday 6th October. If you have any queries about the JCCU, please do ask them!