

CO-production of Inclusive Learning (COIL) panel: Terms of reference

Core values

The co-production panel exists to involve students in course design, material development and other related tasks as relevant. This reflects KCL's student-centred approach. The panel will work in an open, transparent and inclusive way, respecting the diversity of perspectives among panellists and the wider student population.

The core values of the panel align with KCL's guiding principles to implement our strategic mission:

We will

1. Create an inclusive environment where all individuals are valued and able to succeed
2. Use best evidence and critical enquiry, and learn from our successes and failures
3. enable meaningful connections between our students and staff
4. Take a holistic approach to education, research and service to enable our students and staff to develop character and wisdom for the benefit of others
5. Demonstrate open mindedness and tolerance and expect to challenge and be challenged in protecting freedom of expression.

Purpose

Meaningful student engagement ensures that students' views are taken into consideration when developing our Programmes. Giving students a platform to participate in discussions informing decision-making processes is, therefore, paramount.

Membership

The panel is selected through fair and open recruitment. The membership should include a broad and diverse range of students from different backgrounds. Panel members are appointed for one year, with the option to continue for a further year. The panel is chaired by one of the Programme team, e.g. Senior teaching Fellows or Lecturers. Chair duty will rotate to cover all staff.

Responsibilities of the panel

The panel is an important source of advice to Programme team. The relationship to the Programme team is both proactive and responsive, with the panel able to decide its own priorities whilst also reacting to the priorities and requests of the Programme Team. In order to fulfil its role, the panel's activity will include, but not be limited to, engagement in the following areas:

Student insight

(a) To help the Programme team to understand, and take account of, the interests of students (short, medium, and long term) in its development and decisions.

(b) To take a strategic view of the sector, in order to provide advice and perspectives beyond one's own experience of higher education.

Specific duties

1. To attend all scheduled panel meetings
2. To prepare for actively participate in discussion
3. To respond to relevant consultations as appropriate and in a timely manner.
4. To advise the Programme team in developing its student engagement strategy.
5. To advocate, on behalf of students and KCL, in the student interest.

Duties of the Programme team

The Programme team commits to:

1. Providing appropriate support and resource to the panel, to facilitate meaningful discussion and informed decision making
2. Ensuring the panel has access to appropriate resources
3. Demonstrating to the panel how it is responding to its advice and recommendations

Meetings

The panel meetings will be conducted as follows:

The panel will meet at least four times a year. The panel will be chaired by a member of the Programme team. The chair will report the decisions and activity of the panel to the Programme team as appropriate. Panel members will declare any conflicts of interest whenever and wherever they arise. Agendas will be approved by the Chair with an invitation to any panellist to submit matters for inclusion on the agenda. A formal minute will be taken of all panel meetings. The minutes of each panel meeting, taken by one of the student panellists will be checked by the Chair, before being shared with the panel and then passed to the Programme team.

The panel and the Programme team shall review the panel's terms annually.