***Jargon buster***

**Agenda:** A list of issues that are going to be discussed at a meeting.

**Chair:** The person who is in charge at meetings. They will decide who speaks, what is on the agenda and generally co-ordinate the meeting.

**Institution:** Another name for college, university, higher education institution or academy.

**Minutes:** A record of what has been said at a meeting, any decisions taken, etc.

**Quality:** When people talk about quality they are talking about the teaching and services that you receive as well as how you learn.

**Quality Assurance:** How your institution ensures the quality of the learning experience is maintained.

**Quality Enhancement:** How your institution is improving your learning experience.

**Secretary:** The person who is responsible for the logistics for the meeting, such as venue, time etc. They may also pull the agenda together. They are also responsible for the minutes.

**Student Union**: Can also be called an association or guild. Its purpose is to represent students, and their views, to senior members of staff at your institution.

**Student Engagement:** A term used to describe the various ways institutions get students involved in their learning experience, such as course reps, surveys, focus groups, students on committees, etc.

**VLE:** Virtual Learning Environment. Online spaces used for learning.