



Governance Office

Instructions for Publishing Committee Agenda, Papers and Minutes on Sussex Direct

The following guidance is for adding Agenda, Papers and Minutes to Sussex Direct. The guidance explains:

1. How to upload Agenda, Papers and Minutes.
2. The protocols for numbering papers.
3. Who is permitted to upload documents.

If you have any questions please contact Jane Hale (j.a.hale@sussex.ac.uk) Ext 8620.

Jane Hale
Administrative Secretary

- To be able to add papers to Sussex Direct, you need to be the named Secretary to a Committee or Group. This is the name that is recorded on the database as the Secretary of the Committee. If you are the named Secretary but would wish a colleague to be enabled to put papers on to Sussex Direct on your behalf please contact Jane Hale (j.a.hale@sussex.ac.uk) Ext 8620 to arrange this.
- If you are the named Secretary (or an authorised person) log into Sussex Direct.
- Click on the **Searches** tag and select **Committees** from the drop down menu.

The screenshot shows the University of Sussex website interface. At the top left is the 'US UNIVERSITY OF SUSSEX' logo. The top right contains navigation links: 'A-Z | Contact us | Email | External website' and a search bar with 'Site' and 'People' radio buttons. Below the logo is a horizontal menu with buttons for 'Students', 'Staff', 'Schools & services', 'Sussex Direct', 'Study Direct', and 'SPLASH'. A secondary menu includes 'Admin', 'Searches', 'Research', 'Teaching', 'Library', 'Personal', and 'Help', with a 'Logout' button on the far right. The 'Searches' dropdown menu is open, showing options like 'Directories', 'Committees', 'Departments', 'Documents', 'Email Aliases', 'Exam Boards', and 'School Timetable'. A blue arrow points from the 'Searches' button to the 'Committees' option in the dropdown. Another blue arrow points from the 'Committees' option to the 'Senate' row in the 'Committee List' table below. The table has columns for 'Committee Name', 'Type', 'Reports To', and 'Meets'. The 'Senate' row is highlighted.

Committee Name	Type	Reports To	Meets
Court	Committee		Annually
Council	Committee		Termly
Senate	Committee		Termly
Academic Appeals Board	Committee	Teaching and Learning Committee	Annually
Academic Misconduct Sub-Committee	Committee	Teaching and Learning Committee	Ad-Hoc
Academic Promotion Board (Arts)	Committee	Academic Promotions, Advancements and Titles Committee	Annually
Academic Promotion Board (Science)	Committee	Academic Promotions, Advancements and Titles Committee	Annually
Academic Promotion Board (Social Sciences)	Committee	Academic Promotions, Advancements and Titles Committee	Annually
Academic Promotions, Advancements and Titles Committee	Committee	Senate	Termly
Attenborough Centre for the Creative Arts International Advisory Group	Committee	Attenborough Centre for the Creative Arts Management Committee	Annually
Audit Committee - Disbanded 31-7-2017	Committee	Council	Termly
Audit and Risk Committee	Committee	Council	Termly
Biological Safety Committee	Committee	Health, Safety and Environment Committee	Ad-Hoc
Brighton and Sussex Medical School Joint Board	Committee	Council	Termly
Capital Programme Committee - DISBANDED 31.07.2017	Committee	Council	Termly
Chairs of Boards of Study	Committee	Teaching and Learning Committee	Twice A Term
Committee on Criminal Convictions	Committee	Senate	Ad-Hoc
Curriculum Development and Approval Sub-Committee	Committee	Teaching and Learning Committee	Termly
Degree Convenors Committee - Life Sciences	Committee		Ad-Hoc
Doctoral School Board	Committee	Research and Knowledge Exchange Committee	Termly
Doctoral Studies Committee	Committee	Doctoral School Board	Termly
Enterprise Panel	Committee	Research and Knowledge Exchange Committee	Ad-Hoc
Equality and Diversity Committee	Committee	University Executive Group	Termly

- Select a Committee – in this case the example is Senate. Click on **Senate**.

- Click on the (-) icon to minimise the membership display.

US UNIVERSITY OF SUSSEX

A-Z | Contact us | Email | External website

Site People

Students Staff Schools & services Sussex Direct Study Direct SPLASH

Admin Searches Research Teaching Library Personal Help Logout

Home > Committees & Teams > Group Information Jane Hale, last login 03/01/18 15:35

Committee Information: Senate Related Links

Contents: Committee Members · Meetings & Documents

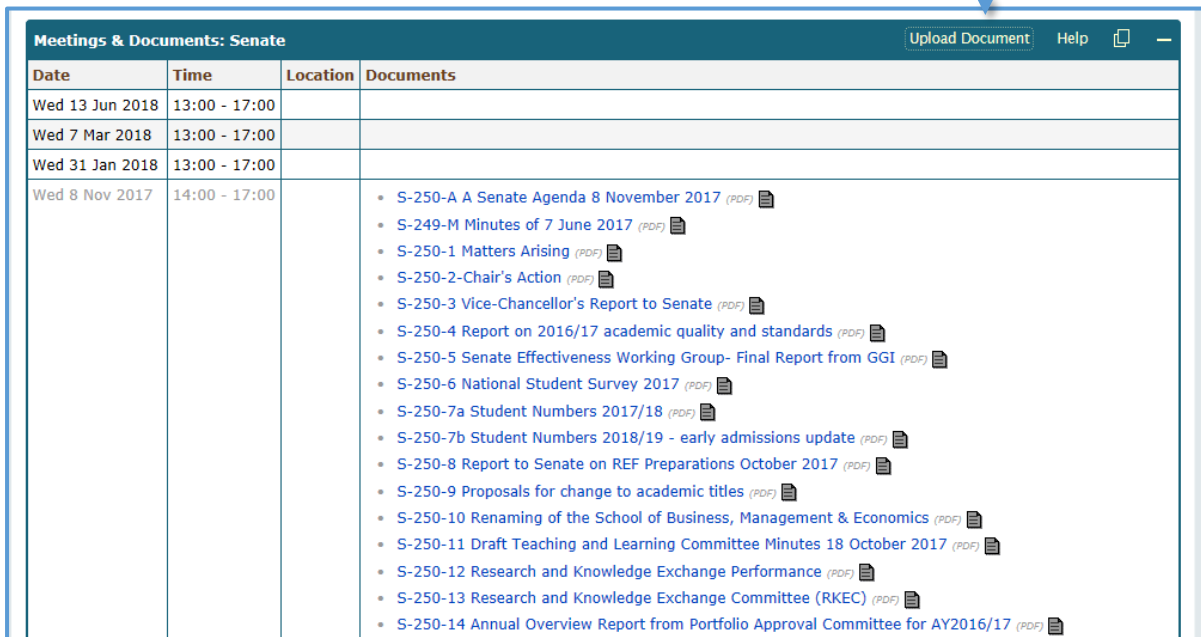
Committee Members: Senate Gallery Help

Membership Last Updated: 19-Dec-2017 by Miss Jane Hale Group Last Updated: 03-Aug-2010

Status	Name	Position	Department	Voting Right	Start Date	End Date
Chair			Vice-Chancellor's Office	✓	01 Sep 2016	
Elected (Academic: BSMS)			Primary Care & Public Health	✓	01 Aug 2016	31 Jul 2018
Elected (Academic: Business, Management and Economics)			Clinical and Experimental Medicine	✓	01 Aug 2017	31 Jul 2019
Elected (Academic: Education and Social Work)			Business and Management	✓	01 Aug 2017	31 Jul 2019
Elected (Academic: Engineering and Informatics)			Economics	✓	01 Aug 2016	31 Jul 2018
Elected (Academic: English)			Education	✓	01 Aug 2017	31 Jul 2019
Elected (Academic: Global Studies)			Social Work and Social Care	✓	01 Aug 2016	31 Jul 2018
Elected (Academic: History, Art History and Philosophy)			Informatics	✓	01 Aug 2016	31 Jul 2018
			Informatics	✓	01 Aug 2017	31 Jul 2019
			English	✓	01 Aug 2016	31 Jul 2018
			English	✓	01 Aug 2017	31 Jul 2019
			International Relations	✓	01 Aug 2016	31 Jul 2018
			International Relations	✓	01 Aug 2017	31 Jul 2019
			Philosophy	✓	01 Aug 2016	31 Jul 2018
			History	✓	01 Aug 2017	31 Jul 2019

Show 10 · 15 · 20 · 30 · 50 records per page Records 1 - 15 » of 67 +

6. The page will now display as follows:



Date	Time	Location	Documents
Wed 13 Jun 2018	13:00 - 17:00		
Wed 7 Mar 2018	13:00 - 17:00		
Wed 31 Jan 2018	13:00 - 17:00		
Wed 8 Nov 2017	14:00 - 17:00		<ul style="list-style-type: none">• S-250-A A Senate Agenda 8 November 2017 (PDF)• S-249-M Minutes of 7 June 2017 (PDF)• S-250-1 Matters Arising (PDF)• S-250-2-Chair's Action (PDF)• S-250-3 Vice-Chancellor's Report to Senate (PDF)• S-250-4 Report on 2016/17 academic quality and standards (PDF)• S-250-5 Senate Effectiveness Working Group- Final Report from GGI (PDF)• S-250-6 National Student Survey 2017 (PDF)• S-250-7a Student Numbers 2017/18 (PDF)• S-250-7b Student Numbers 2018/19 - early admissions update (PDF)• S-250-8 Report to Senate on REF Preparations October 2017 (PDF)• S-250-9 Proposals for change to academic titles (PDF)• S-250-10 Renaming of the School of Business, Management & Economics (PDF)• S-250-11 Draft Teaching and Learning Committee Minutes 18 October 2017 (PDF)• S-250-12 Research and Knowledge Exchange Performance (PDF)• S-250-13 Research and Knowledge Exchange Committee (RKEC) (PDF)• S-250-14 Annual Overview Report from Portfolio Approval Committee for AY2016/17 (PDF)

7. If you are the named Secretary or authorised person you will be able to see the upload document button. Otherwise this will be absent.

8. Click on the upload button to see the following screen:

Add to Meetings & Documents: Senate Cancel Save Help

Document Browse... Maximum file size: 60 megabytes
You may upload a file OR enter a url below BUT NOT BOTH

Document URL

Attach to Meeting
Attach to group
Wed 13 Jun 2018 13:00 - 17:00 ^
Wed 7 Mar 2018 13:00 - 17:00
Wed 31 Jan 2018 13:00 - 17:00
Wed 8 Nov 2017 14:00 - 17:00
Mon 30 Oct 2017 13:30 - 15:30
Wed 7 Jun 2017 13:00 - 17:00
Wed 1 Mar 2017 13:00 - 17:00
Wed 16 Nov 2016 14:00 - 17:00
Wed 5 Oct 2016 13:00 - 17:00
Wed 15 Jun 2016 13:00 - 16:00
Fri 4 Mar 2016 13:00 - 16:00 v

Publication Status Accessible by authenticated Sussex Direct user

Document Type Papers v

Document Title

Document Author

Committee Paper No

Display Order v

Description

9. This is the main page that you use to add documents.

- (a) First you need to locate the **document** you want to add – this will be a document on a drive on your PC. Press the Browse button to locate the document. Once you have located the document, click once on the document title and press open in the dialogue box (the format can be word, .pdf, excel). The dialogue box will close and the name of your document will appear on the form.
- (b) Each document must be associated with a particular **meeting**. Select the date of the meeting by clicking on it once which will highlight the date (the dates of the meetings of Committees are allocated by the Governance Office when composing the Committee timetable and will automatically appear here. If your Committee does not have dates here, please contact Jane Hale (j.a.hale@sussex.ac.uk) Ext 8620).
- (c) The **publication status** has a drop down menu and offers two options:

Accessible group members only

Accessible by authenticated Sussex Direct user (default value)

If you choose “Accessible group members only” then the document will **only** be available to members of the group as defined by the membership which appear in Sussex Direct and which reflects the composition as set out in the *Organisation of the University*. The document will display a red icon . Otherwise, if the document is accessible by an authenticated Sussex Direct user, the document will have a grey icon .

Add to Meetings & Documents: Senate Cancel Save

Document Maximum file size: 60 megabytes
You may upload a file OR enter a url below BUT NOT BOTH

Document URL

Attach to Meeting

- Attach to group
- Wed 13 Jun 2018 13:00 - 17:00 ^
- Wed 7 Mar 2018 13:00 - 17:00
- Wed 31 Jan 2018 13:00 - 17:00
- Wed 8 Nov 2017 14:00 - 17:00
- Mon 30 Oct 2017 13:30 - 15:30
- Wed 7 Jun 2017 13:00 - 17:00
- Wed 1 Mar 2017 13:00 - 17:00
- Wed 16 Nov 2016 14:00 - 17:00
- Wed 5 Oct 2016 13:00 - 17:00
- Wed 15 Jun 2016 13:00 - 16:00
- Fri 4 Mar 2016 13:00 - 16:00 v

Publication Status

Document Type

Document Title

Document Author

Committee Paper No

Display Order

Description

- (d) You should specify, for each document, the **document type** from the drop down list and select either:
- Agenda, Minutes or Papers (default)
- (e) Add the **document title** – this should be the *same* title as appears on the Agenda of the meeting.
- (f) Input the name of the **author**.
- (g) Input the Committee **paper number**. The protocol for numbering papers is to build up the number by including the abbreviated initials of the Committee, the meeting number and then the paper number. For example, Paper 5 of the 27th meeting of the Ecological School Committee would read ESC/27/5. (Tip: this job can be time consuming – a useful tip is to ensure that the papers are numbered in the drive on your computer in the same format *before* you start to add documents to Sussex Direct).
- (h) Select the **display order** in which the papers are to appear in Sussex Direct from the drop down menu. The Agenda should be number 1 and then each subsequent paper added in order. When the minutes are ready, you do not need to add the display order and the Minutes will simply be added as the last document.
- (i) If desired, you can add a short **description** of the paper.
- (j) When finished, press the **save** button.