



University of Sussex

Governance Office

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

The following guidance is for accessing agenda, papers and minutes on Sussex Direct. The guidance explains:

1. How to log onto Sussex Direct.
2. How to access papers for a Committee (in this case for Council) .
3. How to search for documents.

If you have any questions please contact Alan Soutter (A.Soutter@sussex.ac.uk) Ext 3732.

Alan Soutter
Deputy Secretary

April 2008

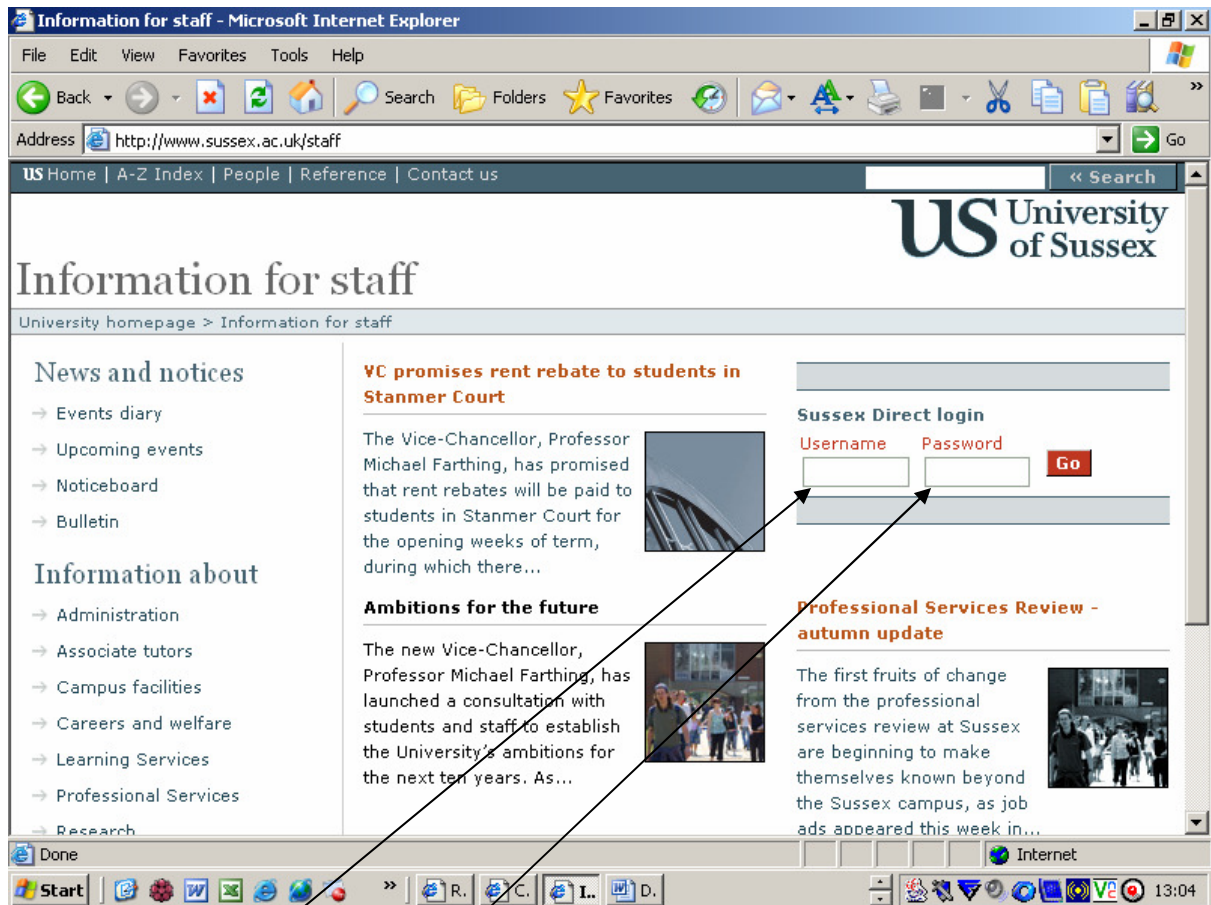


Access the main **University of Sussex** homepage.

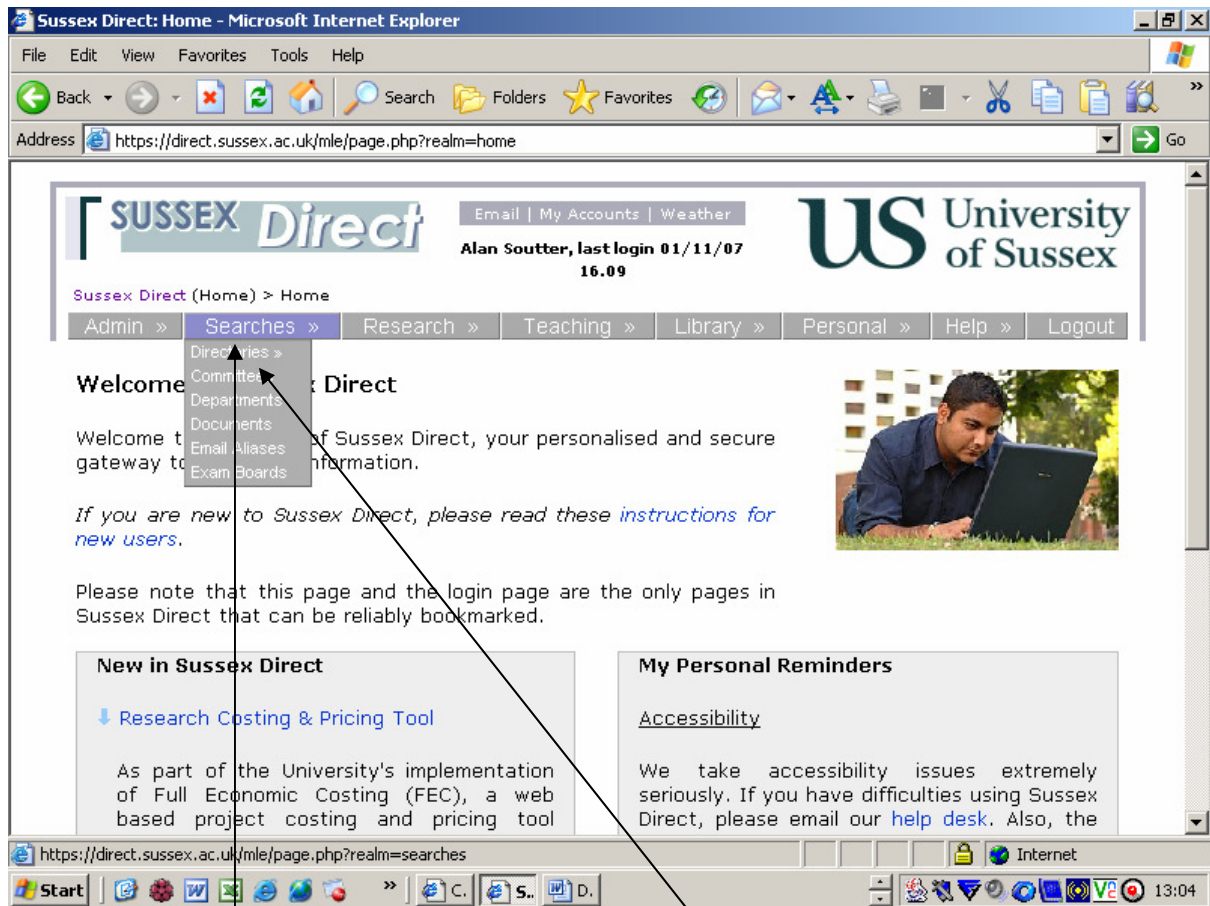
If you are a student select the **student** page

If you are a member of **staff** select the student page

The following is the logon for staff members – the same procedures apply to the student homepage:



Type in your **username** and **password**.



Click on the **Searches** Banner, and then click on **Committees** in the menu which appears.

Sussex Direct: Committees & Teams - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://direct.sussex.ac.uk/mle/page.php?realm=searches&page=committees>

Committees & Teams

Page Contents: [Committee List](#) | [List of Teams](#)

External Links: [Guide to Committees pages in Sussex Direct \(PDF\)](#) | [University Organisation Chart \(PDF\)](#)

Please Note: The membership of Committees is maintained by the [Secretariat](#). Please contact [Alan Soutter](#) if you have any queries.

Committee Name	Type	Reports To	Meets
Court	Committee		Annually
Council	Committee		Termly
Senate	Committee		Termly
Academic Promotions, Advancements and Titles Committee	Committee	Senate	Termly
Appeals Board	Committee	University Teaching and Learning Committee	Annually
Audit Committee	Committee	Council	Termly
Biological Safety Committee	Committee	Health, Safety & Environment Committee	Ad-Hoc
Brighton & Sussex Medical School Joint Board	Committee	Council	Termly

This page shows the list of Committees. You want to select **Council** by clicking on the link.

Sussex Direct: Committee Information: Council - Microsoft Internet Explorer

Address: https://direct.sussex.ac.uk/mle/page.php?page=group_members&trail=committees&group_seq=81

SUSSEX Direct | Email | My Accounts | Weather
 Alan Soutter, last login 02/11/07 13.04
 University of Sussex

Sussex Direct (Searches) > Committees & Teams > Group Information

Admin » Searches » Research » Teaching » Library » Personal » Help » Logout

Committee Information: Council
 Page Contents: [Committee Members](#) | [Meetings & Documents](#)
 External Links: [General Information on Committees](#) | [Guide to Committees pages in Sussex Direct \(PDF\)](#)

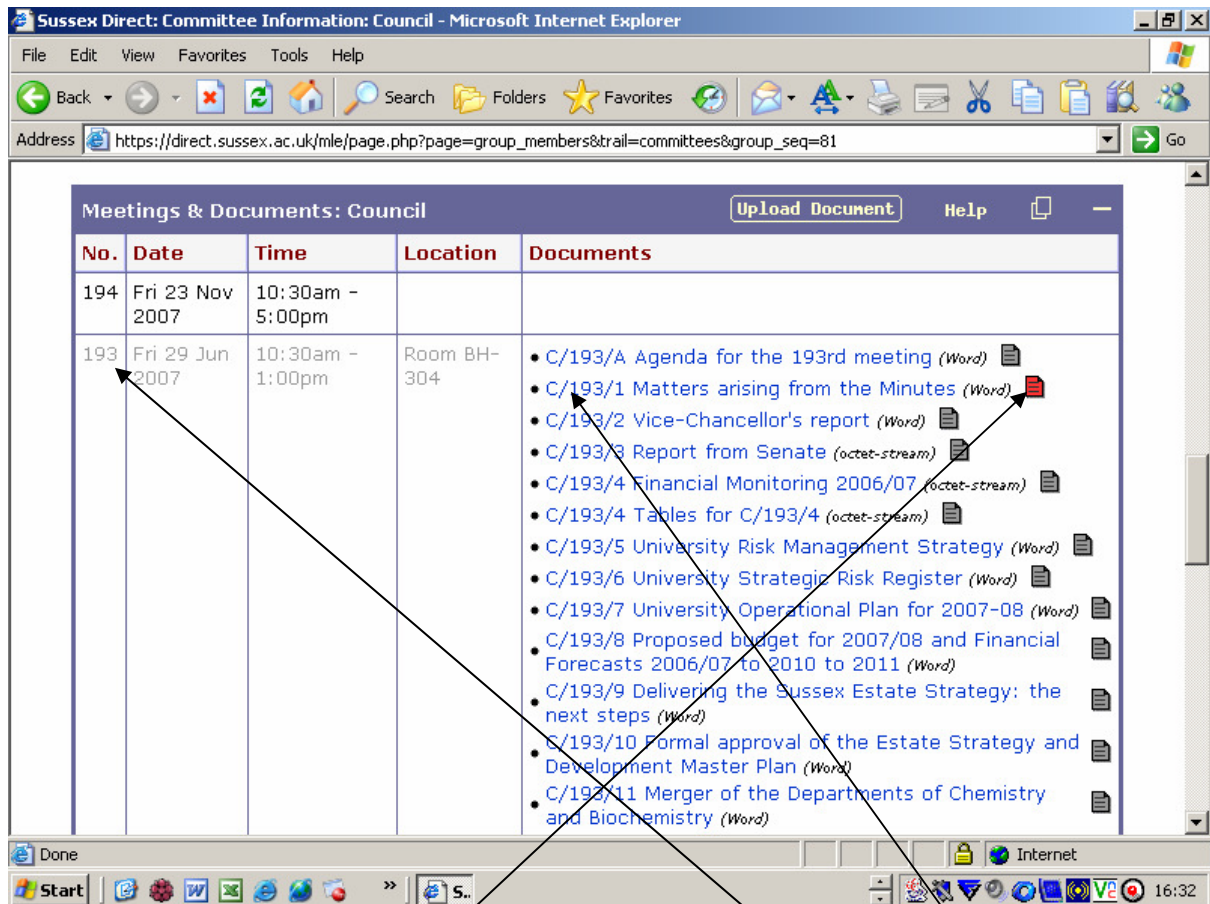
Committee Members: Council | Gallery | Help | -

Membership Last Updated: 15-Oct-2007 by Mr Alan Soutter | Group Last Updated: 19-Oct-2007

Status	Name	Position	Department	Voting Right	Start Date	End Date
Ex-Officio (Deputy Vice-Chancellor)				✓	30 Aug 2006	31 Aug 2011
Ex-Officio (President of the Students' Union)				✓	01 Aug 2007	31 Jul 2008

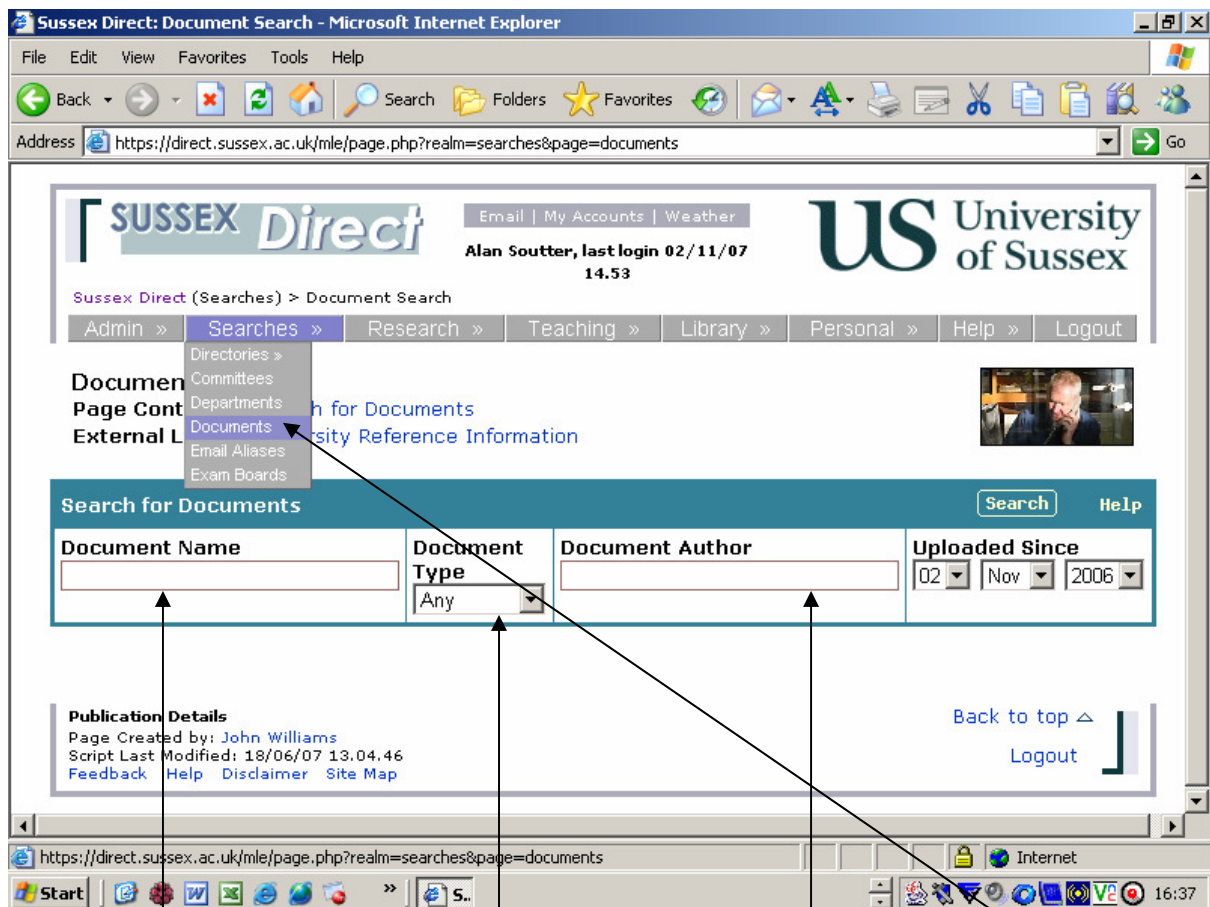
Start | Internet | 14:53

This page displays the membership of Council with start and end dates and category of members. Click on the (-) icon to take you direct to the Committee papers.



Select the meeting of Council you wish. For example the 193rd meeting. The papers for that meeting are set in the right hand column. By clicking on the link the paper will open and you can read it or print it. If the icon shows in red (🔴) this means that this paper is restricted to members of the Committee only. If the icon is grey (🔑) then you will be able to read and download it.

SEARCH FACILITY



If you don't know what document you are looking for you can use the Search Document facility. You can:

Type in the document name (or part of a name)

Type in a document type

Type in a document author

Examples follow of what this produces:

Search by document name:

Sussex Direct: Search Results - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://direct.sussex.ac.uk/mle/page.php?page=directory_search_results&trail=documents%2Cdirectory_search_results%2Cdocumen Go

SUSSEX Direct Email | My Accounts | Weather
Alan Soutter, last login 02/11/07 14.53
US University of Sussex

Sussex Direct (Searches) > Search for Documents > Search Results > Search for Documents > Search Results

Admin » Searches » Research » Teaching » Library » Personal » Help » Logout

Search Results
Page Contents: [Documents Search Results](#) | [Recent Searches for Documents](#)
External Links: [University Reference Information](#)

Documents Search Results Re-Search Help

Results for *Document Name=Budget, Uploaded Since=02-Nov-2006* 1 result found

Document	Type	Author	Size	Group (Meeting)
C/193/8 Proposed budget for 2007/08 and Financial Forecasts 2006/07 to 2010 to 2011 (Word)	Papers		976.5 Kb	Council (193) 29 Jun 2007

Recent Searches for Documents Help

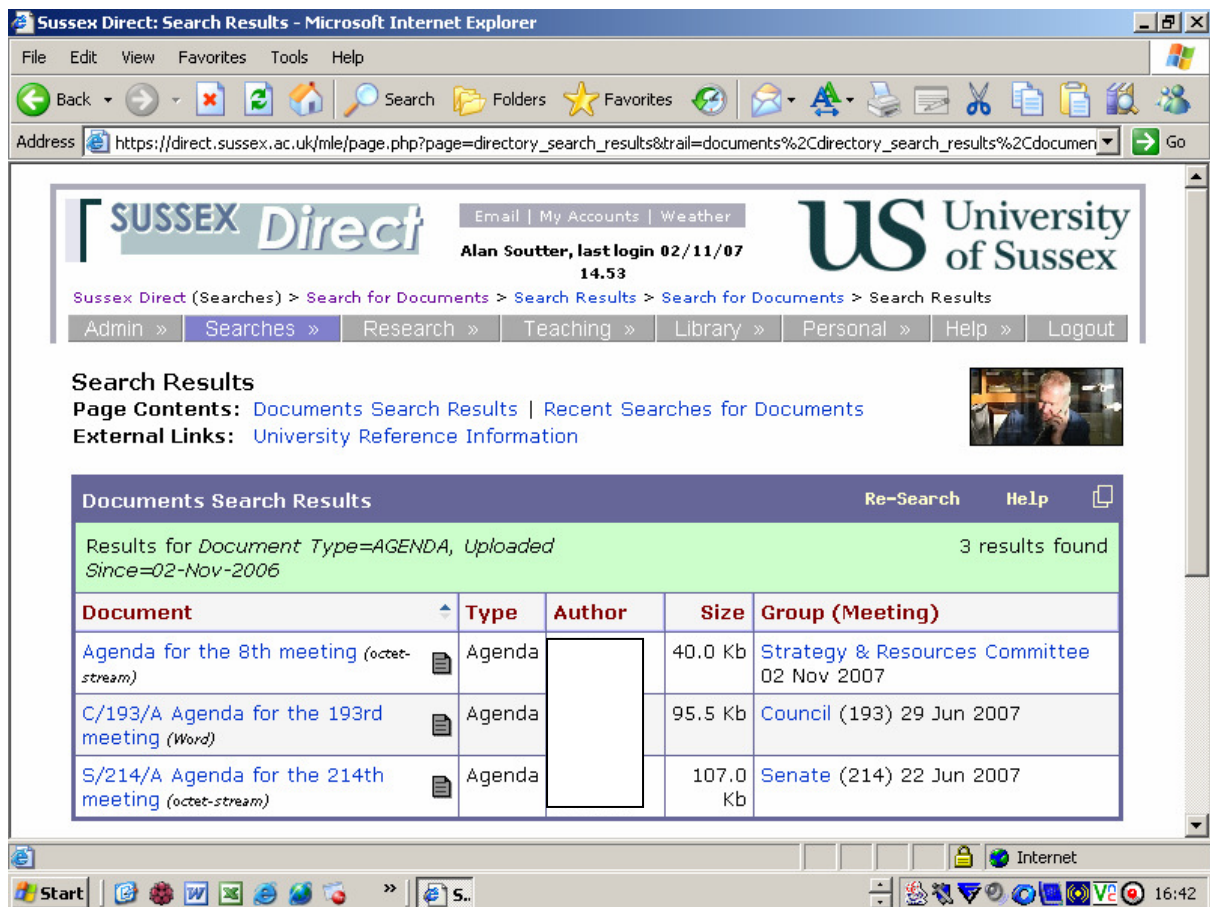
Search for Documents

Done Internet

Start S.. 16:41

Entering the word "Budget" in the document name returns the above documents.

Search by Document Type

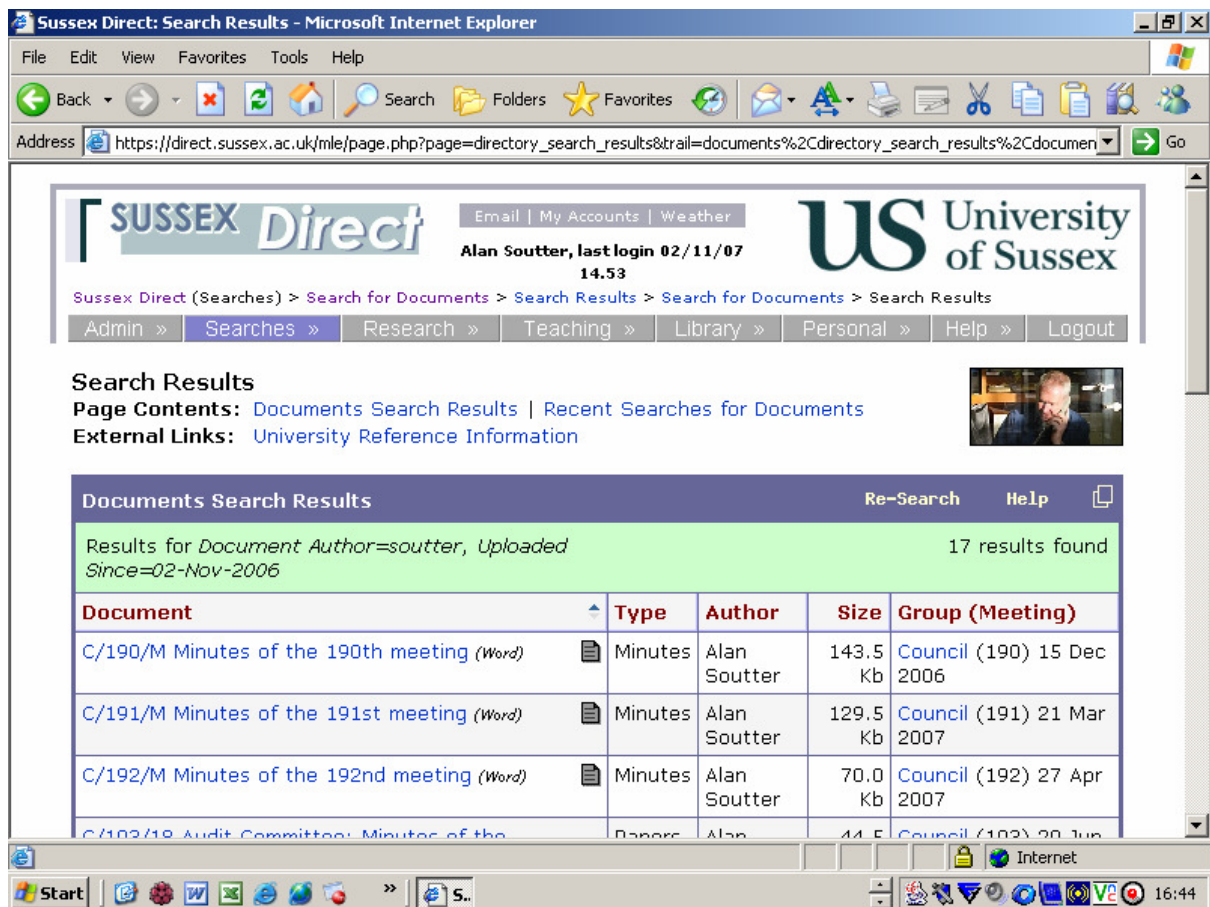


The screenshot shows a Microsoft Internet Explorer browser window displaying the Sussex Direct website. The address bar shows the URL: https://direct.sussex.ac.uk/mle/page.php?page=directory_search_results&trail=documents%2Cdirectory_search_results%2Cdocuments. The page header includes the Sussex Direct logo, navigation links (Email, My Accounts, Weather), and a user login for Alan Soutter. The main content area shows search results for 'AGENDA' documents, with 3 results found. The results are displayed in a table with columns for Document, Type, Author, Size, and Group (Meeting).

Document	Type	Author	Size	Group (Meeting)
Agenda for the 8th meeting (octet-stream)	Agenda		40.0 Kb	Strategy & Resources Committee 02 Nov 2007
C/193/A Agenda for the 193rd meeting (Word)	Agenda		95.5 Kb	Council (193) 29 Jun 2007
S/214/A Agenda for the 214th meeting (octet-stream)	Agenda		107.0 Kb	Senate (214) 22 Jun 2007

Entering the word "Agenda" in the document type returns the above documents.

Search by document Author



Sussex Direct: Search Results - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://direct.sussex.ac.uk/mle/page.php?page=directory_search_results&trail=documents%2Cdirectory_search_results%2Cdocumen Go

SUSSEX Direct Email | My Accounts | Weather
Alan Soutter, last login 02/11/07 14.53
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Sussex Direct (Searches) > Search for Documents > Search Results > Search for Documents > Search Results

Admin » Searches » Research » Teaching » Library » Personal » Help » Logout

Search Results
Page Contents: [Documents Search Results](#) | [Recent Searches for Documents](#)
External Links: [University Reference Information](#)

Documents Search Results Re-Search Help

Results for *Document Author=soutter, Uploaded Since=02-Nov-2006* 17 results found

Document	Type	Author	Size	Group (Meeting)
C/190/M Minutes of the 190th meeting (Word)	Minutes	Alan Soutter	143.5 Kb	Council (190) 15 Dec 2006
C/191/M Minutes of the 191st meeting (Word)	Minutes	Alan Soutter	129.5 Kb	Council (191) 21 Mar 2007
C/192/M Minutes of the 192nd meeting (Word)	Minutes	Alan Soutter	70.0 Kb	Council (192) 27 Apr 2007
C/193/18 Audit Committee: Minutes of the	Report	Alan	44.5	Council (193) 20 Jun

Start | Internet 16:44

Entering the name "Soutter" in the document author returns the above documents.