

<b>Staff/Student Liaison Committee - (SSLC)</b>			
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### 1. Terms of Reference

Each department is required to have one formally constituted Staff/Student Liaison Committee (SSLC) for each programme or closely related group of programmes.

The SSLC is a forum where staff and students meet together for discussion and consultation about the degree programme and any other matters relevant to the quality of the students' academic experience.

It enables students and staff to:

- a. Discuss matters raised by students: these should include areas of strength as well as potential areas for development.
- b. Discuss matters on which the department wishes to seek student views and on which it wishes to share its own perspectives with students.
- c. Identify key University, faculty and departmental processes and imminent deadlines that students must be aware of.
- d. Consider the outcome of student evaluation of the programme and modules as well as the department's response to them.

- e. Comment on proposals for new programmes and modules and changes to existing programmes and modules.

## **2. Membership**

The SSLC is chaired by the Head of Department or his/her nominee, normally a member of academic staff. It will include:

- a. The Programme Director
- b. Academic staff from the department and possibly from other departments contributing to the programme, providing there are significantly more students in attendance
- c. Two representatives from each year of the programme
- d. The Department Administrative Assistant (Secretary)

## **3. Identification and responsibilities of student representatives**

Student representatives for the SSLC need to be identified early in Semester 1 of each academic year.

The Programme Director should ensure:

- a. That student representatives are identified no later than Teaching Week 2.
- b. Students know the purpose and function of the SSLC.
- c. Students understand the role and responsibilities of the SSLC representatives including:
  - Working with student colleagues to identify and represent in an appropriate manner students' issues.
  - Attendance and constructive participation in a committee.
  - Identification of areas of strength in the programme as well as potential areas for development.
  - Contribution to the development of workable solutions.
  - Dissemination of actions to students etc.
  - That the term lasts for one academic year.
- d. A simple process is established to enable students from each year of the programme to nominate representatives.
- e. The process for identifying student representatives might include:
  - Students self-nominate by giving their names to the Programme Director by a certain date.
  - If there are more than two nominees for a degree year then there should be a simple vote by the students - (a show of hands in a lecture with the nominees outside the room).

## **4. Planning for SSLC meetings**

Staff/Student Liaison Committees are required to meet at least once each semester.

Prior to the first meeting of the academic year, the Programme Director should meet with the student representatives, to explain:

- a. The function of the SSLC.
- f. The focus of students' issues: these should include areas of strength as well as potential areas for development.
- b. How issues should be identified from the student body.
- c. How issues should be added to the agenda.
- d. How meetings are conducted.
- e. How issues raised in meetings are actioned and how actions are followed up.
- f. How outcomes from meetings are communicated to the student body.

Contributions to the agenda shall be called for two weeks in advance of each meeting, and approved agendas should be circulated at least one week in advance of each meeting.

## **5. Management of SSLC meetings**

### **5.1 Agenda**

- a. All SSLC meetings should have an agenda to include: date, time and location of meeting, membership and agenda items.
- b. The agenda should be circulated to members beforehand.
- c. The agenda should include the following items:
  1. Apologies
  2. Minutes of the previous meeting
  3. Agreed actions in response to issues raised in previous meeting and reports on action taken
  4. Matters raised by students: Preparatory Year
  5. Matters raised by students: Degree Year 1
  6. Matters raised by students: Degree Year 2
  7. Matters raised by students: Degree Year 3
  8. Matters raised by students: Degree Year 4
  9. Matters raised by the Department
  10. AOB
  11. Date of next meeting

### **5.2 Minutes and actions arising grid**

- a. All SSLC meetings should be minuted.
- b. The minutes should include a separate grid listing actions arising to ensure appropriate follow-up and reporting. An example grid is provided in Appendix 1.

- c. Minutes and actions arising should be published in a form that is accessible to all students.
- d. The minutes and accompanying action arising grid should be circulated to every member of the SSLC and forwarded to the next meeting of the Departmental Council. A copy should also be sent to the Dean, the Vice Dean (Teaching & Learning), the Faculty Senior Assistant Registrar, the Faculty Administrator and the Vice President (Education) of the Students' Union.

### **5.3 Follow up of actions arising**

- a. The Programme Director should ensure that the matters arising grid is followed up and that the agreed actions are progressed.
- b. As appropriate, completed actions should be communicated to the student body in a timely manner.
- c. The action arising grid should be updated and reported on by the Programme Director at the next SSLC meeting as agenda item 3.

**6. Appendix 1 – Matters Arising Grid**

**Staff Student Liaison Committee for the xxxxx Programme**

**Matters Arising Grid for the SSLC meeting of 18 September 2017**

Add/delete rows as required. Complete in Arial 10 font.

#	Action	Date	Ref	Responsibility	Update
1					
2					
3					
4					
5					
6					