UWTSD Logo

**APPENDIX CS1**

**INSTITUTE OF \*\*\***

**STUDENT STAFF COMMITTEE FOR (DETAIL ACADEMIC DISCIPLINE, CLUSTER OF PROGRAMMES OF STUDY, OR PROGRAMME OF STUDY)**

**AGENDA/MINUTES OF THE MEETING HELD ON \*\* AT \*\* IN THE \*\***

**PRESENT:**

**IN ATTENDANCE:**

| **Agenda Item** | **Main Discussion Points** | **Action Points** | **Timescale** |
| --- | --- | --- | --- |
| 1. Welcome and   Apologies |  |  |  |
| 1. Minutes of the last meeting and update on action points   *(using traffic light system to ensure feedback loops are closed)* |  |  |  |
| 1. Chair’s Update   *Including: significant University news; Academic Discipline/Cluster or Programme events or information; Academic Discipline/Cluster Quality matters – updates on reviews, validations etc* |  |  |  |
| 4. Review of Feedback Traffic Lights  *Opportunity to review and update traffic lights and discuss progress.*  *This should result in traffic lights altering, being added to, or removed.*  *Note: If there’s something that is noted as red in your traffic lights* ***and it is not in your control*** *then you should notify the Academic Office.* |  |  |  |
| 5. Progress on Surveys Action Plan  *This is a live document which can be added to at meetings. This document must be agreed in collaboration with elected Student Reps.* |  |  |  |
| 6. Annual Programme Reviews  *Provide APR details for comment and review by student representatives as required by AQH Chapter 4.* |  |  |  |
| 7. Review of Module Feedback  *Review collected module feedback with the student reps and identify action points and progress.* |  |  |  |
| 8. Learning & Teaching Matters  *An opportunity to discuss:*   * *Good practice* * *Annual Programme Reviews* * *Innovative projects* * *Resources (library, specialist software, equipment and facilities etc)* * *Assessments* * *Feedback mechanisms* * *Work placements / work experience* * *Learning spaces (to come before or after resources)* * *Inclusive teaching* |  |  |  |
| 9. Enhancing learning  *An opportunity to discuss:*   * *Co-curricular opportunities* * *Enhancement projects* * *Student Development* * *Employability* * *Learning Community activity* * *Field trips, site visits* * *Student-led conferences* |  |  |  |
| 10. Any other business |  |  |  |
| 11. Date of next meeting |  |  |  |

*Once confirmed, please send a copy of these minutes to* [*studentvoice@uwtsd.ac.uk*](mailto:studentvoice@uwtsd.ac.uk)*.*