Student Staff Committees: A Quick Guide

Consistent principles. Flexible practice.

The enhanced SSC approach has been shaped by feedback from staff, students, and reps. It is not about replacing SSCs, but strengthening what already works - a tweak rather than a revolution.

The aim is to think about the SSC as more than a meeting. It is an ongoing student voice process: creating meaningful opportunities for students to give feedback, involving course reps as central connectors, responding to issues where possible, and making sure students can see what has happened as a result.

The key principles are:

Community, not committee • Embedded, but still student-led • Course reps as central connectors • Flexible practice for different cohorts • Feedback throughout the year • Closing the feedback loop • Partnership and co-construction • Including less-heard voices

What You Need to Do

Feedback → Hold → Record → Submit → Feed back

1. **Feedback**

Create opportunities for students to share their experience.

Use an approach that works for your students and involve course reps wherever possible to help gather, sense-check and represent feedback.

2. **Hold**

Hold your SSC process each term.

This does not always need to be a traditional committee meeting. Depending on the course or cohort, this could include:

Traditional SSC • Online/hybrid SSC • Embedded class feedback • Feedback week • Student working group • Survey + discussion • Focus group/themed session

What matters is meaningful discussion of student feedback.

3. **Record**

Keep minutes or an equivalent written record of the feedback discussed, responses and actions.

Where an issue can be answered at the time, staff should do so and record the response in the SSC record. Where an issue is specific to the course or discipline and requires further action, staff should contact the appropriate stakeholder to address the concern. Where an issue sits outside local or immediate control, or reflects a wider recurring theme, it should be clearly recorded in the SSC record and, where appropriate, raised through existing routes.

This helps identify wider issues while reducing duplicated requests and follow-up across the University.

4. **Submit**

Submit every SSC record through the SSC Microsoft Form within two weeks of the SSC taking place.

The Form records the Faculty, School, SSC date, delivery model, course rep involvement and relevant context, alongside the SSC record.

Student Staff Committee (SSC) Record Submission Form 2026-27:
https://forms.cloud.microsoft/e/pgMsWE5k5i

5. **Feed back**

Tell students what happened as a result of their feedback.

This might include:

We did this • We are doing this • This has been escalated • This is being reviewed • We cannot do this, and this is why

Where possible, provide an update during the relevant teaching period and revisit previous feedback and actions at the next SSC, so each term connects to the next.

What happens after submission?

The Students' Union will use SSC records to identify themes and recurring issues, support course reps and Schools, seek information or advice on wider non-academic themes where appropriate, and contribute to Faculty and University-level reporting.

This also strengthens evidence of student voice, participation, action, escalation, and institutional learning for MEDR learner engagement requirements.