

## Staff Student Committees Information and Guidance for Collaborative Partners

Staff Student Committees (SSCs) should normally meet **termly**. They are formally constituted bodies with the purpose of considering **academic** matters in order to promote the quality of the student learning experience. **Staff Student Committees are an important component of the principle of student partnership and the development of a learning community.**

### *Terms of Reference*

1. To monitor, review and action matters arising from the annual review process
2. To monitor, review and action matters arising from student feedback and especially **student surveys**
3. To consider matters linked to resources that affect learning and teaching within the School
4. To consider **ideas and issues raised by** elected student representatives
5. To provide feedback on School issues and progress
6. To consider any other relevant matters linked to the academic work of the programme/department

### *Membership*

- Head of Department (or nominee) (Chair\*)
- Programme Directors\*
- Representatives of the School staff
- Student representatives
- Secretary
- Other professional staff as required by relevant agenda items (e.g. Library. IT etc.)

\*Where the SSC is programme based the Chair may be the Programme Director

### *Principles*

At least three Staff-Student committee meetings should be arranged in each academic year.

Students and Staff are full members of the committee. All members should have an opportunity to place items on the agenda in advance of the meeting.

Agendas and supporting papers should be circulated in advance in order to give student reps the opportunity to consult on items.

Meetings should take time to consider a response and action-plan to formal student questionnaires and feedback.

Meetings should be used as an opportunity to discuss changes at programme level, and/or wider changes at the partner institution, with student representatives, and to discuss and review additional opportunities such as Induction, Field Trips etc.

Minutes should be produced in a timely manner, circulated to all members.

New members should receive an induction which:

- Explains the purpose and tone of the committee
- Introduces committee members, their roles and areas of interest

- Illustrates how the committee fits in with decision-making structures at the collaborative partner and the University
- Emphasises the partnership approach of staff and students working together to improve the student experience.

### *Best Practice Guidelines*

Set the schedule for the year in conjunction with the student representatives at the first meeting; be careful to avoid the exam periods and any weeks where there's likely to be a number of assignment deadlines.

Invite student representatives to add items to the agenda in advance, in addition to allowing space for general student feedback within the meetings themselves. This encourages student representatives to prepare for meetings rather than just turn up and talk.

Run an induction to the committee for new members on annual basis and set shared goals for the year – specific areas which you'd like to focus on.

Circulate minutes and action-plans shortly after the meetings to allow student representatives the maximum amount of time to follow-up and gather feedback or generate ideas.

Ensure that issues raised at Staff-Student committees are appropriately referred where necessary, to ensure that these committees remain academically focused and time isn't spent on parking, catering etc. These issues should be referred to the appropriate department for consideration and any necessary action.

### *Model template agenda*

1. Welcome and Apologies
2. Minutes of the last meeting and update on action points
3. Chair's Update, including: significant Partner/University news; Programme events or information; Quality matters – updates on reviews, validations etc.
4. Feedback on student issues and progress made
6. Review of Module Feedback and identification of any *action points and progress*.
7. Learning & Teaching Matters; discussion of
  - *Good practice*
  - *Innovative projects*
  - *Resources (library, specialist software, equipment and facilities etc)*
  - *Assessments*
  - *Feedback mechanisms*
8. Enhancing learning; discussion of
  - *Enhancement projects*
  - *Student Development*
  - *Employability*
9. Any other business
10. Date of next meeting

The minutes should record:

- Date, time and location of the meeting
- The names of the members present
- The names of any additional staff in attendance for the meeting
- The main discussion points of each agenda item, any action points arising from the discussion point and the timescale by which the actions should be completed

A template document used for SSCs at the University is also appended to this document.

### *Monitoring, Evaluating and Reviewing Staff Student Committees*

- The SSC minutes should be kept on file and provided to the University when requested.
- Action points and matters arising to be discussed and, where relevant, passed to other relevant committees or senior staff at the collaborative partner, and/or the University, for consideration and comment.
- Students should be informed of responses to the issues raised by student representatives.

FACULTY OF \*\*\*

STAFF STUDENT COMMITTEE FOR (DETAIL SCHOOL, 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
4. Welcome and Apologies			
5. Minutes of the last meeting and update on action points  <i>(using traffic light system to ensure feedback loops are closed)</i>			
6. Chair's Update  <i>Including: significant University news; School or Programme events or information; School Quality matters – updates on reviews, validations etc</i>			

Agenda Item	Main Discussion Points	Action Points	Timescale
<p>4. Review of Feedback Traffic Lights</p> <p><i>Opportunity to review and update traffic lights and discuss progress.</i></p> <p><i>This should result in traffic lights altering, being added to, or removed.</i></p> <p><i>Note: If there's something that is noted as red in your traffic lights <b>and it is not in your control</b> then you should notify the Student Experience Department (sed@uwtsd.ac.uk)</i></p>			
<p>5. Progress on Surveys Action Plan</p> <p><i>This is a live document which can be added to at meetings. This document must be agreed in collaboration with Student Reps.</i></p>			

Agenda Item	Main Discussion Points	Action Points	Timescale
<p>6. Review of Module Feedback</p> <p><i>Review collected module feedback with the student reps and identify action points and progress.</i></p>			
<p>7. Learning &amp; Teaching Matters</p> <p><i>An opportunity to discuss:</i></p> <ul style="list-style-type: none"> <li>- <i>Good practice</i></li> <li>- <i>Innovative projects</i></li> <li>- <i>Resources (library, specialist software, equipment and facilities etc)</i></li> <li>- <i>Assessments</i></li> <li>- <i>Feedback mechanisms</i></li> </ul>			
<p>8. Enhancing learning</p> <p><i>An opportunity to discuss:</i></p> <ul style="list-style-type: none"> <li>- <i>Co-curricular opportunities</i></li> <li>- <i>Enhancement projects</i></li> <li>- <i>Student Development</i></li> <li>- <i>Employability</i></li> <li>- <i>Learning Community activity</i></li> </ul>			
<p>9. Any other business</p>			
<p>10. Date of next meeting</p>			