**STAFF STUDENT CONSULTATIVE MEETING TERMS OF REFERENCE**

**This document sets out the purpose and scope of the SSCC meeting.**

**It should be agreed at the beginning of each academic year at the first meeting, ensuring staff and students understand their role and remit.**

**ROLE OF THE COMMITTEE**

### SSCC meetings should:

* Provide a clear channel of communication for students to raise issues for discussion with staff at course/subject level, via their Course Representatives.
* Without bias, offer an opportunity for Course Representatives to give feedback, both positive and negative, regarding their learning experiences and suggest solutions to these.
* Discuss matters around areas agreed to be part of the student learning experience.
* Include discussions around course enhancements to include use of formal documents such as the outcomes from the National Student Survey, as well as, when appropriate, putting on record a summary of informal discussions which may have occurred via other fora (e.g. module discussion boards and email).
* Enable External Examiners’ reports to be shared with students.
* Development of close and constructive student/staff relationships.

**MEMBERSHIP OF SSCCS**

Effective representation is supported where the meeting membership is predominantly students, or there is at least an equal balance between staff and students on the committee – staff members should not outweigh students.

**STAFF STUDENT CONSULTATIVE MEETING MODEL AGENDA**

### This should be used as a guide, and each course team should adapt to fit their needs. However, some items should always be included, and these are marked with \*\*!

**Comments in purple are advisory only**

1. Welcome, apologies and introductions
2. Minutes of previous meeting and matters arising from this\*\*
3. Discussion on student feedback
4. From College/ University /national surveys

Staff should make available any course specific survey data and results for discussion. The committee can interrogate the outcomes, check if this reflects the current experience and also share any current action plans and involve students in the further development and implementation of improvements.

1. From Course Representatives

Course reps should feel comfortable raising issues they have gathered from their peers and should feel involved in discussions to resolve these.

1. External Examiners’ Reports/Health, safety & wellbeing – depending on the timing of meeting
2. Improving the Student Learning Experience

Focuses on 7 areas of the student learning experience and encourages students to ask questions within these parameters. Including them on the agenda will further cement these as areas of note and discussions should be enhancement focused:

1. Learning & Teaching
2. Learning Resources
3. Academic Support
4. Assessment & Feedback
5. Organisation & Management
6. Personal Development
7. Engagement, partnership & change
8. Date of Next Meeting