

**STUDENT-STAFF LIAISON COMMITTEE (SSLC) AGENDA TEMPLATE**

***Note:*** *The Student Chair/Deputy Student Chair of the Student-Staff Liaison Committee for the following year should be elected at the last Student-Staff Liaison Committee of the academic year.*

**Agenda for *[insert name of programme]* Student-Staff Liaison Committee (SSLC)**

**Date:** *[insert date of meeting]*

**Time:** *[insert start time of meeting]*

**Programme/Award Titles Covered by meeting:** *[insert names of all programmes and award titles covered during meeting]*

**Agenda:**

|  |  |
| --- | --- |
|  | *Welcome* |
| 1. | *[Student Chair]* Attendance and apologies from members not present |
| 2. | *[Programme Leader]* Welcome to members and introduction of student members; |
| 3. | Outline purpose of Student-Staff Liaison Committee and student-staff partnership expectations.  Hand over to the Student Chair. |
| 4. | *[Student Chair]* Introduction of University staff members; confirmation of student-staff partnership expectations shared by Programme Leader. |
|  | *Meeting Proper* |
| 5. | For approval: minutes from the last Student-Staff Liaison Committee |
| 6. | Matters Arising (not covered elsewhere on the agenda) including report of actions taken in response to matters raised |
| 7. | Reports, discussion, suggestions and feedback from representatives of each year of study:   * Year 1 * Year 2 * Year 3 |
| 8. | Updates from Programme Leader (or Student Experience Leader) (including any matters relating to general student engagement with the course) |
| 9. | *[Example item]* Organisation and management: *Does the course feel well organised? Have changes in the course or teaching been communicated effectively? What is working? What needs work? Feedback on Teaching Capture.* |
| 10. | *[Example item]* Programme and University communication: *How is the communication from your Programme Team, what is working, what needs work? Likewise for University-wide communication?* |
| 11. | *[Example item]* Community / Belonging: *Can we be doing anything to enhance the sense of community and belonging on the course?* |
| 12. | *[Example item]* Assessment and Feedback: *Is it clear what the assessment requirements are? Is the feedback on assessments timely and clear? What is working? What needs work?* |
| 13. | *[Example item]* Feedback loop: *Programme team to update how feedback has been taken forward by the Programme Team / University and update on what changes have been made based on feedback* |
| 14. | *[If it’s the last or first SSLC of the year]* Election of Student Chair and Deputy Student Chair of Student-Staff Liaison Committee   * *Open nominations from student members of the committee* * *Election of the Student Chair and Deputy Student Chair. If contested, voting is done via anonymous ‘hands up’ vote. If uncontested, the committee can vote to agree that they are happy for the sole candidate to become the Student Chair/Deputy Student Chair.* * *Student Chair and Deputy Student Chair name, email and student number to be passed to the* [*SU\_Education@winchester.ac.uk*](mailto:SU_Education@winchester.ac.uk) *for Student Chair training]* |
| 15. | Any other business (AOB) |
| 16. | Dates of the next meeting:   * *[insert date of meeting 2]* * *[insert date of meeting 3]* |
|  | *Closing the meeting* |
| 17. | *[Programme Leader]* Expressing thanks to the Chair and attendees,gives a roundup of process and closing feedback loop. |
| 18. | *[Student Chair]* Expressing thanks to the Programme Leader and attendees, sharing next steps for Student Representatives. |

***Please ensure SSLC minutes are sent to*** [***SU\_Education@winchester.ac.uk***](mailto:SU_Education@winchester.ac.uk) ***as soon as possible following the meeting.*** *(These should be Chair approved unconfirmed minutes, as the minutes from all programmes are synthesised and analysed for recurring themes by the Student Union)*