[](https://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=2ahUKEwic7_qYttvdAhXSyIUKHSTABYAQjRx6BAgBEAU&url=https://www.winchester.ac.uk/&psig=AOvVaw3zkDrqu3C_ZcWgAc83qtow&ust=1538145914904064)**

**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:**

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| 1. | Attendance and apologies from members not present |
| 2. | *[If needed]* Welcome to new members and introductions |
| 3. | Minutes from the last Student-Staff Liaison Committee (to confirm accuracy of minutes) |
| 4. | Matters Arising (not covered elsewhere on the agenda) |
| 5. | *[If it’s the first SSLC of the year]* Outline purpose of Student-Staff Liaison Committee for the academic year |
| 6. | Reports, discussion, suggestions and feedback from representatives of each year of study:   * Year 1 * Year 2 * Year 3 |
| 7. | Updates from Programme Leader (or Student Experience Lead) (including any matters relating to general student engagement with the course) |
| 8. | *[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?* |
| 9. | *[Example item]* Programme and University communication: H*ow is the communication from your Programme Team, what is working, what needs work? Likewise for University-wide communication?* |
| 10. | *[Example item]* Community / Belonging: *Can we be doing anything to enhance the sense of community and belonging on the course?* |
| 11. | *[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?* |
| 12. | *[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* |
| 13. | *[If it’s the last or first SSLC of the year]* Election of Student Chair and Deputy Student Chair of Student-Staff Liaison Committee  *[See Role Descriptor: 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 conteste, 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 to be passed to the* [*SU\_Education@winchester.ac.uk*](mailto:SU_Education@winchester.ac.uk) *for Student Chair training]* |
| 14. | Any other business (AOB) |
| 15. | Dates of the next meeting:   * *[insert date of meeting 2]* * *[insert date of meeting 3]* |

***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.*** *(Unconfirmed minutes are acceptable, as the minutes from all programmes are synthesised and analysed for recurring themes by the Student Union)*

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| **Role Descriptor: Student Chair of Student-Staff Liaison Committee** |
| * Chair of the Student-Staff Liaison Committee * Ensure the Student-Staff Liaison Committee items remain productive, meaningful and appropriate for discussing the student experience of the programme(s). * Ensuring all members’ voices on the Student-Staff Liaison Committee are heard and responded to. * To work with the Programme Leader/Student Experience Lead and Programme Administrator to organise Student-Staff Liaison Committee agenda. |
| **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. |