

Guidance document: Student Staff Liaison Committee (SSLC) meetings

Introduction

This document is aimed at supporting reps in their role within the Student Staff Liaison Committee (SSLC). The SSLC will "act as the official forum for liaison between students and staff on issues related to the management and student experience of the course including matters relating to curriculum content, learning, teaching and assessment and learning resources."

It will aim to improve the quality of teaching, learning and assessment, the student experience and student satisfaction and student engagement in course design, course delivery and decision-making processes. It's an opportunity for both students and staff to identify and address areas of concern.

What does the SSLC do?

- Receive and discuss reports from Student Representatives.
- Receive and discuss matters relating to the delivery of the course's constituent modules including (where relevant) ideas for revision to the curriculum.
- Receive and discuss matters relating to the support available to students registered for the course.
- Receive and discuss various management information which relates to the course including outcomes from student feedback mechanisms such as National Student Survey results, Student Experience Survey and Module Evaluation results and other data such as external examiners' reports.
- Discuss and contribute to the development of Course Action Plans and other relevant documentation.

Minutes of the SSLC meetings will be distributed online to relevant students and staff. SSLCs will meet once per trimester.

Gathering feedback and reporting

Reps are encouraged to use the 'keep-stop-start' format in their report. Templates for feedback gathering can be found [here](#). The following themes should be considered during consultation with peers and the completion of the report:

- Quality of teaching including teaching methods and curriculum content.
- Assessment including deadlines and submission, adequacy of feedback and the appropriateness of the overall balance of assessment activities.

- Academic support and skills development including opportunities for developing employability skills and other personal development opportunities.
- Any barriers to the inclusiveness of the course including hidden and/or unexpected course costs or accessibility of teaching and materials.
- Organisation and management including timetabling and communication.
- Learning resources including the library, IT, learning environment, Canvas and other teaching/learning resources.
- Placements including feedback from service users, employers and those supporting L&T in practice, as applicable.
- Facilities.
- Personal tutoring.
- Other student experience including wider non-course specific issues.

Students who are unable to attend an SSLC are expected to give their apologies and submit a written report. Written reports should be e-mailed to a Vice President or another rep who attends the meeting so it can be shared with all members ahead of the meeting.

Students and staff will make every effort to avoid identifying individuals. Any specific concerns which cannot be explored without identifying individuals should be raised confidentially. Actions from the SSLC should be communicated to students.

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