

Staff Student Liaison Committee (SSLC) Terms of Reference

The SSLC is a committee made up of elected student representatives, also known as Course Reps, and members of staff. It provides a forum for staff and students to discuss matters of mutual interest and helps to build the relationship between academic staff and students in order to improve the quality of the student experience. It is important because:

- It allows staff and students to discuss ideas and to solve problems connected with teaching, learning, resources and student support.
- It forms the basis for the representation of students' views within the subject or within the Deputy Directorate and College (including HE partners) and identifies concerns which require consideration beyond the subject/course.
- It is a formal, qualitative means of consulting students and gauging their opinion on academic matters and/or new proposals and soliciting suggestions for improvements/enhancements.
- It provides a mechanism for obtaining student feedback and communicating action taken in response to feedback.

Role/Purpose

To ensure that there is an effective channel for formal communication between staff and students, through which students can reflect and give feedback on their programmes of study as part of BSDC's systems and procedures for assuring academic standards and enhancing the quality of the student experience. Being an SSLC representative is a good opportunity for your personal development. It is a useful addition to your CV due to the skills that you will use and develop whilst carrying out your role as a student representative. You can also ask us for feedback on your performance during your time in post. And what could be more rewarding than the chance to influence the future of your student experience?

Specific Duties

- To support the on-going quality of the student learning experience.
- To actively seek views from students on strengths of the programme(s) and areas for change.
- To engage with students in the development of:
 - The establishment of actions to enhance their learning experience
 - Communication of actions to the wider student cohort
 - Proposed changes to the programme(s) content and delivery
 - Programme Review or Professional Body visits
 - Changes to academic policy
- To consider the outcomes of student surveys and evaluations:
 - Module/programme evaluations, NSS, Student Voice
- To identify and seek timely responses to any wider service provision matters that impact on the student learning experience.

Scope

This procedure covers all undergraduate students studying full-time, part-time, via distance learning or collaborative programmes.

Term

Effective from October 2018 to August 2020 (Extended to 2024)

Membership

There should be a majority attendance of student members.

- The Assistant Principal/Dean
- HE Personal Tutor
- Student Reps (one from each subject area E.g. Creative, Education, Sport, Construction)
- Academic Rep(s)
- Library/Resources Rep
- Admin/secretary
- Lay Advisor or other independent person for Annual Reviews

Roles and Responsibilities

Chair – consider a co-chairing arrangement between the Dean and/or a Student Rep

Student Reps – to be elected by their cohort and to consult with the students they represent to identify issues for discussion at SSLC and/or to seek out their views on matters raised by the committee.

Secretary - responsible for communicating times/dates/venue of meetings, creating and circulating an agenda, taking and circulating minutes.

Meeting Arrangements and Reporting

Timing – SSLC should take place at least once per semester with an introductory meeting taking place in October. Dates should be publicised widely in advance. Consider scheduling it to take place over a buffet lunch to encourage attendance.

Agenda – NSS to form the core standing agenda items. Request for items to be emailed out in advance in a timescale that allows the final agenda to be circulated at least one week in advance of the meeting.

Minutes – to be circulated within a specified timeframe and shared with staff and students via an appropriate method e.g. website, intranet, CANVAS, Teams. The minutes and actions will also inform partner university continuous monitoring as an alias for Course Management Meetings.

The committee will report to the Higher Education Oversight Committee, and will be shared at Governing body meetings, Curriculum management team meetings and will inform the HE Self evaluation document/TEF submissions and SSLC annual report.

Review arrangements/timings

The terms of reference should be reviewed annually (standing agenda item for one of the meetings)