

Standardisation of SSLC Practices Policy

Context

Student-Staff Liaison Committees (SSLCs) are regular meetings between Student Academic Representatives (School/Department Officers & Class Reps) and Academic Staff within a School or Department/Discipline. The purpose of this paper is to propose an institutional minimum standard for Student-Staff Liaison Committees (SSLCs). Currently, there is disparity across and between Schools and Campuses, making it confusing for students and Academic Representatives.

1 Objectives of SSLCs

- 1.1 SSLCs should enable students and staff to participate jointly in providing, receiving, and considering feedback on the student learning experience within their School or Discipline/Department.
- 1.2 SSLCs should provide a greater communication between Student Representatives, Students and Staff with a view to enhancing the provision and quality of learning and teaching within a School or Discipline.
- 1.3 SSLCs should provide an opportunity to address areas of student and staff concern.
- 1.4 SSLCs should facilitate student partnership in decision-making at appropriate levels.
- 1.5 SSLCs should enable best practice to be shared across the School or Discipline/Department.
- 1.6 SSLCs should provide an opportunity to close the loop in response to Department/Discipline- or School-level student feedback.

2 Minimum Establishment of SSLCs

- 2.1 Per Campus, each Discipline/Department should establish an SSLC covering all taught programmes within that Discipline/Department.
- 2.2 Per Campus, a Discipline/Department can opt to establish a separate SSLCs for Undergraduate and Postgraduate Taught programmes.
- 2.3 Per Campus, a School may opt to establish School-level SSLCs. These can be separated into UG & PGT if necessary.
- 2.4 Where student cohort numbers - or number of delivered programmes - are smaller, School-level SSLCs may be used in place of separate Discipline/Department-level meetings.

3 Membership of SSLCs

- 3.1 Membership of Discipline/Department-level SSLCs should include, as a minimum:

- The relevant Discipline/Department-level Student Representative (as Chair);
 - The Director of Studies (or a nominated Staff Lead) (as Deputy Chair);
 - All Programme-level Student Representatives (Class Reps);
 - Year Co-ordinators.
- 3.2 SSLC Chairs can invite representatives from other Services (Student Representative Bodies, IS, Wellbeing, Student Success etc) as appropriate. Where there is a student-led Academic Society linked to a Discipline (i.e. Civil Engineering Society), a representative of the Society may be invited as a Member of the Discipline-level SSLC.
- 3.3 Staff membership of an SSLC should not exceed student membership of an SSLC without pre-approval of the Chair and DLT.
- 3.4 In smaller Schools where it is deemed appropriate and more effective to establish a School-level SSLC, either a School-level Student Academic Representative or one of the Department-/Discipline-level Representatives will act as Chair.

4 Frequency of Meetings

- 4.1 Each established SSLC should meet, **as a minimum**, once each Semester in which teaching is delivered.

5 Meeting Papers & Discussion

- 5.1 The agenda and any papers for each SSLC must be disseminated to the membership no later than one week before the Committee meets.
- 5.2 The agenda for all SSLCs must include, **as a minimum**, the following standing items:
- Matters Arising and Actions Taken from the previous meeting;
 - Verbal Updates from student and staff representatives.
- 5.3 Over the course of an Academic Year, SSLCs must also consider information relating to the School or Discipline's/Department's internal and external surveys.
- 5.4 An action log, with context where required, must be kept as a record of agreed actions and outcomes.
- 5.5 The action log of an SSLC, which should remain a live document, should be made accessible to all students through Canvas Discipline sites.
- 5.6 Actions should be categorised in themes aligned with the [sparqs SLE Model](#):
- Curriculum;
 - Resources, Environment & Technologies;
 - Learning & Teaching Delivery;
 - Progression & Achievement;
 - Assessment & Feedback;
 - Community & Belonging;

- Student Partnership;
- Support & Guidance;
- Organisation & Management.

6. School-level Fora

- 6.1 Schools may opt to host School-level SSLCs alongside Discipline/Department-level meetings.
- 6.2 Schools may opt to hold School-level Town Hall meetings, or similar, in place of School-level SSLCs.
- 6.3 The Directors of Learning & Teaching and Academic Quality (DLTs and DAQs) should meet regularly with the Department Officers and any School-level student representatives from across their School between SSLC meetings.

7. Responsibilities

- 7.1 The Student Representative Bodies (SRBs) will work together to enable globally consistent training to Student Academic Representatives at all levels.
- 7.2 Department/Disciplines on each campus will nominate a Staff Lead to be the first point of contact for Department-level Academic Reps.
- 7.3 Year Coordinators will provide, and maintain, a populated list of Class Reps to the SRBs.
- 7.4 All members of established SSLCs have a responsibility to update students on Actions and Outcomes.
- 7.5 Student Academic Reps should attend SSLCs as a matter of importance, unless for a valid reason.