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 spargas SLE Model:
• Curriculum;
• Resources, Environment & Technologies;
• Learning & Teaching Delivery;
• Progression & Achievement;
• Assessment & Feedback;
• Community & Belonging;
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.