

**(Insert School/Institute name)**

**Undergraduate or Postgraduate Student Staff Liaison Committee**

**Day/Month/Year of meeting**

**Agenda**

|  |  |  |  |
| --- | --- | --- | --- |
| **Part 1 – Preliminary Items** | | **Paper** | **Led by** |
| 1(a) | Welcome and introduction for new members |  | Chair |
| 1(b) | Apologies for Absence |  | Secretary |
| 1(c) | Minutes of the previous meeting |  | Chair |
| 1(d) | Report on matters arising and actions taken |  | Chair |
| 1(e) | Terms of reference and membership |  | Chair |
| 1(f) | Admissions, induction and enrolment |  | Chair |
|  |  |  |  |
| **Part 2 – Student feedback, Programme Delivery and other matters** | |  |  |
| 2(a) | Programme/module developments and amendments |  |  |
| 2(b) | **Student feedback**  Learning and teaching matters  Assessment and feedback  Academic support  Organisation and communication |  |  |
| 2(c) | Learning resources   * Online teaching and learning * Library facilities / materials (books, journals etc.) * QMplus * QReview * Updates from faculty E-learning forums * IT |  |  |
| 2(d) | **Student survey feedback**   * NSS * UKES * PTES * Module evaluations and responses to results |  |  |
| 2(e) | **Consideration of Student Experience Action Plan**  (SEAP), Student Experience Action Matrix (SEAM) or Taught Programme Action Plans (TPAP) |  |  |
| 2(f) | Periodic Review (delete if not applicable)   * *Discussion of Self-Evaluation Document for Periodic Review (prior to review)* * *Discussion of the report from the Periodic Review panel including commendations and recommendations* * *Discussion of the action plan in response to report recommendations* * *Discussion of the 12 month progress report on the action plan to academic committees* |  | Chair |
| 2(g) | Consideration of External Examiner reports  *Please note that it is essential that External Examiner Reports are discussed and minuted at SSLC meetings* |  |  |
| **Part 3 – Any Other Business** | |  |  |
| 3(a) |  |  |  |
| **Part 4 – Date of the next meeting** | |  |  |
| 4(a) |  |  |  |