

Terms of Reference

Title: Staff Student Liaison Committee AY21/22

Date: October 2021

1. To establish effective communication between students and academic staff.
2. To consider issues which would enhance the student experience, including, but not limited to:
 - quality of programmes and modules overall
 - external examiner reports (these should always be discussed at the appropriate meeting of the SSLC)
 - learning and teaching methods
 - assessment methods
 - feedback on assessed work
 - the provision of study skills support, general student support and / or supervision
 - learning resources, facilities, and study space
 - campaigns and issues raised by the Students' Union
3. To consider data collected from students that could impact on the shape of the education experience, including, but not limited to:
 - National Student Survey data
 - PTES data
 - Module Evaluation data (as permitted according to University policy)
 - External Examiner reports
 - Any surveys carried out in-house (e.g. Southampton Student Survey)
4. To refer issues to relevant personnel when appropriate.
5. To monitor response to student issues raised.
6. To consider issues relating to health and safety, reporting to the Faculty Health and Safety Committee where necessary.
7. To review SSLC activity for the year (last SSLC meeting of the year in the Summer Term) as per the guidance found in the Academic student Representation Policy.
8. To report to the School Programmes Committee and any of its sub-committees as necessary.

Frequency and Timing

As a minimum, these meetings take place 3 times per year.

Reporting Requirements

- Minutes of the Staff-Student Liaison Committee will be submitted to the School Programme Committee for approval.
- Minutes of the Staff-Student Liaison Committee will be submitted to the Faculty Education Committee for information.
- Minutes of the Staff-Student Liaison Committee will be submitted to the SUSU Representation Team (representation@susu.org) for information.

Membership

Chair: SUSU School President (or Department President, where appropriate) Academic Lead: Staff Student Liaison	
Academic Representatives: Module Leads Learning Groups Leads Programme Leads	
Student Representatives: SUSU School President (or Department President, where appropriate) SUSU Course Representatives	
Faculty Academic Registrar	
Professional Services Representatives: Library iSolutions	
Ex-officio: Associate Dean (Education)	
Secretary	