

# Staff Student Liaison Committee

## Terms of Reference and Constitution

**Governance reporting line:**.....Staff Student Liaison Committee reports to School Programmes Committee, Faculty Education Committee and SUSU Representation Team.

**Document owner:**.....Students' Union, via the Academic Student Representation Policy.

### 1. Origin

- To establish effective communication between students and academic staff.

### 2. Purpose

- 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
- 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)
- To refer issues to relevant personnel when appropriate.

### **3. Responsibilities and activity**

- To monitor response to student issues raised.
- To consider issues relating to health and safety, reporting to the Faculty Health and Safety Committee where necessary.
- 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.
- To report to the School Programmes Committee and any of its sub-committees as necessary.

### **4. Reporting arrangements**

- 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](mailto:representation@susu.org)) for information.

### **5. Constitution**

- 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

## **6. Quorum and frequency**

### **6.1 Quorum**

- None

### **6.2 Frequency of meetings**

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

## **7. Resources**

- Secretariat support is provided.

**8. Terms of Reference review**

Date of last review: 2022

Date of next review: 2023