

Quality Review Framework Annex 6.4.2:

Staff-Student Consultative Committee (SSCC) Agenda Item Checklist

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Guidance

Agenda Item	Source of documentation etc.	Relevant policy	Action	Report to	Timescale
Terms of Reference and Constitution	Existing Terms of Reference and constitution	SSCC Terms of Reference (<i>Academic Manual</i>)	For discussion and approval at first meeting each session	Departmental Teaching Committee (DTC) and Student Experience Committee (StEC)	Term 1/ first meeting
Matters Arising from the Minutes: follow-up action from previous SSCC meetings	Previous SSCC minutes	SSCC Terms of Reference (<i>Academic Manual</i>)	To discuss follow-up action resulting from previous SSCC meetings, in particular any matters referred to the DTC or Departmental Staff meeting	DTC and STEC*	Ongoing
Student Academic Representatives (StARs) Scheme	UCL Union and StEC	SSCC Terms of Reference (<i>Academic Manual</i>)	To discuss the UCL Union StARs scheme, ensure student awareness of training available and the effectiveness of the SSCC and support for StARS (see: http://uclu.org/representation/education/student-academic-representatives-stars)	DTC and STEC*	Term 1/ first meeting and ongoing

Agenda Item	Source of documentation etc.	Relevant policy	Action	Report to	Timescale
Student Experience (standing items on the agenda)	Student Academic Representatives (StARS) and department	SSCC Terms of Reference (<i>Academic Manual</i>)	Matters to include: <ul style="list-style-type: none"> - Assessment and Feedback - Student Surveys (NSS and SEQs) - Proposals to change programmes and modules - Course Information (including advice on study and online materials.) 	DTC and STEC*	Ongoing
Other Student Experience Items (to be discussed at least once each session)	Student Academic Representatives (StARS) and department	SSCC Terms of Reference (<i>Academic Manual</i>)	Matters to include: <ul style="list-style-type: none"> - Teaching - Organisation and Management (including timetabling and departmental communications) - Learning Resources (including Library, IT and other teaching and learning resources) - Employment ,employability and personal development - Personal Tutoring 	DTC and STEC*	At least once each session
Student Projects and Events, UCL ChangeMakers and other student engagement matters.	UCL ChangeMakers	SSCC Terms of Reference (<i>Academic Manual</i>)	To discuss student projects and events and to make members aware of UCL Changemakers and how it could support the work of the Committee to enhance the student learning experience. The SSCC might also discuss other student engagement initiatives such as green representatives.	DTC and StEC*	Term 1/ first meeting and ongoing
UCL's Annual Student Experience Review (ASER)	Department or equivalent	SSCC Terms of Reference (<i>Academic Manual</i>)	To receive and discuss the Department's ASER Report and Action Plan	DTC and StEC*	Annually
Receive notification of any Departmental changes to teaching, admissions, and assessment	Department or equivalent	SSCC Terms of Reference (<i>Academic Manual</i>)	To inform students of any Departmental (or programme) changes with respect to teaching, admissions, and assessment.	DTC and StEC*	As required

Agenda Item	Source of documentation etc.	Relevant policy	Action	Report to	Timescale
Changes in Departmental (or equivalent) policy	Department or equivalent	SSCC Terms of Reference (<i>Academic Manual</i>)	To comment upon any significant changes to Departmental policy which would have a direct consequence for teaching, admissions, and assessment	DTC and StEC*	As required
Annual reports of the Chairs and Boards of Examiners	Department or equivalent	SSCC Terms of Reference (<i>Academic Manual</i>)	To receive and consider copies of the annual reports of the Chairs and Boards of Examiners	DTC and StEC*	Annually
Internal Quality Review (IQR) Self-evaluative Statement (SES) and IQR report and action plan	Department or equivalent	Guidelines for the Conduct of IQR (<i>Academic Manual</i>)	To receive for discussion the department or programmes' SES for the IQR and the eventual IQR report and action plan	DTC and StEC*	As required
Departmental Equal Opportunities Liaison Officer (DEOLO)	Department or equivalent	SSCC Terms of Reference (<i>Academic Manual</i>)	To ensure student awareness of the DEOLO (see <i>Academic Manual</i> Equalities and Diversity policy)	DTC and StEC*	Term 1/ first meeting
Departmental safety	Department or equivalent	SSCC Terms of Reference (<i>Academic Manual</i>)	To comment upon safety within the Department	DTC and StEC*	Ongoing
Any other business	SSCC itself	SSCC Terms of Reference (<i>Academic Manual</i>)	Last item on the agenda	DTC and StEC*	Ongoing

* Items to be included in the SSCC minutes, for submission to:

- Departmental Teaching Committee (or equivalent)
- StEC Secretary and UCL Union: sscc@ucl.ac.uk.