



Quality Review Framework Annex 6.4.2:

Staff-Student Consultative Committee (SSCC) Agenda Item Checklist

Contact: **Rob Traynor**, Quality Assurance Coordinator, Academic Services, Student and Registry Services

Guidance

Agenda Item	Source of documentation etc.	Action required by	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 (incorporating Joint Staff Student 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 matter which was referred to the Departmental** Staff meeting	DTC and StEC*	Ongoing

Agenda Item	Source of documentation etc.	Action required by	Action	Report to	Timescale
Student issues	Student Representatives	SSCC itself	Matters raised by student representatives	DTC and StEC*	Ongoing
Student Academic Representatives (StARs) Scheme	UCL Union and JSSC	StEC	To discuss the UCL Union StARs scheme and ensure student awareness of training available (see: http://ucl.org/representation/student-academic-representatives-stars)	DTC and StEC*	Term 1/ first meeting
Degree programme and course evaluation questionnaires	Department or equivalent	SSCC Terms of Reference and Student Questionnaires (<i>Academic Manual</i>)	To comment upon the outcome of degree programme and course evaluation questionnaires and any consequent follow-up action (see <i>Academic Manual Student Questionnaires</i>).	DTC and StEC*	Ongoing
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 Equalities and Diversity</i> policy)	DTC and StEC*	Term 1/ first meeting
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
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
Departmental safety	Department or equivalent	SSCC Terms of Reference (<i>Academic Manual</i>)	To comment upon safety within the Department	DTC and StEC*	Ongoing
Physical resources within the Department	Department or equivalent	SSCC Terms of Reference (<i>Academic Manual</i>)	To comment upon physical resources within the Department e.g. computer/library facilities etc. Minutes should specify where possible, whether concerns are with	DTC and StEC*	Ongoing

Agenda Item	Source of documentation etc.	Action required by	Action	Report to	Timescale
			departmental or UCL resource provision		
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
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
Personal Tutoring (PT) System	Department or equivalent	SSCC Terms of Reference (<i>Academic Manual</i>)	To comment at least once each session on the PT system.	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
Feedback on Students Work	Department or equivalent	SSCC Terms of Reference (<i>Academic Manual</i>)	To comment on feedback to students on their assessed work to (i) make students aware of the UCL Service Standards and (ii) identify student related issues for further discussion by the DTC	DTC and StEC*	As required
National Student Survey (NSS) Results	Department or Academic Services (AS)	SSCC Terms of Reference (<i>Academic Manual</i>)	As part of the ASER process (see above) to receive for discussion the NSS results, available from the Vice-Provost (Education and Student Affairs) office (note: non-applicable to P/G-only SSCCs)	DTC and StEC*	Annually
Careers Service Representative Visit	UCL Careers Service	StEC	To invite the departmental (or equivalent) UCL Careers Service representative to the SSCC to discuss careers and employability matters and exchange information	DTC and StEC*	Annually
Any other business	SSCC itself	SSCC itself	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 (JSSC) r.traynor@ucl.ac.uk UCL Union (stars@ucl.ac.uk).