**LONDON’S GLOBAL UNIVERSITY**

# **[Name of department or programme]**

# **Staff Student Consultative Committee**

# **[Date of Meeting and Time and Venue]**

# **Agenda**

# **Part 1: Preliminary Business**

1. Welcome
2. Constitution and Terms of Reference 2022-23 [First meeting only]
3. Minutes of the previous meeting
4. Matters Arising from the minutes

# **Part 2: Standing Agenda Items**

(For inclusion on each agenda)

1. Reports from members, to include areas of concern raised by the student representatives or other members of the SSCC, not covered below.
2. Annual Student Experience Review (ASER)

To discuss the ASER Development and Enhancement Plan and the main themes\*:

1. Teaching and Curriculum
2. Assessment and Feedback
3. Academic Support – including personal tutoring
4. Organisation and Management - including timetabling and Departmental processes
5. Learning Resources - including library, IT and other teaching/learning resources
6. Learning Community
7. Student Voice
8. Continuation and Outcomes
9. Inclusivity
10. Careers and Employability
11. Other

As part of the above, the SSCC must review and discuss the following key data and information at least once during the year:

1. Results and actions arising from relevant student evaluations e.g. Module surveys, National Student Survey (NSS), New to UCL, Postgraduate Taught Experience Survey (PTES), Postgraduate Research Experience Survey (PRES)
2. External examiners’ reports and Department responses to recommendations
3. Careers data

\* Note: the ASER themes and data may be separated for discussion at different SSCC meetings.

1. UCL ChangeMakers Projects

Discussion of project proposal and tracking of progress throughout the year

# **Part 3: Other Items for Discussion**

(To be discussed at least once during the academic year)

1. Information relating to internal and external systems of accountability, to include Professional, statutory and regulatory body reports and Department responses to recommendations (e.g. such as external reviews conducted by bodies such as the British Psychological Society, the Royal Institute of British Architects, the General Medical Council etc).
2. New and revised programme developments
3. Other student-led projects or events, such as those led by student societies
4. The effectiveness of the SSCC, and the actions of the Students’ Union (SU) and Departments in response to the SSCC (this may be best discussed at the final meeting in order to encourage self-reflection on how well the SSCC has worked during the session and on any interaction with the DTC and SU on the items it raised).
5. The priorities and actions of the Department Teaching Committee (DTC) and/or research-education equivalent
6. Opportunity for the Lead Department Representative to report on meetings they have attended at the Faculty level
7. The development of strategies to support research students’ experiences.

# **Part 4: Concluding Business**

1. Any Other Business
2. Dates of Next Meetings:

Name of SSCC Secretary

Title/Position

Department

[telephone 020 7679 XXXX, UCL extension XXXXX, email: X.X@ucl.ac.uk]

Date agenda ready

Day/Month/Year

LONDON’S GLOBAL UNIVERSITY



# **[Name of department or programme]**

# **Staff Student Consultative Committee**

# **Date of Meeting**

# **Minutes**

Present:

X (Chair)

List members at meeting, for example Professor Victor Plum; Ms Kasandra Scarlett; Dr Diane White etc

In attendance: X (Secretary);

Apologies for absence were received from X

Key to abbreviations:

SSCC Staff Student Consultative Committee

# **Preliminary Business**

1 **Minutes of the Previous Meeting**

1.1 Approved – the Minutes of the previous meeting held on [date] [SSCC Minutes xx-xx, 2022-23].

2 **Matters Arising from the Minutes**

2A  **Item title**

[Minute X, previous meeting date]

2A.1 Text.

# **Matters for Discussion**

3 **Item Title**

3.1 Received*–* Paper SSCC 1-01 (22-23)

3.2 Discussion - Text

3.3 Agreed – Text

Action: Name of person responsible for carrying out action

# **Other matters for approval or information**

4 **Dates of Next Meeting**

4.1 The next meetings of the SSCC are scheduled for:

List the dates, times and venues of the meetings.

Name of SSCC Secretary

Title/Position

Department

[telephone 020 7679 XXXX, UCL extension XXXXX, email: X.X@ucl.ac.uk]

Date minutes ready

Day/Month/Year

Note: the unconfirmed minutes of an SSCC meeting, as approved by the Co-Chairs, should be displayed to all students via a Department webpage, Moodle or any other appropriate method within ten working days of the meeting. These minutes should also be emailed to [sscc@ucl.ac.uk](mailto:sscc@ucl.ac.uk) within this timeframe for collation by the Students’ Union and Academic Services.