



GUIDANCE ON THE OPERATION OF STUDENT STAFF CONSULTATIVE GROUPS

The operation of the Student Staff Consultative Group should be as follows:

- groups are required by Programme Boards to meet at least once per trimester, in an informal environment. The scheduling of the group should be in advance of the relevant Programme Board(s).
- the Programme Leader, acting on behalf of the Programme Board, will in the first instance make arrangements for the establishment of the group. The group will, at the start of each meeting, elect a Chair who should normally be a student. The Programme Co-Ordinator will be responsible for convening meetings of the group in liaison with the Programme Leader
- the Programme Leader and Chair, in consultation with other group members, will provide an agenda for each meeting.
- groups are required to keep formal minutes (by a Clerk who is a member of staff) and should produce a record of actions arising from the discussions
- any issues referring to modules shall be passed immediately to the Module Leader for action in the first instance. Programme, School, and/or University matters should be passed to the relevant Head of Department, Programme Board, and/or School Board and, if appropriate, with the relevant University department
- the draft minutes and outcomes will be forwarded to the Programme Board (and any other relevant bodies) for information or action as appropriate. The draft minutes must contain sufficient detail for the Programme Board to be convinced that the group is operating successfully. The draft minutes will constitute the students' primary input to the annual monitoring process

- School Boards should also receive and consider a summary of points raised at SSCG each Trimester to inform the 'bigger picture' and to enable School/Department level monitoring of the effectiveness of feedback to students on the actions that they have raised
- groups may be established which cover whole programmes, or a single level or levels of a programme. In some cases, groups may be established which cover combinations or suites of programmes with close academic links
- in the case of programmes delivered at a distance, Programme Boards should make alternative appropriate arrangements, for example the use of web-based discussion sites or paper-based consultation processes.

Composition

The Student Staff Consultative Group should have a majority of student members. The composition of the Group should be:

- elected students representing all levels and programmes constituting the group (it is the Programme Leader(s) responsibility to make sure elections are conducted and the outcomes recorded among all relevant student cohorts at the start of each academic year)
- the Programme Leader(s) or equivalent
- students, staff, and other individuals, such as employers associated with the programme, who are not members of the group, may be invited to attend and to participate in discussions.

The information above represents a template for the operation of Student Staff Consultative Groups. It is recognised that, particularly with part-time programmes or for programmes delivered via digital mode, some further flexibility may be required. However, all levels of each programme must have representation on a group. The composition of an SSCG should contain more students than staff.

The Programme Board should arrange for nominated reps to attend induction for class representatives at the start of each academic year in collaboration with the Students' Association who will facilitate the rep training.

Agenda

The following outlines a shell agenda for Student Staff Consultative Groups:

- Apologies
- purpose of Student Staff Consultative Groups
- performance indicators for programmes and modules
- confirmation of minutes of the previous meeting
- review of the results of actions arising from the previous meeting
- matters raised by students
- matters raised by staff
- any other business

Appendix 1 contains a proforma which can be sent to class reps to assist them in gathering focussed feedback from their fellow students.

Appendix 2 contains a proforma which can help the SSCG record feedback and report on outcomes to the Programme Board.

APPENDIX 1

Feedback to Student Staff Consultative Group (SSCG)	
Date of Meeting	
Programme(s) of study	
Level (year) of study	
Student Representative	

As a class rep you should attempt to get feedback from the students on your programme about their learning experience. Please use the template below to summarise that feedback and forward to your Programme Coordinator prior to the meeting. Please encourage students to reflect and report on things that are going well and things that could be improved.

The Learning and Teaching	
This includes anything to do with teaching methods, quality of teaching and the curriculum	
<i>Things that are going well</i>	<i>Things that could be improved and how</i>

Learning resources, facilities and employability

This includes anything to do with the library facilities, IT services, lab equipment, rooms and placements/work opportunities

Things that are going well

Things that could be improved and how

Assessment and Feedback

This includes anything to do with assessments and the amount and quality of feedback

Things that are going well

Things that could be improved and how

Support and Guidance

This includes anything to do with the availability of academic staff, personal tutoring and the services offered by the Schools Learning Development Centre

Things that are going well

Things that could be improved and how

Organisation and Management

This includes anything to do with timetabling and any communications of changes to the programme

Things that are going well

Things that could be improved and how

Student Voice	
This includes any mechanisms you have used for feeding back and how you have received a response	
<i>Things that are going well</i>	<i>Things that could be improved and how</i>
Please add any further comments or feedback	

Student Staff Consultative Group - Meeting Record

Date/Trimester/Academic Session	
Programme(s)	
Attendees	
Apologies	
Minutes of previous meeting confirmed?	Yes <input type="checkbox"/> No <input type="checkbox"/> - Please give reason
Review of Actions from Previous Meeting	Yes <input type="checkbox"/> No <input type="checkbox"/> - Please give reason
Performance Indicators for Programmes and Modules	
Purpose of Student Staff Consultative Group (confirmed at first meeting of academic session)	Yes <input type="checkbox"/> No <input type="checkbox"/> - Please give reason

Please provide details of comments/feedback from students and/ or staff relating to the following areas:	Responses/Actions	Responsible	Progress/ Outcome of actions
Learning and Teaching			
Learning resources, facilities and employability (e.g. module resources/IT/library/placements)			
Assessment and Feedback (e.g. prompt feedback on work/clear marking criteria)			
Support and Guidance (e.g. Personal Tutoring/ advice and guidance relating to studies)			
Organisation and Management (e.g. communication of changes to programme/teaching, timetabling)			
Student Voice			
Any other Programme feedback			

Any matters to be followed up	Outcome of actions
University	
School	