

STUDENT VOICE & REPRESENTATION POLICY 2021-2024

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Date

June 2021

Document Title	Student Voice & Representation Policy 2021-2024
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Responsible person and Department:	Head of Student Engagement and Employability
Approving Body:	Senate
Date of Approval:	June 2021
Date Effective From:	June 2021
Review Date:	June 2024 (triennially)
Indicate whether the document is for public access or internal access only Indicate whether the document applies to collaborative provision? (Strikethrough text, as appropriate)	Public Access Internal Access Only Applies to Collaborative Provision
SUMMARY/DESCRIPTION	
<p>This document defines the precepts that programmes, Faculties and other relevant organisational groupings within the University will meet in order to allow students to be represented in as transparent and open a manner as possible on the boards/committees/groups detailed in this policy. Any new groups that may be set up in the future will aspire to meet these principles.</p> <p>This document has been enhanced to include several principles of Student Voice, Surveys and Representation practices at the University of Winchester, as well as the University's involvement in the training of Student Representatives. this document also provides specific guidance regarding Student Academic Representatives (StARs) and their roles on Student-Staff Liaison Committees (SSLCs).</p>	
SUMMARY OF CHANGES FROM PREVIOUS VERSIONS	
Changes from Student Representation Policy 2019-2022 to Student Voice & Representation Policy 2021-2024 (implemented May 2021)	
<ul style="list-style-type: none"> • General restructure to remove repeated sections and to allow for additional subheadings, along with grouping of pre-existing sections for clarity and ease of reference. Updated job titles of co-authors. • Section 1.0: New section to outline the principals of practice for Student Voice • Section 2.0: Updated meeting list in consultation with Academic Registrar. Noted more explicitly that all future newly established groups shall aspire to meet the principles as laid out in the policy. Noted student representation on FADCs and RDQC to be appointed from student body, including suggestion of appointment from StARs / Student Chairs who may be more experienced in engaging with academic level meetings. Addition of 'adequate preparation' of student representatives on these committees. • Section 3.0: New subheading to group together expectations of committee members, and expectations of student representation on committees, as noted on previous iteration of policy. New sections: 2.9 and 2.10 added to outline a clear process for Chairs/Programme Teams to follow when student representatives disengage/cannot be contacted, or if they wish to withdraw from their role. • Section 4.0: As before (previously section 2.0 in 2019-22 version of policy) • Section 5.0: As before (previously section 3.0) • Section 6.0: New subheading to group together specific details of StARs, as noted on previous iteration of policy. Confirmation that the University shall be responsible for sending the Student Union a complete list of all courses running at each level, over the summer, for the forthcoming year - to allow the Union to adequately prepare the StARs database in sufficient time before the start of the academic year. Additional section added (5.4) to outline support available from the Student Union for programmes which are struggling to recruit StARs. Outline of the process for written exemption from quoracy. Additional recognition that Foundation Year programmes may also require additional support from the Union • Section 7.0: Previously section 4.0. Grouping of Student Chair/Deputy Student Chair requirements into one clear section (7.6). Section 7.13 updated to ensure SSLC membership is adequately representative of all programmes covered, where an SSLC covers more than one programme. Removal of the 'per programme' reference across the policy – previously there were 5 instances where 'at least 1 StAR per level per programme' was listed as a requirement, this has now been changed to 'at least 1 StAR per level'. • Appendix 1: Student-Staff Liaison Committee Constitution: Previously the SSLC Constitution was 	

over 1100 words long and broadly a repetition of the 'Specific details of Student-Staff Liaison Committees (SSLCs)' section of the previous iteration of the policy. The SSLC Constitution has now been streamlined to be closer in length/style to other University Constitutions. An opening line has been added to signpost to the Student Voice & Representation Policy (2021-24) which should be read in conjunction with the SSLC Constitution.

- **Appendix 2: Student-Staff Liaison Committee Agenda Template:** Newly added appendix to include the pre-existing (but not widely adopted) SSLC Agenda Template, created with the Assistant Vice Chancellor, including items on Student Voice in line with the NSS. This Agenda Template should be adopted by all programmes.

Summary of Changes from previous versions of Student Representation Policy

The Student Representation Policy was originally written in 2014, to formalise University practice of student representation on programme level and university-wide committees prior to the QAA Higher Education Review in 2016. Since this policy was first written, the document has been updated several times to reflect the change of University-wide committees and particularly in 2018, the move from Programme Committee Meetings to Student-Staff Liaison Committees. Since this University move, the policy has grown and this iteration of the policy has been streamlined to act as both a guidance document and policy for Programme Leaders, Student Chairs and Student Representatives to guide student representation practice at the University of Winchester. The changes to this policy iron out questions asked since 2018 as well as providing further guidance for Faculty Level Committees (such as Faculty Academic Development Committee).

STUDENT VOICE & REPRESENTATION POLICY

Introduction to Policy

This policy sets out the minimum requirements that programmes, Faculties and other relevant organisational groupings within the University shall meet to allow the relevant board/committee/group, along with their discussions and decisions, to engage with students in as transparent, meaningful and open a manner as possible and to represent the student voice. The policy also sets out below core principals of practice at the University of Winchester relating to Student Voice opportunities such as surveys, evaluations and responding to student feedback strategically.

1.0 Student Voice at the University of Winchester – Principals of Practice

- 1.1 Engaging, listening and responding to the student voice at the University of Winchester is a priority for our mission to engage our students as partners in their educational experience. We recognise that Student Voice and Feedback opportunities happen at all levels of the University, and the below principals should be followed for meaningful student voice activities at the University.
- 1.2 The University places limits on student surveys at Winchester to prevent survey fatigue. Therefore, all new University-wide surveys must be approved by the Senior Management Team before being shared.
- 1.3 The University supports the below surveys to operate across the University on an annual basis:
 - The National Student Surveys (NSS)
 - The UK Engagement Survey (UKES)
 - The Postgraduate Taught Survey (PTES)
 - Programme Level Evaluations (ran by Academic Quality and Development)
 - Module Evaluations (ran by Academic Quality and Development)
- 1.4 To ensure meaningful student feedback practices in our programmes and services, training and consultancy on facilitating meaningful student voice opportunities will be provided by the Student Engagement and Employability Team.
- 1.5 Closing the feedback loop is crucial to ensure our students know they are heard, listened to, and that the University is acting on their feedback. Therefore, no student voice, feedback opportunity, student meeting or survey should be run unless there is a built in response element which will be communicated back to students who participated.

2.0 Student Representation on University level meetings – Requirements

- 2.1 Current (as below) and future University level meetings are required to include student representatives drawn from Winchester Student Union. Any new groups that may be set up in the future will aspire to meet these principles.
 - Board of Governors
 - Foundation Committee (sub-committee of Board of Governors)
 - Standing Committee (sub-committee of Board of Governors)
 - Academic Regulations, Policies and Procedures Committee (ARPP)
 - RKE Ethics Committee
 - Student Advisory Council (SAC)
 - Senate Research & Knowledge Exchange Committee
 - Senate Academic Development Committee (SADC)
 - Programme Amendment Committee (sub-committee of SADC)
 - Student Experience Excellence Group (SEEG)
 - Equality & Diversity Committee
 - Joint Health & Safety Committee
 - Planning & Resources Committee
 - Honorary Awards Committee
 - Senate
 - Faculty Academic Development Committees (FADC)
 - Student Engagement Advisory Group (SEAG)

- Graduate Employability and Higher Study Strategy Group
- Technology Enhanced Learning Advisory Group (TELAG)
- Race Equality Action Group (REAG)
- Sustainability Committee
- Prevent Duty Delivery Team (PDDT)
- IT Governance Board
- Student Transition to University Group
- Access and Participation Plan Strategy Group

2.2 In addition to the above, student representatives shall also be invited to participate in other Working/Advisory/Task & Finish/Action/Strategy Groups or other informal groups set up by Committees to conduct discrete items of business (for instance, in preparation for programme revalidation events or consultation for setting up and validating new programmes).

2.3 Student-Staff Liaison Committees (SSLCs) are student-led programme level committees. Student representatives on SSLCs consist of at least two Student Academic Representatives (StARs) per level as well as a Student Chair and a Deputy Student Chair, all of which are trained and supported by the Student Union. See sections 6 and 7 of this policy for specific details of StARs and SSLCs.

2.4 The following Committees should seek to appoint student representatives from their relevant student cohort, including the current pool of Student Academic Representatives (StARs) and Student Chairs/Deputy Student Chairs who may be more experienced in engaging with academic level meetings.

- Faculty Academic Development Committees (FADCs)
- Research Degrees Quality Committee (RDQC)

A minimum of two student representatives should be present at meetings. If less than two students are interested, FADC/RDQC Chairs should contact SU_Education@winchester.ac.uk for further discussion. Student representatives on FADC and RDQC should be adequately prepared to sit on these meetings, this may include a briefing from the Chair in advance of the meeting.

2.5 The Committees listed above (1.1) plus RDQC are timetabled annually and details are posted on the University Calendar.

2.6 Meetings for FADCs and SSLCs are normally timetabled by the membership, and members shall ensure that meetings are timetabled at a time that enables a majority of student representatives to be present. Dates and times should be agreed no later than the first meeting of the year and publicised to all members, on whatever platform and in the same location that papers for that committee are normally posted for members to access.

3.0 Student Representation – General Expectations

3.1 In all committee meetings with student representation, student members are full and equal members of the committee, with voting rights identical to other members in decision making committees.

3.2 However, where there are areas of committee business which require confidentiality away from student representatives (for example, where individual student progression issues are to be discussed), Chairs of those committees shall identify these, placing them either in a separate meeting or on a restricted agenda. It is expected that this exception shall be used sparingly. SSLCs do not discuss individual students' progression.

3.3 Committee Chairs and Secretaries, including Student Chairs for SSLCs, shall actively encourage student representatives to put forward items for meeting agendas and have access to contribute.

3.4 In all SSLCs and RDQC meetings, general student issues including 'Reports from Student Representatives' shall be a standing item placed early on in the agenda.

3.5 Student representatives shall make every effort to represent the opinions of their peers, even if these do not coincide with their own views, and shall work with Winchester Student Union and

Committee Chairs to ensure that they have proper means of gathering those views.

- 3.6 Student representatives on SSLCs, RDQC or other bodies representing specific constituencies/cohorts of students are expected to feed back to the students they represent via whatever platform(s) is (are) most appropriate. The Student Union will offer training to students to support them in their representative responsibilities.
- 3.7 At each Student Union training for Student Academic Representatives and Student Chairs, the Vice President, Education & Welfare may invite the University to seek a suitable representative to be present at training, to indicate the importance of student voice made possible through the StARs scheme, to add their thanks to students for their participation and to show overall support for the scheme.
- 3.8 Committees themselves shall also provide feedback to students at large about matters of concern to them following discussion at meetings both via student representatives and whatever platform(s) is (are) most appropriate.
- 3.9 All student representatives shall be able to log their participation on their Higher Education Achievement Report (HEAR). The staff members in the Student Union responsible for verification will confirm this participation.
- 3.10 It is recognised that occasionally student representatives (including StARs) can disengage following election/appointment into their role, leading to issues with communication and quoracy. In these instances, the committee Chair (or for StARs, their Programme Leader/Programme Admin) should contact the student about their engagement. If a student representative misses two consecutive meetings, with no reason or apology given, it will be assumed they no longer wish to continue in their role, and a replacement representative can be arranged (details to be sent to SU_Education@winchester.ac.uk)
- 3.11 If a student representative wishes to withdraw from their role, they should contact the committee Chair (or for StARs, their Programme Leader/Programme Admin), who will arrange for a replacement representative and inform the Student Union at SU_Education@winchester.ac.uk

4.0 Changes to membership

- 4.1 Student representatives may serve more than one term of office.
- 4.2 If student representatives are elected or appointed in their role for one year only they should, wherever possible, continue to act as representatives the following year until nominations/elections for the following year have been completed. This will enable continuity and maintain the required level of student representation, such as on Faculty or University level committees. However, this will not always be possible or appropriate for all meetings.
- 4.3 StARs do not require annual re-election.
- 4.4 Students wishing to terminate their committee membership shall give as much notice as possible to the Chair of the committee.
- 4.5 Committee Chairs shall ensure that vacancies for student representatives are adequately advertised to all students and that, where possible, when more than one candidate is nominated for a vacancy, elections are held.

5.0 Conduct of committee members

All representatives – staff and students - shall be guided by University practice in relation to Committees, namely:

- 5.1 All representatives shall act in a manner suitable for an academic committee and avoid making derogatory comments which relate to named individuals (staff or students), whether or not those individuals are members of the committee.
- 5.2 All representatives shall abide by majority decisions made by committees.

- 5.3 All representatives on any committee shall make every effort to attend meetings or send a substitute in their place if they are unable to attend. Where they are sending a substitute, they shall inform the Chair or Secretary in advance.
- 5.4 All representatives shall inform the Chair or Secretary if they are unable to attend a meeting or if they are to arrive late.

6.0 Specific details of Student Academic Representatives (StARs)

- 6.1 The Student Academic Representatives (StARs) scheme is run and administrated by the Student Union. The University shall be responsible for sending the Union a complete list of all courses running at each level (Level 3 – Level 8) for the forthcoming year. This will be sent to SU_Education@winchester.ac.uk over the summer on an annual basis to allow the Union to adequately prepare the StARs database in sufficient time before the start of the academic year.
- 6.2 StARs are elected at programme level and the names, emails and student numbers of all StARs must be communicated to Winchester Student Union (SU_Education@winchester.ac.uk) by the end of Week 3, Semester 1 (or Week 3, Semester 2, where there is a January intake).
- 6.3 It is then expected that the Student Union shall inform StARs of the training sessions which will be run by the Student Union in the weeks following their election. The Student Union will also supply resources to students unable to attend training for reasons such as being Distance Learners. All StARs are required to attend training to adequately prepare them in their role.
- 6.4 Programmes which are struggling to recruit StARs can contact the Student Union for additional support by emailing SU_Education@winchester.ac.uk. In exceptional circumstances (such as those programmes with unusually low student numbers) the Union's Vice President, Education & Welfare has authority to grant written exemption from quoracy, however this will only be given in exceptional instances, and all attempts must first be made by the programme team to recruit and elect the required number of StARs. It is recognised that Foundation Year programmes may also require additional support from the Union.
- 6.5 Programme Leaders are required to make student cohorts aware of the contact details and identity of their StARs via their Programme Canvas page.

7.0 Specific details of Student-Staff Liaison Committees (SSLCs)

- 7.1 Student-Staff Liaison Committees (SSLCs) are student-led programme level committees whose primary function is to represent the student voice.
- 7.2 The SSLC membership shall comprise:
- Elected Student Academic Representatives (StARs) of the programme(s) for which the committee is responsible. At least 2 StARs per level is required, with a minimum of 1 additional StAR per 50 students for programmes larger than 100 students.
 - Programme Leader (or Student Experience Lead)
 - Programme Administrator (Secretary)
- 7.3 The SSLC is responsible for:
- Matters raised by StARs in relation to the review, extension or development of effective practices on their programme of study and/or to their university experience;
 - The consideration of programme amendments;
 - The consideration of matters raised by quality assurance processes (External Examiner reports, NSS, Second Year Survey, module evaluations, APEs and APE actions), and the monitoring of actions taken in response to those issues;
 - Matters of general student engagement with the course raised by the Programme Leader (or Student Experience Lead);
 - Reporting through its minutes to the Student Union, Faculty Academic Development Committee, Programme Team Meetings and Department Meetings;
 - Reporting to student cohorts the issues raised and actions taken.

- 7.4 The SSLC shall be convened on a minimum of three times per academic year, e.g. once per semester, including one early meeting to establish the committee's constitution, roles and responsibilities. Dates and times of SSLCs for the academic year should be agreed no later than the end of the first meeting of the year.
- 7.5 At least 1 StAR per level and the Programme Leader (or Student Experience Lead) should be present for the meeting to be quorate. StARs who are unable to attend an SSLC meeting should give as much advance notice as possible and send a written report in their absence.
- 7.6 Student Chair/Deputy Student Chair:
- 7.6.1 The SSLC will be chaired by a Student Chair who is responsible for chairing SSLC meetings and jointly responsible for setting the agenda (see 6.g). A Deputy Student Chair shall also be elected, who will be responsible for chairing meetings in the absence of the Student Chair.
- 7.6.2 The Student Chair and Deputy Student Chair of the SSLC for the following year should be elected by the StARs of the SSLC during the last SSLC of the academic year to allow the first meeting of the following academic year to be more productive. On programmes where this is not possible (e.g. programmes with the duration of just one year), Student Chairs and Deputy Student Chairs can be elected during the first SSLC of the year if needed. Any StAR in any year can be a Chair, however on undergraduate programmes the Student Chair would normally be a third year StAR, and the Deputy Chair would normally be a second year StAR to allow a route of succession. The processes of these elections should be raised and chaired by the Programme Leader (or Student Experience Lead).
- 7.6.3 Once elected, the name, email and student number of both the Student Chair and Deputy Student Chair shall be communicated to Winchester Student Union. Student Chairs are elected to the position for the duration of one academic year (subject to recall and replacement by a majority vote of the committee if found not to be fulfilling the duties of the Chair).
- 7.6.4 Student Chairs are required to have undergone Student Chair training, provided by the Student Union. The role description for the Student Chair will be specifically recognised on their Higher Education Achievement Report (HEAR).
- 7.6.5 On occasion of the absence of both Student Chair and Deputy Student Chair, the SSLC meeting can be chaired by a StAR temporarily elected by the student representative members of the committee to chair that meeting only.
- 7.7 The SSLC Agenda is to be made in consultation with the Student Chair, Programme Leader and Programme Administrator (Secretary), using the SSLC Agenda template found in Appendix 2 of this policy, Student Chairs shall actively encourage student representatives to put forward items for meeting agendas and have access to contribute.
- 7.8 The Programme Administrator (Secretary) shall be responsible for the organisation of the meeting (including invitation to members, scheduling, room booking and the creation and dissemination of the agenda), in consultation with the Programme Leader and Student Chair.
- 7.9 The primary function of the staff presence during the SSLC is to capture and respond to matters raised by students, to review, develop and enhance provision and to extend effective practice, and to bring proposals and matters for consideration where required by quality processes. Matters raised related to the organisational management of programmes should be addressed at Programme Team Meetings or Department Meetings.
- 7.10 Where a Student Chair and/or Programme Leader needs to change a meeting date and/or time of an SSLC, they shall take into account the availability of StARs when considering alternatives. Once agreed, any changes shall be emailed to all members at the earliest opportunity and published online, as detailed above.
- 7.11 Minutes shall be taken of the proceedings of all SSLCs by the Programme Administrator (Secretary) and approved by the SSLC at its next meeting, but shall be confirmed by the Student

Chair and Programme Leader (or Student Experience Lead) in the interim and sent to SU_Education@winchester.ac.uk as soon as possible following the meeting to allow the minutes from all programmes to be synthesised and analysed for recurring themes by the Student Union. Confirmed, minutes shall be sent to FADC, and made freely available to the wider student cohort via Canvas. Confirmed minutes shall also be received and discussed by staff at Programme Team Meetings and Department Meetings, whose responses are then reported back to the SSLC. Reports may be made based on these minutes to Senate Academic Development Committee (SADC), Student Experience and Excellence Strategy Group (SEEG), and the Senior Management Team.

- 7.12 Programme Leaders and StARs shall feed back to the wider student cohort following the SSLCs, including via Canvas, email or in class as appropriate. The Chair will be responsible for ensuring that all necessary information and feedback is disseminated to StARs. Any matters which are taken away from the meeting for clarification from colleagues (e.g. other members of the programme team) do not need to wait until the next SSLC to report back to StARs or the wider cohort.
- 7.13 The SSLC can function on behalf of one or more programmes within a cognate subject area. This establishment of the structure of SSLCs is the responsibility of the relevant Head of Department. Where one SSLC covers multiple programmes, the Programme Leader is required to ensure the membership of StARs is adequately representative of all programmes covered by the SSLC.
- 7.14 The Student Union Vice President, Education & Welfare may attend an SSLC to assist with the feedback process if required.
- 7.15 The Chair may also invite representatives of academic staff, professional services or the Student Union to attend specific meetings in response to specific matters raised in advance.
- 7.16 In exceptional circumstances, to assist with the feedback process and answer departmental student queries relating to matters outside the Programme Leaders remit, the Head of Department may attend an SSLC following approval by the Dean of Faculty.
- 7.17 For the Student-Staff Liaison Committee (SSLC) Constitution, please see Appendix 1.
- 7.18 For the Student-Staff Liaison Committee (SSLC) Agenda Template, please see Appendix 2.

For questions on Student Representation, please contact SU_Education@winchester.ac.uk

APPENDIX 1: STUDENT-STAFF LIAISON COMMITTEE CONSTITUTION

Student-Staff Liaison Committees (SSLCs) are the foundation of our student voice activities at the University of Winchester. The Student Voice & Representation Policy (2021-24) shall be read in conjunction with this constitution, and SSLC meetings must adhere to the guidance set out in section 7 (*"Specific details of Student-Staff Liaison Committees"*) of the Student Voice & Representation Policy to ensure a productive, accessible and inclusive meeting between students and staff to promote dialogue and collaboration in our programme communities.

TITLE

The Committee shall be called the Student-Staff Liaison Committee for [Subject Area].

MEMBERSHIP

Meetings of the committee will be chaired by a Student Chair/Deputy Student Chair – see section 7.6 of the Student Voice & Representation Policy for details/requirements.

The SSLC membership shall comprise:

- Elected Student Academic Representatives (StARs) of the programme(s) for which the committee is responsible. At least 2 StARs per level is required, with a minimum of 1 additional StAR per 50 students for programmes larger than 100 students.
- Programme Leader (or Student Experience Lead)
- Programme Administrator (Secretary)

TERMS OF REFERENCE

See section 7 of the Student Voice & Representation Policy.

The SSLC is responsible for:

- Matters raised by StARs in relation to the review, extension or development of effective practices on their programme of study and/or to their university experience;
- The consideration of programme amendments;
- The consideration of matters raised by quality assurance processes (External Examiner reports, NSS, Second Year Survey, module evaluations, APEs and APE actions), and the monitoring of actions taken in response to those issues;
- Matters of general student engagement with the course raised by the Programme Leader (or Student Experience Lead);
- Reporting through its minutes to the Student Union, Faculty Academic Development Committee, Programme Team Meetings and Department Meetings;
- Reporting to student cohorts the issues raised and actions taken.

MEETINGS

Minimum three times per academic year, e.g. once per semester, including one early meeting to establish the committee's constitution, roles and responsibilities. Dates and times of SSLCs for the academic year should be agreed no later than the end of the first meeting of the year.

QUORACY

At least 1 StAR per level and the Programme Leader (or Student Experience Lead) should be present for the meeting to be quorate. StARs who are unable to attend an SSLC meeting should give as much advance notice as possible and send a written report in their absence.

AGENDA

The SSLC Agenda is to be made in consultation with the Student Chair, Programme Leader and Programme Administrator (Secretary), using the SSLC Agenda template found in Appendix 2 of the Student Voice & Representation Policy. Student Chairs shall actively encourage student representatives to put forward items for meeting agendas and have access to contribute.

The first or last meeting of the academic year will include the election of the Chair and Deputy Chair. The processes of these elections should be raised and chaired by the Programme Leader (or Student Experience Lead).

MINUTES

Minutes shall be taken of the proceedings of all SSLCs by the Programme Administrator (Secretary) and approved by the SSLC at its next meeting, but shall be confirmed by the Student Chair and Programme Leader (or Student Experience Lead) in the interim and sent to SU_Education@winchester.ac.uk as soon as possible following the meeting to allow the minutes from all programmes to be synthesised and analysed for recurring themes by the Student Union. Confirmed minutes shall be sent to FADC, and made freely available to the wider student cohort via Canvas. Confirmed minutes shall also be received and discussed by staff at Programme Team Meetings and Department Meetings, whose responses are then reported back to the SSLC.

AMENDMENTS TO THE CONSTITUTION

The constitution may be amended at a duly constituted meeting of Senate Academic Development Committee.

APPENDIX 2: STUDENT-STAFF LIAISON COMMITTEE (SSLC) AGENDA TEMPLATE

Note: The Student Chair/Deputy Student Chair of the Student-Staff Liaison Committee for the following year should be elected at the last Student-Staff Liaison Committee of the academic year.

Agenda for *[insert name of programme]* Student-Staff Liaison Committee (SSLC)

Date: *[insert date of meeting]*

Time: *[insert start time of meeting]*

Programme/Award Titles Covered by meeting: *[insert names of all programmes and award titles covered during meeting]*

Agenda:

1.	Attendance and apologies from members not present
2.	<i>[if needed]</i> Welcome to new members and introductions
3.	For approval: minutes from the last Student-Staff Liaison Committee
4.	Matters Arising (not covered elsewhere on the agenda) including report of actions taken in response to matters raised
5.	<i>[if it's the first SSLC of the year]</i> Outline purpose of Student-Staff Liaison Committee for the academic year
6.	Reports, discussion, suggestions and feedback from representatives of each year of study: <ul style="list-style-type: none"> • Year 1 • Year 2 • Year 3
7.	Updates from Programme Leader (or Student Experience Lead) (including any matters relating to general student engagement with the course)
8.	<i>[Example item]</i> Organisation and management: <i>Does the course feel well organised? Have changes in the course or teaching been communicated effectively? What is working? What needs work?</i>
9.	<i>[Example item]</i> Programme and University communication: <i>How is the communication from your Programme Team, what is working, what needs work? Likewise for University-wide communication?</i>
10.	<i>[Example item]</i> Community / Belonging: <i>Can we be doing anything to enhance the sense of community and belonging on the course?</i>
11.	<i>[Example item]</i> Assessment and Feedback: <i>Is it clear what the assessment requirements are? Is the feedback on assessments timely and clear? What is working? What needs work?</i>
12.	<i>[Example item]</i> Feedback loop: <i>Programme team to update how feedback has been taken forward by the Programme Team / University and update on what changes have been made based on feedback</i>
13.	<i>[if it's the last or first SSLC of the year]</i> Election of Student Chair and Deputy Student Chair of Student-Staff Liaison Committee <ul style="list-style-type: none"> • <i>Open nominations from student members of the committee</i> • <i>Election of the Student Chair and Deputy Student Chair. If contested, voting is done via anonymous 'hands up' vote. If uncontested, the committee can vote to agree</i>

	<p><i>that they are happy for the sole candidate to become the Student Chair/Deputy Student Chair.</i></p> <ul style="list-style-type: none"> <i>Student Chair and Deputy Student Chair name, email and student number to be passed to the SU_Education@winchester.ac.uk for Student Chair training!</i>
14.	Any other business (AOB)
15.	<p>Dates of the next meeting:</p> <ul style="list-style-type: none"> <i>insert date of meeting 2!</i> <i>insert date of meeting 3!</i>

Please ensure SSLC minutes are sent to SU_Education@winchester.ac.uk as soon as possible following the meeting. (These should be Chair approved unconfirmed minutes, as the minutes from all programmes are synthesised and analysed for recurring themes by the Student Union)