

## **STAFF STUDENT LIAISON COMMITTEE – TERMS OF REFERENCE**

### **Responsibility of the Committee**

Staff Student Liaison Committee (SSLC) will meet to provide a formal opportunity for students based at a specific blended learning study centre to liaise with staff on all matters relating to course management and overall student experience at that centre. Campus representatives will be elected from amongst the course level student representatives at that centre and will be required to collate feedback from amongst their peers. The SSLC will also provide responses to campus representatives on matters raised at previous committee meetings for communication back to course level student representative and the wider student body at that campus.

The Staff Student Liaison Committee will report up to all relevant course committees for courses delivered at that campus.

### **Terms of Reference**

1. Receive and discuss feedback reports from campus representatives
2. Receive and discuss matters relating to learning, teaching and assessment of blended learning programmes on campus to help enhance course delivery and curriculum design
3. Receive and discuss matters relating to academic and non-academic student support
4. Receive and discuss matters relating to campus resources and facilities
5. Receive and discuss any relevant diversity and equality matters
6. Receive and discuss feedback received via Unitu, student satisfaction surveys and module surveys, to report on University responses to this feedback and to discuss any follow-up action required
7. Discuss and contribute to the development of action plans on Annual Monitoring Reports and other relevant documentation.

### **Composition**

- Academic Centre Manager or nominee
- 2 elected campus representatives across all programmes, elected from amongst the course level student representatives at that centre
- Academic tutors across all programmes at that centre
- Study Centre Student Support Manager or nominee

### **Quorum**

3 members including at least one student representative and at least one staff member

**Approved by Academic Board: 14th December 2017**