



YOUR GUIDEBOOK TO STUDENT STAFF CONSULTATIVE MEETINGS



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UUSU STUDENT REP DETAILS

DATE :

LOCATION :

FULL NAME :

POSITION/ROLE :

COURSE NAME :

OTHER PANEL MEMBERS PRESENT :

What is an SSCC?

This course level meeting will be based around all areas of the student learning experience. Here you can feedback on good practice as well as discuss the challenges that students have experienced. You should also be briefed on learning and teaching developments and proposed changes.

Each course has its own SSCC, which meets at least once a semester. How these are run can vary slightly but will involve Course Reps, sometimes across year groups and your Course/Subject Director with other relevant staff responsible for your learning experience.

Remember to research the opinion of those you are representing before meetings and feedback on what was discussed and follow up on any actions. You can then add items to the agenda in advance of meetings. Course Reps are also required to communicate ongoing developments and to consult with course colleagues on proposed changes to a course or its modules.

What to do...

BEFORE	DURING	AFTER
Consult students Identify the collective issues Read any info or papers circulated Check time, location, online joining details Send apologies if you are unable to attend	Be attentive Contribute to discussion Take notes	Feedback to students Feedback to your School Rep Follow up with staff for further info (if applicable)

Who attends the SSCC?

- Course/Subject Director
- Course Rep(s)
- Society Rep (if applicable)
- School Rep (if applicable)

When do SSCCs happen?

These meetings usually take place around week 6 in each semester, but this can vary depending on the course and its specific needs. These are set up by the Course Director/Staff, however if a date has not been provided do not be afraid to message them to get these set up.

Where do SSCCs happen?

The location of your SSCC will depend on your course. These should be in person and the location will be told to you ahead of the meeting. If you're unsure where it is, ask at reception or look for the room ahead of time to avoid being late to your SSCC.

How does it support the Student Voice?

SSCCs are a formal way to document any arising issues within the course and present practical solutions. This is often the beginning of the feedback loop and points raised here can impact decision making and quality assurance at higher meetings such as course revalidations.



SSCC Model Agenda

This should be used as a guide, and each course team should adapt to fit their needs. However, some items should always be included, and these are marked with **!

1. Welcome, apologies, and Introductions

2. Minutes of previous meeting and matters arising from this**

3. Discussion on student feedback

a. From University/national surveys

Staff should make available any course specific survey data and results for discussion. The committee can interrogate the outcomes, check if this reflects the current experience and share any current action plans. Ensure students are involved in the further development and implementation of improvements.

b. From Course Representatives

Course reps should feel comfortable raising issues they have gathered from their peers and should feel involved in discussions to resolve these.

4. External Examiners Reports/Health, safety & well-being – depending on the timing of meeting

5. Improving the Student Learning Experience

UUSU training for Course Reps focuses on 7 areas of the student learning experience and encourages students to ask questions within these parameters. Including them on the agenda will further cement these as areas of note and discussions should be enhancement focused:

- a. Learning & Teaching*
- b. Learning Resources*
- c. Academic Support*
- d. Assessment & Feedback*
- e. Organisation & Management*
- f. Personal Development*
- g. Engagement, partnership & change*

6. Date of Next Meeting

STAFF STUDENT CONSULTATIVE COMMITTEE ACTION LIST

Course:

Minutes of the Staff/Student Consultative Committee

Date:

Attendance: Staff:

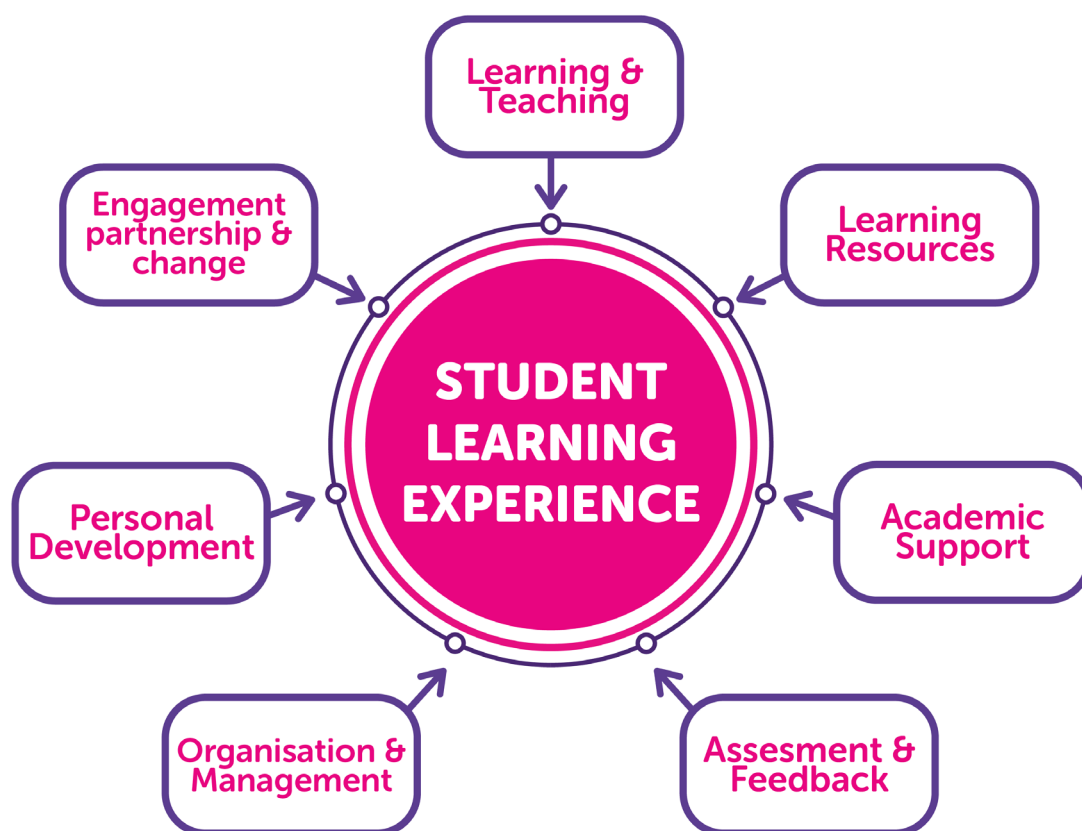
Students:

Apologies:

Agenda Item	Action Point	By Whom	By When	Date of Completion
Welcome and apologies				
Minutes of previous meeting				
Matters arising				
Student Feedback University/National Surveys Student Feedback Course Reps				
External Examiner Reports				
Further points to note:				



Everything around your day to day learning experience will fall into one of these areas:



REMEMBER:

Students are the experts when it comes to their learning experience

Gathering Feedback

Before each SSCC meeting there should be a meeting with students. This is where you will invite your peers to give feedback on their experiences while studying on the course. Remember, this includes positive feedback, not just the negatives!

To help you gather this feedback, below are some question prompts around the main areas of student experience. What do we mean by learning experience? It is everything related to how you learn and the way you are taught.

Remember: You don't need to ask every question - select a few from across the various topics that you feel will give you a better understanding of the student opinion. Use the text box to jot down some notes as you go.

Tip: Introduce yourself to the students, be friendly and welcoming. Note your thanks for joining the meeting and that their feedback is extremely valuable to the SSCC process. Explain that you will ask a range of questions around student experience and are keen to hear their views & opinions.



CURRICULAM

- Was there a curriculum outline provided and did this match your expectations?
- Do you feel your course is making you more employable?
- Were the learning expectations clearly outlined & did they correspond to what you learnt?
- Are you satisfied by the module choices and their structure?
- Do you find the course engaging and challenging?

LEARNING RESOURCES

- Are there adequate library and computing facilities?
- Do you have access to materials you need? (i.e books, lab equipment, art materials etc)
- Do department facilities & resources meet your expectations?
- Was the lecture material and learning resources easily accessible?
- Are you supported to use learning technology?

LEARNING & TEACHING PROCESS

- Are you able to learn in a way that suits you and is teaching accessible?
- Is the teaching material up-to-date?
- Were you consistently/sufficiently guided to practice your skills throughout your course?
- Did you find the size of your tutorials conducive to learning?
- Did you feel your department/course prepared you sufficiently for your assessments?
- Do you have enough close contact time with your lecturers/tutors?
- Are there opportunities for peer-to-peer learning?
- Do your classes motivate you to learn independently?

ASSESSMENT & FEEDBACK

- Does assessment adequately and fairly represent the content of the course?
- Was the course fairly marked across all modules?
- Do you receive adequate feedback from your assessments and is it useful?
- How is the frequency of course work, assessments and exams in your modules?
- Is the style of assessment appropriate and is the criteria clear to you?
- Is there too little or, too much continuous assessment?

STUDENT PROGRESSION & ACHIEVEMENT

- Are you able to evaluate and report on your own personal progress so far on the course?
- Do you feel you have improved your understanding of the subject by completing this course?
- Are further course opportunities and pathways made clear to you?
- Has your course made you more employable?

GUIDANCE & LEARNER SUPPORT

- Have you received support throughout your time on the course?
- Was academic support readily available?
- Was pastoral support readily available?
- Are staff and students aware of the channels for dealing with issues?
- Is there a place/person you can get help from if you're struggling with the subjects?

QUALITY ENHANCEMENT & ASSURANCE

- How do you feel your institution compares with others?
- Do you feel your course is of an acceptable standard?
- Do you feel that your department is receptive to your concerns?
- Do you consider that there is a strong student voice culture embedded in your course?

Please use this area to make any additional notes on the above sections.

Outcome of the SSCC. Following discussion, please advise below what outcomes/actions/decisions were made.

Concluding remarks. Please use this section to add any concluding remarks and/or recommendations that you have made to the SSCC.

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For a full list of Students' Union
contacts please visit

www.uusu.org/people/staff

USEFUL WEBSITES

Students' Union

www.uusu.org

Student Complaints Procedure

[www.ulster.ac.uk/quality/qmau/
complaints.html](http://www.ulster.ac.uk/quality/qmau/complaints.html)

Exam and Results Appeals

www.uusu.org/advice

Student Wellbeing website

www.ulster.ac.uk/wellbeing

Ulster Student Guide

www.ulster.ac.uk/guide