

**(School/Institute name)**

**Undergraduate or Postgraduate Student Staff Liaison Committee**

**Day/Month/Year of meeting**

**Draft / confirmed minutes**

**Staff members present:**

|  |  |
| --- | --- |
| (Name) | (role) |
|  |  |
|  |  |

**Student members present:**

|  |  |
| --- | --- |
| (Name) | (Programme name and level) |
|  |  |
|  |  |

**Apologies for absence:**

|  |  |
| --- | --- |
| (Name) | (role or programme and level) |
|  |  |

|  |  |
| --- | --- |
| **Part 1 – Preliminary Items** | |
| **1(a)** | **Welcome and introduction for new members** |
| 2021.001 |  |
|  |  |
| **1(b)** | **Apologies for Absence** |
| 2021.002 | The meeting noted the apologies from members as recorded above. |
| **1(c)** | **Minutes of the previous meeting** |
| 2021.003 | The committee approved the minutes of the meeting held on xxxx (subject to the following changes): |
|  |  |
| **1(d)** | **Report on matters arising and actions taken** |
| 2021.004 | The committee received a report on matters arising and noted the following: |
| **1(e)** | **Terms of reference and membership** |
| 2021.005 | The committee noted the terms and reference and membership of the Student Staff Liaison Committee |
| **1(f)** | **Admissions, induction and enrolment** |
| 2021.006 | The committee discussed the processes of admissions, enrolment and induction and noted the following: |
| **Part 2 – Student feedback, Programme Delivery and other matters** | |
| **2(a)** | **Programme/module developments and amendments** |
| 2021.xxx | The committee reviewed proposed programme / module developments and amendments. The following feedback was received from student representatives: |
|  |  |
| **2(b)** | **Learning and teaching matters** |
| 2021.xxx | Representatives reported on learning and teaching matters and the following points were noted: |
|  |  |
| **2(c)** | **Assessment and feedback** |
| 2021.xxx | Representatives reported on assessment and feedback processes and the following points were noted: |
|  |  |
| **2(d)** | **Academic support** |
| 2021.xxx | Representatives reported on academic support matters and the following points were noted: |
|  |  |
| **2(e)** | **Organisation and communication** |
| 2021.xxx | Representatives reported on organisation and communication matters and the following points were noted: |
|  |  |
| **2(f)** | **Learning resources**   * **Library facilities / materials (books, journals etc.)** * **QMplus** * **QReview** * **Updates from faculty E-learning forums** * **IT** |
| 2021.xxx | Representatives reported on learning resources matters and the following points were noted: |
| **2(g)** | **Student feedback (NSS/PTES/UKES/Module evaluations)** |
| 2021.xxx | The committee discussed responses to NSS/PTES and UKES and noted the following: |
| 2021.xxx | The committee discussed the results of the module evaluations and noted the following: |
| **2(h)** | **Consideration of External Examiner reports** |
| 2021.xxx | The committee received External Examiner reports and noted the following: |
| **2(i)** | **SEAP, SEAM or TPAP review** |
| 2021.xxx | The committee received the school/institute SEAP / SEAM / TPAP and noted the following: |
| **2(j)** | **Periodic Review (delete if not applicable)** |
| 2021.xxx | The committee received the self-evaluation document for the upcoming Periodic Review and noted the following:  Or  The committee received the report of the Periodic Review panel and commendations and recommendations and noted the following:  Or  The committee received the action plan / 12 month progress report on the action plan and noted the following: |
|  |  |
| **Part 3 – Any Other Business** | |
| 2021.xxx | The following items were raised under Any Other Business: |
| **Part 4 – Date of the next meeting** | |
| 2021.xxx | The committee noted that the next meeting would take place on (date) at (time) |

**Action Sheet: Student-Staff Liaison Committee**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Minute** | **Action** | **Responsibility** | **Timescale** | **Action status** | **Issue resolved?** |
| 2021.001 |  |  |  |  |  |
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