

Guidance for Student Staff Course Liaison Group

Purpose

Provide a formal opportunity for the Course Leader and members of the Course team to meet with course representatives for their respective courses;

Provide a forum for students to highlight/raise good practice/concerns and issues they may have with their courses;

Provide a forum for the course leader/course team to respond to the issues raised and inform students what if any action they will take.

Frequency

One meeting to be held per term;

Course leader schedules the meeting and room.

Roles and responsibilities

Course leader - schedules the meeting and room and chairs the meeting, record outputs of the meeting;

Course Representative – gain and deliver feedback from and to students;

Course leader co-chairs the meeting with student.

Attendance List and Agenda

Attendance - (at least 3) Undergraduate Course Representatives , (at least 1) Postgraduate Taught Course Representative (where applicable), Relevant members of course team, Head of Teaching Learning and Enhancement (optional attendee), Head of School (optional attendee), Representative from academic support services (e.g. Student Support and Library Services)

Agenda – Enrolment and Induction, Reports from Course Reps, Personal Academic Coaching, Course Delivery and related matters – e.g. Learning and Teaching, curriculum amendments and learning resources, Quality Assurance and enhancement matters – EE reports, Student Feedback – NSS/Loop.

Reporting and Feedforward

Action points to be recorded at each meeting using an online form;

Actions to be made available to course reps, SVR's and course team;

Issues and actions to be fed forward into Continuous Monitoring process.