

## Staff-Student Committees

*What is an SSC?*

**Staff-Student Committees** are meetings organised by your Department that aim to do 3 things:

- Close the feedback loop within Departments  
*In these meetings you'll be told what's happened as a result of the feedback the Department has received – it's your job to then tell the students you represent*
- Facilitate effective communications  
*You'll receive important updates on everything to do with resources, teaching and learning, assessments and more*
- To secure positive change  
*This is an explicit opportunity to make changes in your Department – make the most of it!*

SSCs need to happen at least **3 times a year**, with your Department responsible for giving you at least **3 weeks' notice**. In these meetings you'll have an opportunity to give the feedback you've collected, and talk about anything that is affecting your education.

All the other Reps on your course and/or in your Department will be there, as well as your year convenor, a Secretary, academic staff and staff from the Library and IT. This is *your* forum to talk about the big things you want changed to benefit the learning experience of the students you've been elected to represent.

Don't forget to write about the meeting on Your Impact – and attendance counts towards your Rep Recognition!

*How should I prepare for an SSC?*

Firstly – make sure you've gathered feedback from your cohort so you have something to talk about! It's important to go through your feedback and decide whether an SSC is the most appropriate place to use it. If there's a problem that can be fixed with an email to the library or a casual chat with a lecturer in the hallway, maybe that should be your first port of call.

Don't forget to share your good feedback too – Departments need to know what's working well so they can keep doing it!

Make sure you've read the agenda and any papers you're sent so you're clued up on what the meeting's about. It's helpful to ask yourself a series of questions beforehand:

- Who will be in the meeting and what are their roles?
- What do I already know about the topics on the agenda and what do I need to research?

- What am I going to say at this meeting?
- How will I feed back the outcomes of the meeting to the students I represent?

*What should I do after the meeting?*

You'll be sent the meeting minutes (a summary of what you've talked about at the meeting) afterwards by the meeting's Secretary. Sometimes there'll be an *action*, which details what you have to get done by the next meeting. Make sure you do it! It's important to be reliable so that you can utilise your Rep position effectively.

Tell your students what's happened at the meeting, for example what you've done with their feedback and what changes have been made as a result of it. You could send a group email, write a Facebook post, or put up a poster in a communal area - or all three! How you share this information is up to you, but make sure you've thought about the best way to reach as many of the students you represent as possible.

**Good luck!**