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| **departments:Students Union:Marketing:All Users:01 - Resources:01 - Logos:01 - SU Logo:RHSU-Split-Grey-03.jpgStaff-Student Committee** **Department of XXXX UG/PG/PGT/PGR\*** |  |
| Date |  |
| Time |  |
| Location |  |
|  |  |
| **Agenda** |

**Procedural**

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|  | **Welcome and Apologies** |  |  |
| 1.1 | The Chair TO WELCOME all members to the committee meeting. |  |  |
| 1.2 | RECEIVE AND NOTE the College Terms of Reference for Staff-Student Committees [only include this item if it is the first meeting of the academic year].\* |  |  |
| 1.3 | To NOTE any apologies |  |  |
|  | **Minutes of the previous meeting**To RECEIVE AND APPROVE the minutes of the previous meeting held on XXXXXXXX |  |  |
|  | **Matters arising from the previous minutes** TO NOTEany matters arising not covered elsewhere on the Agenda. |  |  |
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**Items for Consideration**

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|  | **Update on action plan and communication with students**  |  |  |
|  4.1 | TO REVIEW the actions from the last meeting, and escalate outstanding actions as appropriate | Lead |  |
| 4.2 | TO AGREE how students in the department will receive an update on the work of the Committee following the meeting. | Lead |  |
|  | **Departmental Report**TO RECEIVE an oral report from the Department which reflects upon departmental activity in recent weeks (/months if it is the first meeting of the year), as well as looking forward to forthcoming weeks. It may include updates on resources, assessment and feedback, learning and teaching methods and delivery, upcoming opportunities for students, and any wider College information to be disseminated; this may also include discussing proposals for new course units, amendments to existing courses and programmes and proposed closure of programmes. | Lead |  |
|  | **Course Representatives’ Report**TO RECEIVE an oral report from Course Reps, facilitated by the Senior Course Rep. It should include positive feedback on what is working well for students regarding learning and teaching methods, assessment and feedback, resources, and potential areas for development. | Lead |  |
|  | **Review of the undergraduate departmental provision\***TO RECEIVE the Annual Review Report for undergraduate provision for the previous academic year including the reports from the External Examiners and departmental response(s) [first meeting of academic year only] and TO NOTE the progress of the action list.  | Lead | Paper-reference |
| OR |  |  |  |
|  | **Review of postgraduate taught provision\***TO RECEIVE the Annual Review Report(s) for postgraduate taught provision for the previous academic year including the reports from the External Examiner(s) and departmental response(s) [second meeting of academic year only] and TO NOTE the progress of the action list. | Lead | Paper-reference |
| OR |  |  |  |
|  | **Review of postgraduate research provision\***TO RECEIVE the Annual Review Report(s) for postgraduate research provision for the previous academic year and departmental response(s) [second meeting of academic year only] and TO NOTE the progress of the action list. |  |  |

**Other Matters**

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|  | **Library Matters**TO CONSIDER issues related to library provision. | Lead | Paper-reference |
|  | **AOB**TO NOTE any other business |  |  |
|  | **Date of next meeting**TO NOTE the dates of forthcoming meetings. |  |  |

\*delete as applicable