**6.9 Templates for Staff-Student Consultative Committees**

**Proposed Schedule of Business**

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| **Item of Business** | **Standing Items** | **Semester 1****SSCC 1** | **Semester 2****SSCC 2** | **Semester 2****SSCC 3** | **Purpose for Consideration** |
| Minutes of the previous meeting | Y |   |   |   |  |
| Matters arising from the minutes | Y |   |   |   |  |
| Chair’s Business | Y |   |   |   |  |
| Scheme Proposals for scheme approval committees / PSR / DPA / PSRB reports (if applicable) | Y |   |   |   |  |
| Matters of concern in relation to schemes and modules | Y |   |   |   |  |
| Matters referred to SSCC by the Department LTC | Y |   |   |   |  |
| Employability | Y |   |   |   | To consider the view of students in relation to the Faculty’s / Department’s opportunities for students to develop graduate and employability skills. |
| Enhancement of Learning Opportunities | Y |   |   |   |  |
| Tell Us Now - update on feedback | Y |   |   |   |  |
| Any Other Business | Y |   |   |   |  |
| External Examiners’ Reports  |   | Y |   |   | To ensure that reports are shared with Student Academic Representatives and that students re made aware of recommendations made by external examiners as well as the actions planned in response by the Faculty/Department. |
| Annual Monitoring of Taught Schemes |   | Y |   |   |  |
| NSS Action Plan |   | Y |   |   | To consider the summary results derived from quantitative questions from the National Student Survey (NSS). To involve students in the development of action plans to enhance the student experience and quality of learning opportunities. To serve as a mean of closing the feedback loop by communicating to students the general trends arising from student opinion and the changes made as a result. |
| Semester 1 MEQ |   |   | Y |   | To develop action plans to improve scores in future and to feed back to students on action. |
| Preparation for following year including elections |   |   |   | Y |  |
| Semester 2 MEQ (either at the end of Semester 2 or the start of the following session) |   | Y |   | Y | To develop action plans to improve scores in future and to feed back to students on action. |