Student-Staff Committee (SSC) Meetings – The Checklist

Your department should contact you with details of your first SSC meeting. If you have any questions, don’t hesitate to ask! It’s up to you how you prepare and take part in your SSC meetings, however if you’re unsure of where to start, we’ve developed a checklist for you to

Before the meeting:
✓ Read the agenda, and the minutes from the previous meeting
✓ Gather student feedback, and any appropriate evidence
✓ If you can’t attend your SSC, pass on any information to the secretary of the meeting. Alternatively, once your Department Rep has been elected, you can pass information onto them.

During the meeting:
✓ Participate in discussions and contribute your own ideas and solutions
✓ Be an active listener – engage with others and ensure everyone has a say
✓ Ensure you are representing the views of your course, not just your own
✓ Take note of your action points
✓ Ensure staff take away action points to address the matters raised in the meeting

After the meeting:
✓ Follow up any action points
✓ Communicate the results of the meeting to your course mates
✓ Fill in your Course Rep Accreditation Portfolio

Accreditation

We are reviewing our Accreditation Scheme over the next couple of months but there will be an opportunity for you to gain recognition for the valuable work that you do as a Course Rep. All you need to do though is to keep track of the key things you are doing within your role e.g. the issues you raise, the changes you make and the training you attend. Full details of the accreditation scheme will be emailed to you at the beginning of the next academic year and in addition will be available online.