
Terms of Reference: Student and Staff Liaison Consultation Groups (SSLCG)

Date of Approval:	June 2013, Academic Council
Last Reviewed:	Feb 2017
Date for Review:	Feb 2018
Version Number:	V5.0
Co-Chairs:	<ul style="list-style-type: none">▪ Student Experience Officer▪ Student Union President
Secretary:	Full-Time SSLGC: Registry Administrator Part-Time SSLGC: Course Administrator (Weekend)

Context

These groups are subcommittees of the Education Enhancement & Strategy Committee (EESC). They serve as the arena for students to discuss with faculty and staff significant group issues connected to learning, teaching, student support, and University College of Osteopathy (UCO) services and environment. They also provide an opportunity for staff to consult with students about institutional developments under consideration.

The Secretary circulates documents for student consultation via student representatives, who feed back views to the committee. The Secretary also makes a request for significant group issues from student representatives and collates responses from staff for discussion at the committee.

Terms of reference

1. To be responsible to the EESC for the receipt, consideration and response to the concerns of student groups about the student experience beyond day-to-day operational issues, encompassing matters such as course curriculum, learning resources, scheduling, student support and UCO environment.
2. To act as a forum for the discussion with students of proposed changes to the UCO's course(s) or services under consideration by staff.
3. To receive summary sheets from the Student Voice e-forum in advance of each meeting for note and to identify any wider issues raised through these mechanisms which require discussion or consultation through the SSLCG.
4. To ensure that matters raised relating to named members of staff or students, personal concerns or grievances, or day-to-day operational matters are forwarded through appropriate routes for due consideration, rather than being addressed by the SSLCG.
5. To make recommendations for possible changes regarding academic and quality issues to the EESC, Quality Assurance Committee, Course Teams or other committees as appropriate.
6. To contribute to reporting and review processes relating to the UCO's course(s) as required by validating/professional bodies.

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Frequency of meetings

There are two SSLC Groups, one of which is scheduled on a weekday (usually for full time students) and one at a weekend (usually for part time students). There is one meeting per group per term, in advance of an EESC meeting.

Working parties may be initiated by the SSLCGs, which may involve additional meetings for members.

Composition and conditions of membership

- Student Experience Officer (Co-Chair)
- Students' Union President (Co-Chair)
- Vice-Principal (Education)
- Student Representatives (1-2 from each course/phase)*
- Course Team representative (1 per course)*
- Registrar
- Full-Time SSLCG: Registry Administrator (Secretary)
- Part-Time SSLCG: Course Administrator (Weekend) (Secretary)

**Student and course team representatives of full time courses are usually expected to attend the weekday meeting and of part time courses at the weekend meeting, unless prior arrangements have been made.*

Student members are elected as student representatives by their peers for yearly terms. Named staff and faculty members serve as a condition of their role. Other members of staff and faculty may be invited to attend (or contribute electronically to) particular meetings which involve matters related to their roles.

Quorum

The SSLCGs are quorate when 50% of the members are present including the Co-Chairs (or alternate Chair, to be appointed by either of the Co-Chairs). Student representatives have one vote per phase in the case of M.Ost students and one vote per course in the case of foundation and postgraduate course students.

Reporting and subcommittees

Reports to:

The SSLCGs directly report to the EESC through the minutes of their meetings and feed in to the QAC, Course Teams and departments as appropriate.

Receives reports from:

The SSLCGs receive summary sheets from the Student Voice e-forums in advance of each meeting.

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Amendment Record

Date of Amendment	Type & Summary of Amendment	Amendment Approved By
Jan 2014	Administrative – Amendment to reflect current title role of Chair.	Committee Chairs
Oct 2015	Administrative – Amendment to reflect role title of Secretary.	Committee Chairs
Feb 2017	Administrative – Amendment to reflect current staff roles.	PRAG Chair
Aug 2017	Administrative - Amendments to update institution name change from British School of Osteopathy to University College of Osteopathy.	PRAG Chair

AGREED