

**APPENDIX CS1**

**INSTITUTE OF \*\*\***

**STUDENT STAFF COMMITTEE FOR (DETAIL ACADEMIC DISCIPLINE, CLUSTER OF PROGRAMMES OF STUDY, OR PROGRAMME OF STUDY)**

**AGENDA/MINUTES OF THE MEETING HELD ON \*\* AT \*\* IN THE \*\***

**PRESENT:**

**IN ATTENDANCE:**

| **Agenda Item** | **Main Discussion Points**  | **Action Points** | **Timescale** |
| --- | --- | --- | --- |
| 1. Welcome and

Apologies |  |  |  |
| 1. Minutes of the last meeting and update on action points

*(using traffic light system to ensure feedback loops are closed)* |  |  |  |
| 1. Chair’s Update

*Including: significant University news; Academic Discipline/Cluster or Programme events or information; Academic Discipline/Cluster Quality matters – updates on reviews, validations etc* |  |  |   |
| 4. Review of Feedback Traffic Lights*Opportunity to review and update traffic lights and discuss progress.* *This should result in traffic lights altering, being added to, or removed.* *Note: If there’s something that is noted as red in your traffic lights* ***and it is not in your control*** *then you should notify the Academic Office.*  |  |  |  |
| 5. Progress on Surveys Action Plan*This is a live document which can be added to at meetings. This document must be agreed in collaboration with elected Student Reps.* |  |  |  |
| 6. Annual Programme Reviews*Provide APR details for comment and review by student representatives as required by AQH Chapter 4.*  |  |  |  |
| 7. Review of Module Feedback*Review collected module feedback with the student reps and identify action points and progress.*  |  |  |  |
| 8. Learning & Teaching Matters*An opportunity to discuss:** *Good practice*
* *Annual Programme Reviews*
* *Innovative projects*
* *Resources (library, specialist software, equipment and facilities etc)*
* *Assessments*
* *Feedback mechanisms*
* *Work placements / work experience*
* *Learning spaces (to come before or after resources)*
* *Inclusive teaching*
 |  |  |  |
| 9. Enhancing learning*An opportunity to discuss:** *Co-curricular opportunities*
* *Enhancement projects*
* *Student Development*
* *Employability*
* *Learning Community activity*
* *Field trips, site visits*
* *Student-led conferences*
 |  |  |  |
| 10. Any other business |  |  |  |
| 11. Date of next meeting |  |  |  |

*Once confirmed, please send a copy of these minutes to* *studentvoice@uwtsd.ac.uk**.*