



THE  
SU  
VOICE

# SSLC Training

A guide on how to prepare and be  
successful reps in an SSLC meeting

2023/24

# By end of this session, you will...



...know what  
an SSLC is.



...know who  
attends the  
meetings.



...know your  
role in SSLC  
meetings.



...know how to  
prepare for  
the meetings.



...understand  
how to  
feedback to  
your cohort.

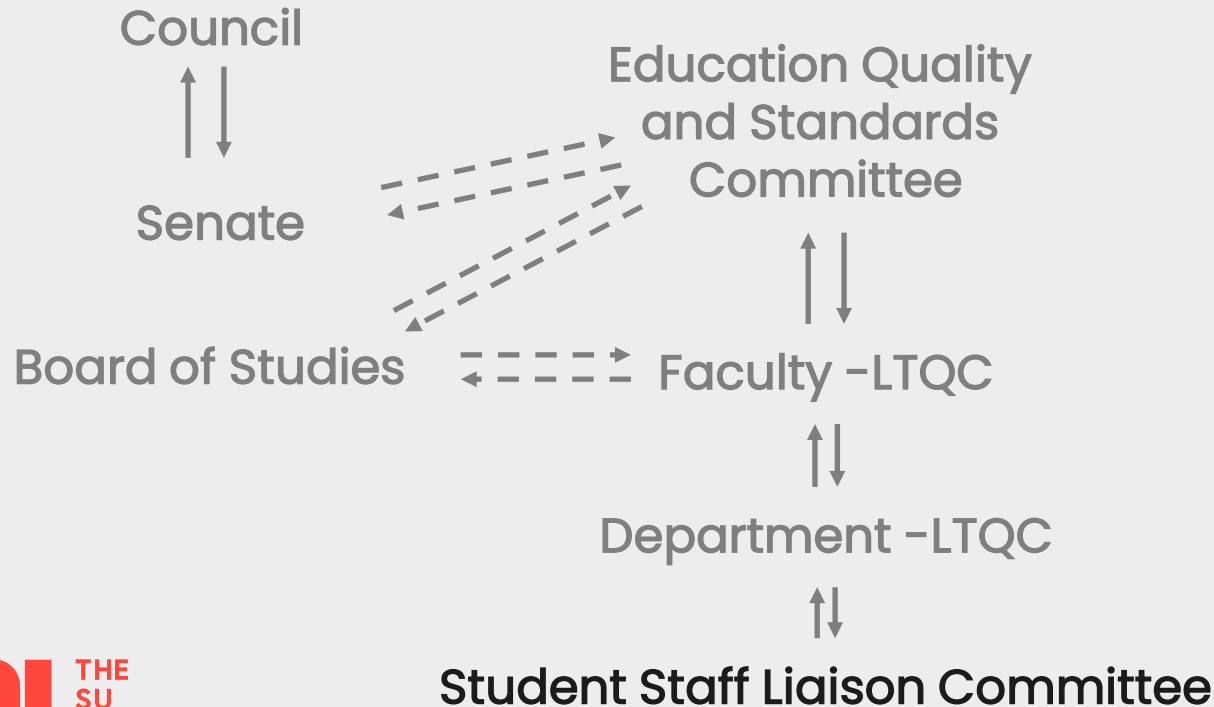
# What is an SSLC?



# Purpose of SSLC's

- Provide a two-way channel of communication between staff and students
- Comment on proposed changes to units and programmes
- Contribute to the creation of action plans
- Consider the personal tutoring system
- Consider any other matters that may be referred to the SSLC by other committees

# University Meetings Structure



# Who attends an SSLC?



**Director of  
Studies**

**Director of  
Teaching**

**Secretary**

**Academic Reps**

**Student  
Experience  
officers**

**Other relevant  
staff- Library,  
careers  
services**



## Secretary

- Preparation and dissemination of agenda and minutes
- Dissemination of the university contact details of members of the SSLC

## Staff Rep

- Promoting discussion of developments
- Responding to issues raised
- Reporting back on previous actions

## Other Relevant Staff

- Good practice for the SSLC to invite members of a professional support service for discussion of relevant agenda items.

# Your role in an SSLC

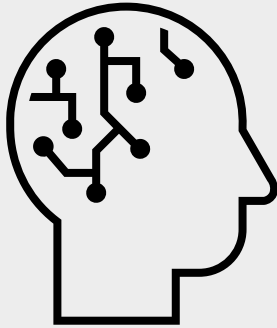


# Defining an Academic Rep Role

Academic Reps on SSLCs are responsible on behalf of the student cohort for raising issues, bringing forward ideas and suggestions, and responding to items brought forward by staff.

# The Do's and Don'ts

# SSLC Chair



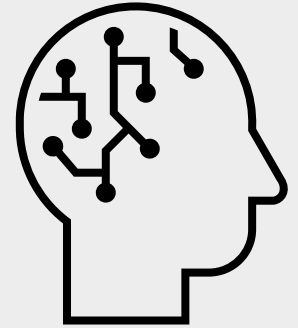
Vacant until 1st meeting

The SSLC Chair has overall responsibility during the meeting. Any Academic Rep can put their name forward to be the chair.

- Keeping meeting on track
- Setting the Agenda prior to a meeting
- Ensuring that conversations stay on track within the time frame
- Ensuring that everyone in the meeting is involved
- Approve minutes from an SSLC

# SSLC Co-Chair

Many Departments assign a staff member, such as the 'senior' Director of Studies, on the SSLC to act as the co-chair with the elected student member to support and facilitate the student's leadership role within the SSLC.



Vacant until 1st meeting

# How do I prepare for an SSLC?



# When?

<https://www.thesubath.com/academicreps/rep/sslc/>

## Staff-Student Liaison Committee dates

This page will be updated with dates for Staff-Student Liaison Committee meetings when The SU receives them from departments.

**Dates will be updated at the start of the Academic Year.**

### Faculty of Science

Biology and Biochemistry



Chemistry



Computer Science



Mathematical Sciences



Natural Sciences







**University of Bath**  
**Faculty of Science**  
**Department of Pharmacy and Pharmacology**

**Agenda**

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**Meeting** Staff Student Liaison Committee

**Place** Microsoft Teams

**Date & Time** Wednesday 22<sup>nd</sup> April 2020 15:15

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**Agenda**

1. Apologies
2. Approval of minutes from previous meetings (13<sup>th</sup> November 2019, 11<sup>th</sup> December 2019, 18<sup>th</sup> March 2020 and 8<sup>th</sup> April 2020) Paper 1,2,3,4
3. Matters arising
4. Standing item: IT Issues (Pascal Loizeau)
5. Standing item: Library Matters (Linda Humphreys)
6. Standing item: Chairs Business
7. Standing item, Teaching Issues (Christine Edmead)

**Pharmacology**

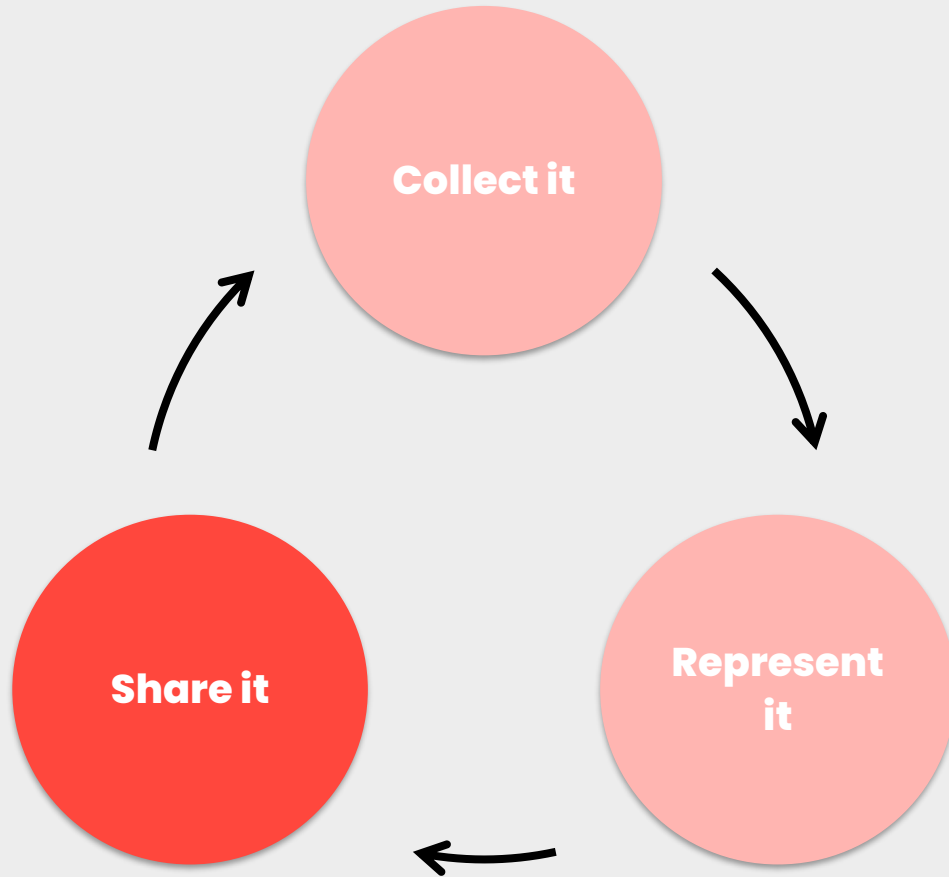
- Questions raised by Student Academic Reps;
  - a) Pharmacology - Year 1
  - b) Pharmacology - Year 2
  - c) Pharmacology – Placement Year
  - d) Pharmacology – Final Year
  - e) Natural Sciences
- Any other business

# Preparing for an SSLC

- ✓ Talk to your peers and gather data (Don't forget **ABCDE!**)
- ✓ Resolve the small issues before the meeting to make time for the bigger topics
- ✓ Confirm your attendance to the meeting, **especially if you are giving apologies**
- ✓ Contact the Programme Committee chair/secretary or the SSLC Chair if you wish to place anything on the agenda.
- ✓ Read the agenda and check minutes from previous meetings to understand matters arising.
- ✓ Contact your faculty reps or The SU team if you would like support on an issue or for advance

# Closing the feedback cycle





Other online spaces (e.g., WhatsApp, Instagram)

How do I close the feedback cycle?

Emails

Lecture shout outs

# SU Advice & Support Centre

## Personal



- Harassment
- Discrimination
- University Complaints
- Disciplinary
- Access to Legal support

## Housing



- Finding accommodation
- Contract check or issues
- Moving in
- Council tax
- Landlord Issues
- Disrepair
- Moving out

## Academic



- Academic appeals and reviews
- Changing course
- Individual mitigating circumstances
- Assessment offences
- Course complaints
- Preliminary disciplinary procedure

## Other



- Disability and impairment support with SU activities
- Free pregnancy tests
- Low cost condoms

THANK YOU!