

Student-Staff Liaison Committees (SSLCs) – Guide for Reps

Your Role

- Gather and share feedback from classmates.
- Attend all meetings or provide feedback in advance.
- Focus on academic topics only.
- Take a solution-focused and balanced approach.

Programme Leader (PL) role

- Listen and respond constructively.
- Share updates on programme changes.
- Use feedback to make improvements.
- Schedule meetings and consider location (online or face-to-face).
- Share meeting dates early.
- Arrange for School Support Service to support with note-taking, publishing and updating [action template](#).

Top tips for Effective Meetings

- Be prepared and gather feedback early.
- Stay constructive and inclusive.
- Focus on actions and follow-up.
- Keep feedback 'Accurate, Balanced Constructive, De-personalised' (the [ABCD of Effective Feedback](#))

Suggested Agenda

1. Welcome & Introductions
2. Running the SSLC
3. Update on Actions
4. Student Feedback (using the building blocks in the [SLE Model](#))
5. Programme Updates
6. Survey Results (from previous year/trimester)
7. Any Other Academic Business
8. Actions and Next Steps

Before the Meeting

- Reach out to the PL and check if there is feedback needed on an agenda item.
- Submit your agenda items early.
- Read the agenda and papers.
- If absent send apologies and student feedback.

During the Meeting

- Arrive on time and sign in.
- Check student-staff ratio (ideally 2:1 in students' favour).
- Introduce yourself and your programme.
- Engage respectfully.
- Ask questions and take notes.
- Confirm actions and responsibilities.

Use the SLE Model

- Use the [spargs SLE model](#) to guide conversations.
- Be open to exploring all aspects of the learning experience.

After the Meeting

- Report back to students.
- Complete assigned actions.
- Keep track of actions and share progress with the PL.

Further information

- ENSA Rep Training: [Section: University Meetings | ENSA Programme Rep Module | Moodle Community - Edinburgh Napier University](#)
- For staff: [Student Staff Liaison Committees](#)
- [SSLC action template](#)
- ENSA@napier.ac.uk