



Staff - Student Liaison Committee Terms of Reference

Introduction

Spurgeon's College aims to provide a positive and supportive environment in which students and staff may flourish and thrive. It values communication which is mutual and constructive and provides a number of channels through which this may happen. The Staff-Student Liaison Committee exists as the most formal channel for this purpose. Other forms of representation are described below.

Each year the student body elects up to five of its members to be student representatives, normally serving from February to January. Details of the process for appointments and the nature of the role are included in section (5) of this document.

(1) SSLC areas of responsibility

The SSLC is the forum where staff and students meet for discussion and consultation about College courses and other matters relating to the quality of students' academic and general experience while studying with the College. It is open to all staff and students at any level of the College's activities.

The purpose of the SSLC is:

- To provide regular and formal opportunities for input from students to staff concerning management of the courses and other aspects of College life
- To voice problems, suggestions or requests raised by members of the student body
- To feed back to the student body on issues discussed during relevant meetings and on course evaluation
- To provide staff with opportunity to bring items of general interest and concern to the attention of the student body.

(2) SSLC meetings

The SSLC normally meets three times per year (once per term) at times which are duly notified. Items on the agenda can include the following:

- matters raised by students
- matters on which the College wishes to seek student views
- the outcomes of student evaluation of their studies and the College's responses
- matters raised by staff.

(3) SSLC Membership

The SSLC includes:

1. The student representatives for the year.
2. The College Principal, Director of Studies, Director of Operations and other members of the academic and administrative staff. Students can request the presence of specific members of staff.
3. Any students on any course who wish to attend.

4. Any staff employed by the College in any capacity who wish to attend.

A chair and secretary are appointed by the SSLC and minutes kept of each meeting including a note on items requiring follow-up. Minutes will subsequently be published on the Online Resources page and so made available to staff or students unable to attend. Staff and students are invited to indicate agenda matters either to the Principal or the student representatives in advance. If less than twelve people are in attendance the meeting of the SSLC will not be held.

(4) Other means of contact and feedback

A. Formal

1. The student representatives have regular informal meetings with the Principal or his Deputy and with the Director of Operations. The SSLC is not meant to replace these meetings.
2. At the end of each module students are invited to evaluate the teaching and learning process. Their responses are reviewed by the College's internal Quality Assurance Committee and contribute to the continuing process of course review.
3. At the end of each academic year evaluation forms are distributed which are likewise monitored by the Quality Assurance Committee as well as the teaching staff.
4. The student body is represented on the College Council.
5. The student body is represented on the Academic Board.
6. The student body is represented on the Quality Assurance Committee.
7. The student body is represented on the Diversity and Equal Opportunities Monitoring Group.

B. Informal

The existence of the SSLC by no means precludes that any student can at any time speak to any member of the College staff. In particular the following staff are available:

- the chaplains
- the pastoral group leaders
- the Principal and Vice Principal
- the Director of Operations
- the Director of Studies
- the Director of Practical Training
- the Director of Continuing Ministerial Development.

(5) Guidelines for the selection and appointment of student representatives

Role of student representatives

Student representatives act on behalf of the student body. They are responsible for raising issues, bringing forward ideas and suggestions on behalf of the student body, and responding to items brought forward by staff. Student representatives are expected to seek out the issues that are affecting the student learning experience and life within College through regular and pro-active liaison with the student body. They are expected to attend the fortnightly meetings with the College Principal and Director of Operations.

From within the student representatives there are specific roles to be undertaken and other committee appointments. These appointments are made by the student representatives. They are:

- Treasurer – responsible for the finances held by the body
- Equal Opportunities and Diversity Officer – promoting the College's policy on equal opportunities and diversity, while representing the student body in any matters pertaining to the policy, its implementation and any matters that arise as a result of it
- Academic Board Representative – representing the student body in discussions with staff over the nature, content and teaching of the various course. Attending such meetings as are set out by the Academic Board and Quality Assurance Committees of the College

- Student Representative on the College Council – Attending the College Council meetings on behalf of the student body

Nomination, election and term of appointment

- Nominations for student representatives are made by the student body, this can be from anyone studying a course at the College. Nominations are to be received by the end of the first semester of each academic year
- Election of student representatives will take place in February of each academic year (at the start of the new semester)
- Appointment of student representatives is made on the basis of a majority vote.
- There are up to five appointments to be made each year
- Each student representative will stand for a period of one year
- A student representative may stand for re-appointment

Training and expenses

- An induction for new student representatives is conducted through a handover period with the previous appointees
- No specific training is provided though resources and support are available through the University of Wales Students Union Officer. Training can be arranged through them if required
- There is no payment for student representatives in their role though reasonable expenses agreed in advance may be reimbursed.

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