

SSC Co-Chairs Guide

This guide aims to help Co-Chairs build a productive partnership to maximize the effectiveness of their SSC meetings. These meetings are ideal for celebrating successes, addressing issues, and generating new ideas. For optimal results, thorough preparation, clear action identification, and sharing outcomes with the broader community are essential.

Preparing for the Meeting

Collaborate on the Agenda: Each SSC should be co-chaired by a staff member and the Lead Department Student Academic Representative. Prior to the meeting, discuss the agenda (using the provided template if needed) and assign discussion points. Review previous minutes and encourage Student Reps and other staff to propose agenda items.

Agree on a Format: Identify specific items where student input is valuable and determine the best way to gather it.

Be Prepared: Bring feedback and opinions from students or staff to focus the meeting on actionable items rather than gathering additional feedback. Ensure any negative feedback is presented neutrally, omitting names if necessary. Motivate Student Reps to collect opinions widely, possibly using tools like Moodle Hot Question or Unitu to identify key concerns.

During the Meeting - Taking Action

Agree on Changes or Outcomes: Where possible, agree on changes during the meeting. If immediate changes aren't feasible, clarify the reasons and plan how to communicate this back to staff and students.

Highlight Positives: Discuss what's working well and recognize outstanding contributions to the educational experience. Consider adding this as a regular agenda item, encouraging pre-meeting submissions of positive feedback.

Escalate Issues: Consult with the School Rep or Vice President Education to determine if issues are widespread across departments or if solutions are already in place. For broader issues, escalate them to the Learning and Teaching Committee (LTC). Engage other relevant staff members, like the Head of Department, if they were not present.

After the Meeting - Following Up

Track Actions: Summarize key points and decisions in a table, using a Red/Amber/Green tracker for actions. Post this summary on Blackboard to provide students and staff with a quick overview rather than lengthy minutes.

Update All Students: Inform all students, including those who gave feedback through focus groups or polls, as well as the wider student community in your department. Utilize lecture shout-outs, social media channels, or tools like Unitu for updates.

Include Staff: Ensure teaching staff relay key messages in their seminars and lectures. Administrators can also assist by forwarding essential emails regarding meeting outcomes.

Celebrate Changes: Share positive news, whether about SSC-driven changes or reinforcing appreciated aspects of education.