This information will be used to inform two institutional-wide reports from the Students' Union. One focusing on the academic experience based issues, and one focusing on Academic Representation based issues.

**It is the responsibility of the Chair to ensure that a SSLC Annual Report is completed, in consultation with student and staff members of the Committee by the deadline, even if the Committee has not had its last meeting of the year by that date. Further instructions can be found at:** [warwicksu.com/sslc/resources/reports](http://www.warwicksu.com/sslc/resources/reports)

|  |
| --- |
| **1. Your Student-Staff Liaison Committee** |
| What is the name of your SSLC? (i.e. Chemistry) |  |
| Which courses are covered by this SSLC? (please include course codes which can be obtained by your Academic Convenor) |  |

|  |
| --- |
| Which levels are represented by your SSLC?*(Delete as applicable)* |
| Undergraduate / Postgraduate Taught / Postgraduate Research |

|  |
| --- |
| **2. Membership 2017/18** |
|  | Name |  |
| Chair |  | *n.b. the Chair must be a student* |
| Secretary |  | *n.b. the Secretary must be a student* |
| Academic Convenor |  |  |
|  |  |
| Number of staff members |  |  |
| Number of student members |  |  |

|  |
| --- |
| Please indicate who, out of the following, attended SSLC meetings this year: |
|  | Invited to attend?*(Delete as applicable)* | How many meetings did they attend? |
| SU representative | Yes / No |  |
| Subject Librarian | Yes / No |  |
| Careers Advisor | Yes / No |  |
| Technical and Learning Support | Yes / No |  |
| *Please indicate here if there were any other attendees:* |  |
| *Additional comments:* |  |

|  |
| --- |
| **3. Meetings** |
| How many times has the SSLC met during this academic year?*(If there were fewer than four, please indicate why)* |  |
| What were the Terms & Weeks of these meetings? |  |
| Did the meetings feel student-led? If no, please indicate why |  |
| How many meetings in the year had students as a majority? |  |
| Were all minutes from meetings submitted to all members as well as the Students’ Union? If not, why? |  |
| **4. Your year as representatives**  |
| **Please list your SSLC’s achievements and other positives that have come out from this academic year** |  |
| **Are there any unresolved issues or ongoing matters discussed this year in need of follow up or continuation into the next year’s SSLC? What steps are being taken to ensure this?** (A copy of this report, containing detail of unresolved issues, will be made available to the SSLC next year, so please do ensure you include all detail of unresolved issues so that they can be followed-up) |  |

|  |
| --- |
| **5. Communication** |

Which of the following methods have been used to gather material for meetings? If used, please can you rate them according to effectiveness from 1 to 5 (5 being very effective, 1 being not effective at all).

|  |  |
| --- | --- |
| **Please delete as applicable:** | Score |
| SSLC notice board | Yes / No |  |
| Social media | Yes / No |  |
| Surveys | Yes / No |  |
| SSLC Email System | Yes / No |  |
| Moodle | Yes / No |  |

|  |  |
| --- | --- |
| What methods of communication did you find to be the most effective? What didn’t work? |  |
| What other ways did you effectively communicate with students |  |
| How often did you communicate with your cohort? |  |
| Were you provided access to your department’s communication channels? (i.e. having emails send out, departmental noticeboards)  |  |
| How did you feedback to your cohort? |  |
| How well do you feel students engaged with your work as course representatives? |  |
| What, if any, communications support from the SU would have helped you better represent your peers? |  |

|  |
| --- |
| **5. Students’ Union** |

Concerning communication/activities by the Students’ Union, please indicate attendance (or equivalent) and effectiveness from 1 to 5 (5 being very effective, 1 being not effective at all).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please delete as applicable:** | Reps (Any) | SSLC Secretary | SSLC Chair | Score |
| SSLC Weekly Newsletter | Yes/No | Yes/No | Yes/No |  |
| Education Team Briefings | Yes/No | Yes/No | Yes/No |  |
| Rep Training | Yes/No | Yes/No | Yes/No |  |
| STEPFest Mini (Any) | Yes/No | Yes/No | Yes/No |  |
| Skill Development Sessions (Any) | Yes/No | Yes/No | Yes/No |  |
| Coffee & Cake (Any) | Yes/No | Yes/No | Yes/No |  |
| Faculty Forum (Term 1) | Yes/No | Yes/No | Yes/No |  |
| Faculty Forum (Term 2) | Yes/No | Yes/No | Yes/No |  |
| Faculty Forum (Term 3) | Yes/No | Yes/No | Yes/No |  |
| Winter Rep Social | Yes/No | Yes/No | Yes/No |  |
| Rep Awards | Yes/No | Yes/No | Yes/No |  |
| Postgraduate Conference (if applicable) | Yes/No | Yes/No | Yes/No |  |

|  |  |
| --- | --- |
| If any of the above did not have attendance from the SSLC Chair or Secretary, why is this? |  |
| If any of the above did not have attendance from any of the reps for this SSLC, why is this? |  |
| What communication/activities did you enjoy the most? Why? |  |
| What communication/activities did you enjoy the least? Why? |  |
| What would you like to see added to the communication/activity programme? |  |
| Are there any skills that you needed that was not covered in training (rep training as well as SSLC Chair/Sec training)? |  |
| Do you feel supported as an SSLC by the SU Education Team? Explain your answer. |  |
| Any other comments about communication & activities |  |
| **6. Follow-up from last year’s SSLC Annual Report** |
| Were you able to obtain a copy of the previous year’s SSLC annual report? |  |
| Did you manage to address any of your predecessor’s unresolved issues? |  |
| Are there any continuing issues from last year that still need resolving? |  |

|  |
| --- |
| **7. Data Presented to SSLC by Academic Convenor** |

Did the SSLC receive the External Examiners’ report for the course(s) represented by the SSLC?[[1]](#footnote-1) Yes/No

If no, why not?

|  |
| --- |
|  |

Did the SSLC receive NSS Scores and/or module feedback data for the course(s) represented by the SSLC?[[2]](#footnote-2) Yes/No

If no, why not?

|  |
| --- |
|  |

This form should be submitted by email, by a student representative. **A draft version should have been circulated to members of the SSLC by email prior to submission**. The Academic Convenor should be emailed a copy for departmental records.

Please send your completed report to Teaching Quality (quality@warwick.ac.uk) & Warwick SU (sslc@warwicksu.com) simultaneously.

**Remember:** The SSLC annual report is one crucial way that the University finds out what you, the student is thinking; it is crucial that this is sent to the University on time, otherwise your views will not be heard.

1. As departments are required to provide as specified in the [*Code of Practice for Student & Staff Representation on Student-Staff Liaison Committees*](https://www.warwicksu.com/sslc/resources/codeofpractice/). [↑](#footnote-ref-1)
2. As departments are required to provide as specified in the [*Code of Practice for Student & Staff Representation on Student-Staff Liaison Committees*](https://www.warwicksu.com/sslc/resources/codeofpractice/). [↑](#footnote-ref-2)