

# MEETING AGENDA

<b>Name of meeting</b>	<b>(Your School/Department) Student- Staff Consultative Committee Meeting (SSCC)</b>				
<b>Date</b>	<b>Jan 1, 2021</b>	<b>Time</b>	00.00 pm - 00.05 pm	<b>Location</b>	000-001
<b>Attendees – Onshore Class Rep (Present)</b>	XXXX XXXX; XXXX XXXX (Phil 000); XXXX XXXX; XXXX (Phil 012); XXXX XXXX; XXXX XXXX (Phil 021) XXXX XXXX (Phil 011) XXXX XXXX; XXXX XXXX (Phil 000) XXXX XXXX; XXXX XXXX (Phil 005) XXXX XXXX (Phil 001)				
<b>Attendees - Overseas Class Rep (Present)</b>	XXXX XXXX; XXXX XXXX (Phil 000) XXXX XXXX; XXXX XXXX (Phil 001) XXXX XXXX; XXXX XXXX (Phil 005)				
<b>Attendees - Staff</b>	XXXX XXXX (Chair); XXXX XXXX XXXX XXXX; XXXX XXXX				
<b>Apologies</b>	XXXX XXXX; XXXX XXXX (Phil 000) XXXX XXXX; XXXX XXXX (Phil 005)				
<b>Absent</b>	XXXX XXXX (Phil 001); XXXX XXXX (Phil 002); XXXX XXXX (Phil 003); XXXX XXXX (Phil 004)				

<b>Agenda Items</b>	
1.	<b>Welcome and introductions</b>
2.	<b>Updates on open action points from previous meetings and any other matters arising</b>
3.	<b>Report from the department representative on Faculty SSCC</b>
4.	<b>Report from course class representatives:</b> Section A: Positive feedback Section B: Issues/Concerns Section C: Suggestions/Recommendations <b>Action points and responsibility recorded</b>
5.	<b>Chair’s summary of themes or common issues</b>
6.	<b>Learning and Teaching update from the academic unit</b>
7.	<b>Any Other Business i.e., Faculty reps</b>

8.	Closing remarks
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Ref	Topic	Comment	Action / Decision	Responsibility
1.	Welcome and introductions	The Chair welcomed everyone to the meeting.	-	-
2.	Open action points and matters arising from the minutes of the previous meeting			
3.	Report from the department representative on Faculty SSCC			
4.	Report from course reps	Report from courses. The following is divided into three parts:  Section A: Positive feedback Section B: Issues/Concerns Section C: Suggestions/Recommendations  Following Sections A-C, possible common issues raised for collective discussion are noted.	-	-
5.	Possible common issues raised			
6.	Learning and Teaching update from the academic unit			
7.	Any other business	NA	NA	NA
8.	Closing		-	-

NEXT MEETING:		Note Taker:			
Date	TBA	Time	TBA	Location	TBA

**NB: This template is only a sample and can be customised according to your discipline, department and faculty.**