## Semester One Student Voice Forum

(Insert School)

**Course: (insert full course title(s))**

**Date: (insert date) Time: (insert) Venue: (insert)**

**A G E N D A**

|  |  |
| --- | --- |
| 1 | **Membership**  Present:  Apologies: |
|  | **Role of the committee**  *To note the role of the committee in seeking to answer the following three questions:*   * *What do we need to do to (further) enhance the provision? (receiving feedback)* * *What have we done to improve and enhance the course and has it worked? (reviewing activity)* * *What are we doing, and what do we agree will be done either immediately or very soon? (action planning)* |
| 2 | **Minutes of previous meeting**  *To confirm the minutes of the meeting held on (insert date) were a true record.* |
| 3 | **Review of action plan**  *To review progress and completion of, and effectiveness of, actions agreed at the previous meeting.* |
| 4 | **Module feedback**  *Forum to discuss module feedback via Course Representatives, the Student Experience Ambassador and SOFiA.* |
| 5 | **Collated Student feedback**  *Forum to discuss student voice report as presented by the student representative or Student Experience Ambassador to provide feedback on their cohort’s experience on the course.* |
| 6 | **Stakeholder feedback**  *To provide an opportunity for stakeholder representatives to provide feedback on their experience of the course and its students, and to highlight recent and upcoming external developments that may impact the course.* |
| 7 | **Confirm data distribution**  *In advance of the meeting the members will have been provided copies of the previous year’s summary data (including the Retention and Achievement report, NSS and UoSSS reports, module achievement report(s), and External Examiner report(s)). If any reports have been delayed, this should be noted.* |
| 8 | **Course Team review**  *On behalf of the course team, the course leader will note any recent key developments and issues, and summarise the data reports highlighting both positive and concerning aspects and any actions planned in response. Any key aspects arising from the team’s reflections on module delivery from the previous semester will also be highlighted.* |
| 9 | **Planned or proposed course developments**  *The course leader highlights any planned or proposed course developments for feedback.* |
| 10 | **Any other business** |
| 11 | **Action planning**  *An action plan (including a description of the action, who will complete it, when it will be completed by, and what would indicate that the action had met its objectives) will be agreed, including actions carried over from last meeting and any actions proposed during the meeting.* |
| 12 | **Communication plan**  *The forum will agree key messages and actions from the meeting that need to be circulated with the wider cohort. Typically, student experience ambassadors and students representatives will communicate these prior to minute distribution.* |
| 13 | **Date of next meeting**  *(Insert date of next meeting)* |

## Semester Two Student Voice Forum

(Insert School)

**Course: (insert full course title(s))**

**Date: (insert date) Time: (insert) Venue: (insert)**

**A G E N D A**

|  |  |
| --- | --- |
| 1 | **Membership**  Present:  Apologies: |
|  | **Role of the committee**  *To note the role of the committee in seeking to answer the following three questions:*   * *What do we need to do to (further) enhance the provision? (receiving feedback)* * *What have we done to improve and enhance the course and has it worked? (reviewing activity)* * *What are we doing, and what do we agree will be done either immediately or very soon? (action planning)* |
| 2 | **Minutes of previous meeting**  *To confirm the minutes of the meeting held on (insert date) were a true record.* |
| 3 | **Review of action plan**  *To review progress and completion of, and effectiveness of, actions agreed at the previous meeting.* |
| 4 | **Module feedback**  *Forum to discuss module feedback via Course Representatives, the Student Experience Ambassador and SOFiA.* |
| 5 | **Collated Student feedback**  *To provide an opportunity for each student representative or Student Experience Ambassador to provide feedback on their cohort’s experience on the course.* |
| 6 | **Stakeholder feedback**  *To provide an opportunity for stakeholder representatives to provide feedback on their experience of the course and its students, and to highlight recent and upcoming external developments that may impact the course.* |
| 7 | **Confirm data distribution**  *Any data reports distributed since the last meeting should be noted. If any reports have been delayed, this should be noted.* |
| 8 | **Course Team review**  *On behalf of the course team, the course leader will note any recent key developments and issues, and summarise the data reports highlighting both positive and concerning aspects and any actions planned in response. Any key aspects arising from the team’s reflections on module delivery from the previous semester will also be highlighted.* |
| 9 | **Planned or proposed course developments**  *The course leader highlights any planned or proposed course developments for feedback.* |
| 10 | **Any other business** |
| 11 | **Action planning**  *An action plan (including a description of the action, who will complete it, when it will be completed by, and what would indicate that the action had met its objectives) will be agreed, including actions carried over from last meeting and any actions proposed during the meeting.* |
| 12 | **Communication plan**  *The committee will agree how key messages and actions from the meeting will be communicated to students, who will lead on communications and when these will be sent. Typically, student experience ambassadors and students representatives will communicate these prior to minute distribution.* |
| 13 | **Date of next meeting**  *(Insert date of next meeting)* |