

# Staff/student group

## Implementation guide 3

### Suggestions for the formation and activities of a staff-student consultative group to obtain feedback from students.

At the start of the first term, three students are elected from the class. In the middle of the first term, the student representatives are notified of a working lunch at least one week prior to this meeting.

On the day of the meeting, the student representatives are given 30 minutes to work through a questionnaire with other students in their class covering areas of general administration and also specific questions on the teaching of each subject (these are listed below). The class representatives are asked to bring a consensus of the class' feelings to the meeting rather than the feelings merely of individuals.

The meeting is held with the course leader, the course administrator and the class representatives. To save the representatives from feeling inhibited, no other teaching staff attend the meeting. Minutes of the meeting are taken and, at a later date, signed by the class representatives as a true record. The course leader follows through matters arising from the meeting and feeds back to students as appropriate.

A second meeting is held in the middle of the second term with the same procedures as the first meeting. Included in the discussions will be a review of the subjects raised at the first meeting.

### Sample questionnaire for use with staff-student consultative groups

Questionnaire to be completed by class representatives prior to the staff-student consultative group. Areas to be considered by students:				
	P1 lecturer	P2 lecturer	F2 lecturer	F3 lecturer
Suitability of teaching methods				
Level of workload (too little/great) balance across subjects				
Coverage of syllabus e.g. scheme of work provided and adhered to				
Use of past paper questions				
Exam practice and techniques				
Other comments				