

**Student Services Plan Of Work 2016-17**

<b>Activity</b>	<b>Lead</b>
<b>Corporate Plan</b>	
Develop Mental Health Vision	JL
Inclusive Teaching re: DSA Changes	JL/JA
Community Liaison developments	JA
Sexual Harrassment - new policy and process	JS
<b>Policy Development</b>	
Non Academic Complaints	JS
Disclosure Agreements	JA
Contribute to UEA Staff Well Being policy	JL
Disciplinary Regulations for students	JS
<b>Process Reviews/ Improvements</b>	
Introduce E-Filing	JA
Information storage policy and processes	JA
Return To Study	JS
Non Academic Discipline process	JS
Mental Health appointment system	JL
Visa Extensions	JA
Modelling accommodation allocations	JS
Individual Arrangements Comms	JA
<b>Service Delivery</b>	
Create Online mental health resources	JL
Disability mandated accommodation	JL/JS
Embedding Nightline with work of SSS	JL/JS
Review of student experience in Residences	JS
Develop Group work	JL
Redesign of Web presence	JA/JS
Review of MFC space provision	JS
<b>Staffing Related</b>	
Staff workload modelling	JS
Staff skills training plan	JA
Management training plan	JS
Review of management responsibilities	JS

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