COURSE COMMITTEE MEETING

AGENDA

Before the meeting, Course Committee members should familiarise themselves with the Terms of Reference and minutes of the previous meeting as well as the External Examiner reports [links to these will be provided].

Any feedback relating to External Examiner reports should be discussed under the Course Representative Feedback and/or Course Team updates agenda points.

1. **WELCOME, INTRODUCTIONS AND APOLOGIES**

2. **MINUTES AND ACTIONS FROM LAST MEETING**

To confirm the minutes and status of actions from the previous meeting held.

3. **COURSE UPDATE LOG**

To review the Course Update Log for each course. The Course Update Log is an opportunity for Course Representatives and Course Team to document resolution of issues in between Course Committee meetings.

4. **COURSE REPRESENTATIVE FEEDBACK**

Feedback to be provided by each Course Representative on the following for the course they represent :-
    i.   Teaching
    ii.   Assessment and Feedback
    iii.   Academic Support
    iv.   Resources and Services (including any course-specific updates from Professional Services)
    v.   Organisation and Management (including timetabling)
    vi.   Other

5. **COURSE TEAM UPDATES**

This should include, as appropriate to the timing of the course committee meeting: Continual Monitoring Process update; updates on student survey outcomes and a discussion of actions in response to these; any updates on proposals for modifications to the existing course(s) or proposals for new courses (as appropriate); discussion on changes to relevant internal or external policies (including PSRB) and any impact these may have.

6. **ANY OTHER BUSINESS**

7. **DATE OF NEXT MEETING:** To be agreed at the end of the meeting for the Servicing Officer to arrange.