**COURSE COMMITTEE MEETING**

**Agenda of the meeting for [COURSE(S)] held on [DATE] at [TIME] in [LOCATION]**

**Note:** Comments in italics are intended as prompts for members. Suggested timings have been listed, amounting to a meeting length between 1-1.5 hrs (a meeting should not run longer than 2 hours).

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| Agenda item |  | Suggested timing of each item |
|  | **Membership and Terms of Reference** (*first meeting only*)  *To receive and note* | *1 min* |
|  | **Apologies for absence**  *To note* | *1 min* |
|  | **Notification of any other business**  *Please look through the agenda to see if there is anything you would like to add. Normally Any Other Business should be notified to the Secretary at least 24 hours before the meeting* | *1-2 min* |
|  | **Minutes of last meeting, Matters/Actions Arising & Outcomes** | *5-12 min* |
| 4.1To confirm the minutes of the previous meeting. |
| 4.2 To note what has been done in relation to matters/actions raised at the last meeting. |
| 4.3 To highlight actions achieved to improve student experience. |
|  | **Student and Staff Experience**  *Matters about academic/personal support and guidance to be discussed here.*  *Matters relating to equality and diversity, and health and safety to be raised here.*  *Matters relating to the quality of teaching and learning to be raised here.*  *Matters relating to employer experience (when relevant eg apprenticeships) to be raised here. Feedback from Employers should be considered at Apprenticeship Course Committees.*  *To consider plans for activities to enhance the student experience at the course level including student survey campaigns, welcome week organisation and social belonging and retention events planning.*  *General matters relating to student experience not covered later in the agenda to be raised here.* | *10-25 min* |
|  | **Student Course/s and Employability (Student and staff comments)**  *Matters about teaching, assessment and feedback to be raised here.*  *Matters relating to issues such as course structure, modules or workload to be raised here.*  *Matters relating to work experience and real-world skills development opportunities (ie placements, internships, volunteering etc), workplace learning and careers support.* | *10-25 min* |
|  | **Resources and Facilities**  *Matters relating to issues such as availability of teaching and learning materials/equipment, buildings, library and IT provision should be raised here.* | *5-15 min* |
|  | **Course Quality Management and Enhancement**  *Consideration of reports and responses to internal and external systems of quality management and enhancement.* | *5-15 min* |
|  | 8.1 Student Surveys: reports and responses for consideration |
| 8.2 Course Monitoring Plans and updates for consideration |
| 8.3 External Examiners’ Reports for consideration |
| 8.4 Professional Body/Agency Reports for consideration (if applicable) |
|  | **Celebrating Student and Staff Success**  *Highlighting, sharing and celebrating good practice, talented people and achievements.* | *2-5 min* |
|  | **Any Other Business**  *To note* | *0-5 min* |
|  | **Date of Next Meeting**  *To note* | *1 min* |

Guidance notes:

1. This template should be used to provide the agenda for the meeting. The items noted are indicative and may not be necessary at every meeting.
2. The first meeting must be scheduled before the end of November and the second meeting before the end of March. This will vary for non-standard academic calendars. Meeting dates should be provisionally set, ideally before or at the commencement of the new academic year and members advised of this. Dates should be finalised at the start of each semester (once timetables have been confirmed). Members (including Student Academic Representatives) should be updated if the date/s change and should be reminded 2 weeks prior to the meeting. Agenda items should also be requested at this point from members (including Student Academic Representatives).
3. Any actions developed as a result of discussions undertaken should be clearly recorded in the associated minutes and action plan, listing to whom the action has been allocated and by what deadline (see here for [Course Committee Minutes and Action Plan Template](https://www.staffs.ac.uk/assets/Course%20Committee%20Meeting%20Minute%20Action%20Plan%20Template_tcm44-87990.docx))

IMPORTANT: The action plan should be carried forward to the next meeting and copied to the bottom of the next set of minutes, so a continuous record of actions is maintained at each meeting and progress over the course of the year/s can clearly be seen.

1. It must be clearly noted which courses/apprenticeships (full titles) the meeting is considering.
2. It must be clearly noted which external examiner reports have been considered at the meeting.