**Course Committee Meeting Minute/Action Plan Template**

Yellow highlighting is for guidance purposes only and can be deleted before finalised.

**Minutes of the Meeting for [COURSE/S] held on [DATE e.g. 13.02.20]**

|  |  |
| --- | --- |
| **Minutes Author** |  |

**Present:**

Chair:

Student Members:

Staff Members:

**Apologies for absence:**

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| **Minutes / Discussion**  Please keep minutes anonymous especially where sensitive issues are raised (For ‘Actions: By Whom’ use initials or role title “HOD/Course Leader”)  Please do not leave empty entries. If something has not been covered, please complete with ‘None’ or other appropriate wording so that the minutes do not appear ‘overlooked’. |

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| **Minute No.** | **Items, Discussion** | | **Action Number** |
| 1 | **Membership and Terms of Reference** (first meeting only) | | |
|  | Received and noted | |  |
| 2. | **Apologies for absence** | | |
|  | Noted above | |  |
| 3. | **Notification of Any Other Business** | | |
|  | a)  b)  c) | |  |
| 4. | **Minutes of Previous Meeting, Matters/Actions Arising & Outcomes** | | |
| 4.1 | **Minutes**  Received and approved: The minutes of the round [two/one] committee meeting for [COURSE] held on the [DATE]. | |  |
| 4.2 | **Matters/actions arising and outcomes** (please note relevant action reference number where applicable)  a)  b) | |  |
| 4.3 | **Actions achieved to improve student experience** (please note relevant action reference number where applicable)  a)  b) | |  |
| 5. | **Student and Staff Experience** | | |
|  | a)  b)  c) | |  |
| 6. | **Student Course/s and Employability** (student and staff comments) | | |
|  | a)  b)  c) | |  |
| 7. | | **Resources and Facilities** | |
|  | | a)  b)  c) |  |
| 8. | | **Quality Management and Enhancement** | |
| 8.1 | | **Student Surveys** |  |
| 8.2 | | **Course Monitoring** |  |
| 8.3 | | **External Examiner Reports** |  |
| 8.4 | | **Professional Body/Agency Reports (if applicable)** |  |
| **9.** | | **Celebrating Student and Staff Success** | |
|  | |  |  |
| **10.** | | **Any other Business** | |
|  | |  |  |
| **11.** | | **Date of Next Meeting** | |
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**IMPORTANT:** The action plan section of this document should be carried forward to the next meeting and (the full plan) 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.

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| **Course Committee Meeting Action Plan for [COURSE] [ACADEMIC YEAR e.g. 20/21]** |

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| **Action number**  (Meeting date + Minute) | **Action** | **By Whom** | **By When** | **Evidence of Progress**  (avoid the term ‘ongoing’ by either describing what movement has happened, or by re-issuing the deadline) |
| Example:  2.9.20-1 | Module Leader to investigate usual practice in University regarding word count for a 20 credit module (single assessment) and will propose to amend Module 23BAWeave (reducing the word count from 15,000 words) if appropriate. NB - The action should be written in such a way that when the action plan is separated from the minutes the action is still clear. | Z.Z | Realistic date | Z.Z found that the word count could be reduced based on other University models. An Amendment Proposal Form has been approved via HOD/EE and will go to the next SAC. Implementation of this change will be from Jan 2021 |
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