**COURSE COMMITTEE MEETING**

**Agenda of the [first/second/third] meeting for [course group name] held on [date] at [time] in/via [location]**

**AGENDA**

**Courses:**

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| e.g. BSc (Hons)…… |
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1. **Terms of Reference and Membership** (*first meeting only*) **[Paper Number]**

To receive and note

1. **Apologies for absence**

To note

1. **Notification of any other business**

Any Other Business should be notified to the Secretary at least 24 hours before the meeting.

1. **Minutes of last meeting [Paper Number]**

To confirm the minutes of the previous meeting.

1. **Matters/Actions Arising & Outcomes**
   1. To note what has been done in relation to matters/actions raised at the last meeting.
   2. To highlight actions achieved to improve student experience.
2. **Student and Staff Experience**
   1. To discuss matters about academic/personal support and guidance.
   2. To raise matters relating to equality, diversity & inclusion, and health & safety.
   3. To consider plans for activities to enhance the student experience at course level including student survey campaigns, welcome week organisation and social belonging and retention events planning.
   4. To raise general matters relating to student experience not covered later in the agenda.
3. **Student Course/s and Employability (Student and staff comments)**
   1. To raise matters about learning, teaching, assessment and feedback.
   2. To raise matters relating organisation and management, such as, course structure, course staffing, modules or workload.
   3. To consider Employability Annual Report **[Paper Number]**
   4. To discuss matters relating to work experience and real-world skills development opportunities (i.e. placements, internships, volunteering etc.) and careers support.
4. **Service Users and Carers**

**8.1** To raise matters relating to service user and carers.

1. **Learning Resources and Facilities** 
   1. To raise any issues such as availability of teaching and learning materials/equipment, buildings, library and IT provision.
   2. To consider a report from Library and Learning Services **[Paper Number]**
2. **Course Quality Management and Enhancement**

Consideration of reports and responses to internal and external mechanisms of quality management and enhancement.

* 1. To discuss the latest updates in relation to Course Monitoring Plans including actions responding to survey outcomes
  2. To consider External Examiners’ Reports **[Paper Number]**
  3. To consider Professional Body/Agency Reports (if applicable) **[Paper Number]**

1. **Celebrating Student and Staff Success**
   1. Highlighting, sharing and celebrating good practice, talented people and achievements.
2. **Any Other Business**

To discuss any other business (if applicable)

1. **Summary of:**

**Areas of Good Practice (up to 3)**

**Areas requiring further discussion (up to 3)**

1. **Date of Next Meeting**

To note