**Course Committee Meeting Minutes and Action Plan**

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

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

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| **Courses** | e.g. BSc (Hons)…… |

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| **Minutes Author** |  |

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| **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. |

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| **Minute No.** | **Items and 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** | |
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| **4.** | **Minutes of Previous Meeting** | |
|  | Received and approved: The minutes of the [first/second] committee meeting for [course group] held on [date]. |  |
| **5.** | **Matters/Actions Arising & Outcomes** |  |
| **5.1** | **Matters/actions arising and outcomes in relation to matters/actions raised at the last meeting.** (please note relevant action reference number where applicable) |  |
| **5.2** | **Actions achieved to improve student experience** (please note relevant action reference number where applicable) |  |
| **6.** | **Student and Staff Experience** | |
| **6.1** |  |  |
| **6.2** |  |  |
| **6.3** |  |  |
| **6.4** |  |  |
| **7.** | **Student Course/s and Employability (student and staff comments)** | |
| **7.1** |  |  |
| **7.2** |  |  |
| **7.3** |  |  |
| **7.4** |  |  |
| **8.** | **Service Users and Carers** | |
| **8.1** |  | |
| **9.** | **Learning Resources and Facilities** | |
| **9.1** |  |  |
| **9.2** |  |  |
| **10.** | **Course Quality Management and Enhancement** | |
| **10.1** | **Course Monitoring Plans** |  |
| **10.2** | **External Examiner Reports** |  |
| **10.3** | **Professional Body/Agency Reports (if applicable)** |  |
| **11.** | **Celebrating Student and Staff Success** | |
| **11.1** |  |  |
| **12.** | **Any other Business** | |
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| **13.** | **Areas of good practice** (up to 3) |
|  | **1.** |
|  | **2.** |
|  | **3.** |
|  | **Areas requiring further discussion** (up to 3) |
|  | **1.** |
|  | **2.** |
|  | **3.** |

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| **14.** | **Date of Next Meeting** | |
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**ACTION PLAN**: For meeting 1: any outstanding actions from the previous academic year should be added to the action plan template. i.e. 5 outstanding actions from 2023-24 to be copied to the new action plan for meeting 1 of 2024-25.

The action plan should be carried forward to the meeting 2/meeting 3 minutes, so a continuous record of actions is maintained at each meeting and progress over the course of the academic year can be seen.

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| **Course Committee Meeting Action Plan for [COURSE/S] [ACADEMIC YEAR e.g. 2024/25]** |

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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 progress has happened, or by re-issuing the deadline) |
| Example:  4.11.24-1 | 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 | Achievable 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 School Academic Committee. Implementation of this change will be from Jan 2025. |
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