

COURSE COMMITTEE PREP SHEET FOR COURSE REPS

NAME _____

COURSE _____

DATE OF MEETING: _____

TIME ARRIVED AT MEETING: _____

TIME LEFT: _____

MEETING TYPE: (please tick one)

- Course Committee
- University Committee
- Other (please specify) _____

Before the meeting

1. Remember to speak to classmates about their issues and let them know when the Course Committee Meeting is. Organise the issues for example:
 - **Curriculum Design & Content:** *issues relating to the structure of the course; proposed changes to the course or modules; programme planning*
 - **Academic Support and Student Progression:** *issues relating to student progression and retention; personal tutoring; advice and guidance*
 - **Learning, Teaching and Assessment:** *issues relating to course and module delivery; workload balance; clarity of assessment and feedback issues.*
 - **Learning Resources:** *issues relating to resources and their deployment; Library and IT support, Faculty specialist resources, kit and facilities; technical services*
 - **Monitoring and Review:** *comments from External Examiners; Professional bodies (where applicable); internal reviews; NSS results; any internal student survey outcomes and module evaluations.*
 - **Recruitment and Admission of new students Semester 1 only:** *e.g. students' experience of the admissions process; pre-arrival information; Orientation week activities; FANS, buddying or mentoring plans.*



List what evidence you have collected i.e. how many students did you speak to:

2. Contact the secretary to add anything to the agenda.

MEETING FORM

Please use the space below to write down the issues that you want to raise and also the outcome.

ISSUE TO BE RAISED	OUTCOME

After the meeting

Remember to:

- Feedback to students
- Follow any action plans
- Check the minutes
- Feedback to SU

