

Programme Committees

Purpose of the Programme Committee

The purpose of the Programme Committee is to assure and enhance the quality of the student experience on their programme of study. It provides a forum for students to express their views about the programme content, delivery and assessment, and considers proposals for programme modifications including recommendations for new modules. It also provides formal feedback on the programme for inclusion in the REP. The terms of reference for the committee can be found in the appendices.

When are Programme Committee's held?

- The Programme Committee meeting should be held once per semester.
- Only modules studied in that particular semester should be discussed.

Administrative Role:

- Ensure the relevant Student Representatives, Module Leaders and Programme Leaders are invited to attend the meeting.
- Distribute the Agenda and previous minutes to invited committee members (A set agenda is attached).
- Book and prepare the room and any catering.
- Take minutes at the meeting.

What to Take With You

The following a list of all the paperwork the administrator will need to take with them:

- Extra copies of the agenda
- Extra copies of the minutes of the previous meeting
- Comments from colleagues who have given apologies and are unable to attend
- Attendance sheet for all members to sign
- Pen
- Paper
- Date of the next meeting (if known)

Constitution

The following must be invited to each Programme Committee, and make up the constitution or membership of the Board:

- Programme Leader(s) (usually chairs the meeting)
- Dean of School/Associate Dean of School (ex-officio)
- Programme Administrator(s) (ex-officio) – usually services the meeting
- Module Leaders of all modules core to the programme(s)
- Library and Learning Services representative
- Technician representative (for lab based programmes)
- Programme Representatives – two for each level for each programme(s) and at least one part time student where appropriate

Comments from absent colleagues

If key colleagues are unable to attend the meeting, they should provide the Chair or servicing officer with their comments in advance of the committee so they can be noted at the appropriate time. As an alternative, they can also ask another member of staff to attend in their place and comment on their behalf as appropriate.

CHECKLIST

Deadline Date	Action	Completed
Beginning of the semester	Remind Programme Leader(s) to elect Programme Representatives	
At least four weeks prior to the committee	Book room (with table/chairs) for the committee	
At least three weeks prior to the committee	Confirm constitution (including names of Programme Representatives)	
At least two weeks prior to the committee	Distribute Agenda	
At least 48 hours prior to the committee	Order refreshments	
Day of the committee	Set out the room for a meeting	
Day of the committee	Take all paperwork to the committee room	
Day of the committee	Take minutes of the committee	
At the end of the committee	Collect all spare paperwork for disposal as confidential waste	

AGENDA

1. Apologies
2. Minutes of the Previous Meeting (attached)
3. Action Points from the Previous Meeting
4. Programme Delivery (including Student Feedback)
5. Programme Feedback Review and Recommendations
6. Resources
7. Programme REP (Approval and Progress Review)
8. Feedback Regarding the Student Helpdesk
9. Equality and Diversity
10. Any Other Business
11. Date of Next Meeting