|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Academic Year** | **Term** | **Course Committee Grouping** | **School** | **Meeting date** | **Minutes stage**  |
|  |  |  |  |  |  |

**1. WELCOME AND APOLOGIES**

|  |  |  |
| --- | --- | --- |
| **Attendees** | **Apologies** | **Servicing Officer** |
| **Course Representatives** **Course Team(s)****Professional Services** | **Course Representatives** **Course Team(s)****Professional Services** |  |

**2.1 MINUTES OF LAST MEETING**

|  |  |
| --- | --- |
| **Minutes of last meeting approved?** | **Discussion on minutes of last meeting (if applicable)** |
|  |  |

**2.2 STATUS OF ACTIONS FROM LAST MEETING**

|  |  |  |
| --- | --- | --- |
| **Actions completed** | **Actions not completed** | **Actions no longer applicable** |
|  |  |  |
|  |  |  |

**3. COURSE UPDATE LOG**

The Course Update log was reviewed. The live document can be accessed here: [link to Course Update Log]

**4. COURSE REPRESENTATIVE FEEDBACK**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Category** | **Course title** | **Level** | **Module (if applicable)** | **Feedback statement/Action (if applicable)** | **Good Practice?**  | **Deadline** | **Responsible** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**5. COURSE TEAM UPDATES**

|  |
| --- |
|  |
|  |

**6. ANY OTHER BUSINESS**

|  |
| --- |
|  |

|  |
| --- |
| **7. DATE OF NEXT MEETING** |
|   |

**ACTION SHEET**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course title | Level | Action | Deadline | Responsibility |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |