

Annualised Course Board Agenda

Items	autumn	spring	summer
1. To oversee the effective implementation of academic policy and regulation as determined by HE Steering Group;	Y	Y	Y
2. To encourage good practice and to oversee the establishment and effective operation of key policies;	Y	Y	Y
3. To consider reports from the ADQ Committee on developmental activity and initiatives to support quality enhancement;	Y	Y	Y
4. To engage with the student body, through representation and consideration of feedback;	Y	Y	Y
5. To oversee student progression and award by:			
5.1. Reviewing the outcomes of decisions made by Exam Boards for taught courses, including data on student progression and award;	N	N	Y
6. To approve explore and investigate and make recommendations to the ADQ Committee for curriculum development and new courses;	N	Y	N
7. Student Development and Achievement;			
7.1. Student Attendance and retention;	Y	Y	Y
7.2. Timetabling matters;	Y	N	N
7.3. Resources and workshops;	Y	N	N
7.4. Arrangements for Assessment and External Examining;	N	Y	N
7.5. Arrangements for visits and external activities;	Y	Y	N
8. To approve the following;			
8.1. Changes on course content and curriculum;	N	Y	Y
8.2. Special schemes of study for individual students;	Y	Y	Y
8.3. The appointment of a Chair for special arrangements and viva voce examinations;	Y	Y	Y
8.4. Recommendations to open or close units or courses;	N	N	Y
9. To oversee engagement with Professional Bodies or other external agencies;	Y	Y	Y
10. To ensure systematic Engagement with the Student Body			
10.1. Student feedback – formal student representation report	Y	Y	Y
10.2. Specific matters for discussion for student body	Y	Y	Y
10.3. Module/Unit Feedback summary	Y	Y	Y
11. To review and approve the following documentation:			
11.1. Annual Course Reviews;	N	N	Y
11.2. Summaries of outcomes from module evaluation;	Y	Y	Y
11.3. Full data on Student Voice and NSS;	Y	N	N
11.4. External Examiner reports and draft responses;	N	N	Y
11.5. Data on assessment feedback turnaround times;	Y	Y	Y
11.6. Minutes from Cross College Committees;	Y	Y	Y

11.7.	all matters relating to the organisation of teaching, including curricula and examinations, in the course(s);	Y	Y	Y
11.8.	the adequacy, effective and efficient use of resources for the course(s) including library resources – incl. formal update from the library;	Y	Y	Y
11.9.	the progress and conduct of students on the course(s);	Y	Y	Y
11.10.	such other matters as may be determined by the HESB.	Y	Y	Y
12.				
13.				
14.				