**Schedule for UG Programme (Development) Team Meetings**

Programme Team Meetings provide key opportunities for developmental conversations that will have common and course-specific themes. This document sets out meeting agenda and reflects the introduction of continuous monitoring and evaluation (CME) in 2016/17.

**Membership**

The Programme Leader chairs Programme (Development) Team (PDT) Meetings and the programme team will decide on membership. In cases where staff members contribute to multiple programmes, they would not be expected to attend more than two distinct PDTs. **Student representatives must attend a minimum of one programme team meeting each year and the March meeting is optimal for this purpose**. For Programmes with shared Boards of Study, more student-attended meetings may be favoured.

**Minutes**

Discussions at Programme Meetings will feed into CME. In addition, each meeting will be attended by a Programme Administrator for one hour who will record attendance, apologies and keep an action log. Summary tables of members’ attendance will be produced at the end of the year, in common with other committees and panels.

**Meeting 1**

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| Date | August/September |
| Agenda | 1. Agree NSS communication (shared with SMT) 2. Timetabling issues 3. Good practices identified in previous year’s teaching observation (supplied by ADE) 4. Reporting panel/CME-related items |

**Meeting 2**

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| --- | --- |
| Date | October/November |
| Agenda | 1. Semester 1 and YL module changes 2. NSS communication: implementation (shared with SMT) 3. Recruitment and outreach activities e.g. open/applicant day rotas 4. Minor programme amendments for next academic year. 5. Reporting panel/CME-related items |

**Meeting 3**

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| Date | February (before Fri Week 24) |
| Agenda | 1. Consideration of Semester 1 exam performance 2. Report on Semester 1 three-week turnaround. Actions arising shared (shared with SMT). 3. Reporting panel/CME-related items |

**Meeting 4**

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| Date | March |
| Agenda | 1. Semester 2 module changes 2. Reporting panel/CME-related items |

**Meeting 5**

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| Date | May/June |
| Agenda | 1. Planned major programme changes for September of the next calendar year (shared with SMT) 2. Reporting panel/CME-related items |

**Reporting panels**

Meetings will discuss items advanced from Boards of Study, pre-Boards of Study/Staff-student consultative committees and other staff-student meetings e.g. scheduled drop-ins. Some practical disciplines operate fora attended by technicians and academics; programme meetings might consider items raised by these for consideration also.

**CME-related items**

The current CME census points; Oct/Nov, Feb/Mar and Jun/Jul, will inform the focus of discussions.

* External survey response rates and outcomes (NSS, UKES, PTES, Graduate Outcomes e.g. DELHE)
* Module performance and evaluations
* Withdrawals and retention
* % Good honours

Phil Denton 25/6/19