

Course Reps:

COURSE COMMITTEE CHEAT SHEET

So What's It All About:

Course Committee meetings are your opportunity to give feedback and raise any concerns you or your peers have around your course to Solent University. They happen twice a year and is your space as Course Reps to be the voice of every student on your course.

Below is an annotated example of the standard agenda for Course Committees which all Course Committees follow. The annotations in **red** highlight additional details to be added, in **light blue** provide a brief description of what will happen in that part of the meeting, and finally in **dark blue** reference where additional useful information can be found on this sheet.

Solent University	
COURSE COMMITTEE	
Meeting of the Course Committee for the *Your Subject Programme Group* to be held on *Meeting Date* at *Meeting Time* in *Meeting Location* .	
Courses:	
1. *List of Courses*	
A G E N D A	
1. Welcome and Apologies	
2. Chair's Report (to include the Terms of Reference) Presented By: *Head of Subjects* <i>Here the meeting chair will outline any key developments in that subject area, explain how the meeting will work and provide any update on ongoing changes. (Curriculum Review) (Terms of Reference) (NSS)</i>	Verbal Report
3. Annual Course Review: Progress on Action Plan Presented By: *Head of Subject* <i>In the Course Review an Action Plan was developed on how to improve the courses based on previous year's feedback. Progress on that plan will be discussed here. (Course Review) (Action Plan)</i>	Verbal Report
4. External Examiners' Report and Responses Presented By: Relevant Course Leaders <i>(External Examiners)</i>	Verbal Report
5. Course Leader(s): Update Including Proposed Minor Modifications Presented By: Relevant Course Leaders <i>Course Leaders give here any updates specific to their course. (Minor Modifications)</i>	Verbal Report
6. Student Feedback By Level Presented By: Course Representatives <i>This is part of the meeting will be the bulk of discussion. It's where you as Course Reps raise any feedback or issues from your courses to the university. (Gathering Feedback)</i>	Verbal Report
7. SLTI: Update Presented By: Information Library <i>The library runs through updates on their services and takes student feedback on them. (SLTI)</i>	Verbal Report
8. Date and Time of Next Meeting	

Gathering Student Feedback:

The easiest way to gather feedback from your course is when your peers are all in the same place. Classes and social media groups provide an excellent platform for this.

Classes: Simply ask your lecturer to borrow the class for five minutes at the start or end of your lecture and ask for feedback directly from your peers.

Social Media: Whether it's a course Facebook chat or WhatsApp group, just post and ask for feedback from your peers. If an online group doesn't exist you could make one!

Have You Asked About?

- Teaching & Classes
- Resources & Equipment
- Assessments & Deadlines
- Course Organisation
- Assessment Feedback
- Timetabling
- Lecturer Support

Structuring Your Student Feedback:

For the Course Committee meeting we recommended you group your feedback into three lists of bullet points to highlight positives, negatives and any improvements you'd like to see to the course.

POSITIVE
FEEDBACK

NEGATIVE
FEEDBACK

SUGGESTED
IMPROVEMENTS

What Might Come Up:

Terms of Reference:

The terms of reference outline how the meeting works, who can be there and any procedures that need to take place. In effect they say that Course Committee meetings are a place for students to give feedback to the university.

Course Review:

Every autumn a meeting is held known as a Course Review. This is where Course Reps and lecturers meet together and look back at the previous year to work out how to make the next one better.

Action Plans:

In Course Review meetings an Action Plan is produced and approved to set targets on what steps need completing to improve a course. It's a list of tasks and targets set in the Course Review meeting.

Minor Modifications:

If a course is changing a small part of its syllabus or how assessments work (e.g. course work word count), this is known as a minor modification. Typically these changes are prompted by your feedback.

Curriculum Review:

Solent University is currently in the process of reviewing every course and module it offers. This is to reshape and streamline the academic opportunities it offers to better student experience.

External Examiner:

Every university in the UK has lecturers known as External Examiners from other universities to review their marking and ensure it is in line with the assessment and grading offered by others.

NSS:

The NSS is the National Student Survey. It's a survey all final university students in the UK are invited to complete anonymously. All the data and feedback from it influences modifications to courses and the content of their Action Plans.

SLTI:

At Solent University the library and IT learning resources departments are referred to as the SLTI. Each subject has a designated librarian who provides an update and takes questions in Course Committees.

For advice and support on all Course Rep related issues please contact the Students' Union on: student.reps@solent.ac.uk