

# Making Course Committees Work

# Objective

- To share the learning points from the recent inquiry into course committees
- To confirm the purpose of a course committee
- To identify the barriers to participating and propose possible improvements
- To introduce meetings tools and evaluate their usefulness for your context



# Survey results

## Perceived functions of CC

Student issue resolution

1

Course development and enhancement

2

Course management

3

Quality assurance

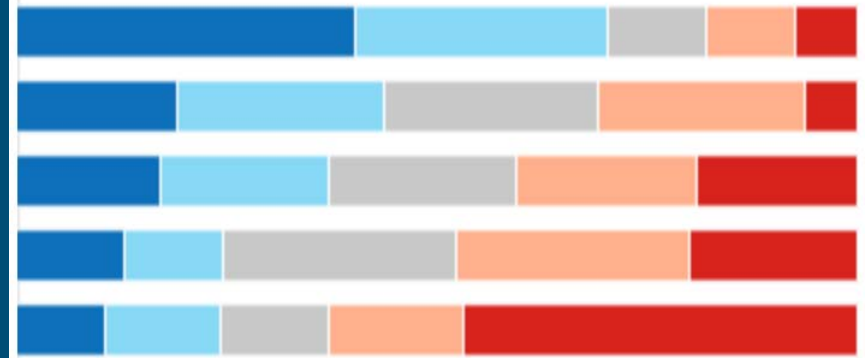
4

Discussion

5

## Rank

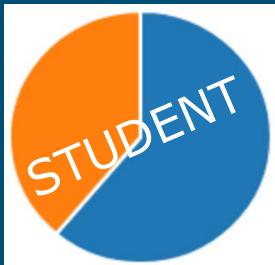
Most important ■ ■ ■ ■ ■ Least important



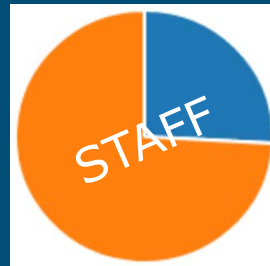
## Training received



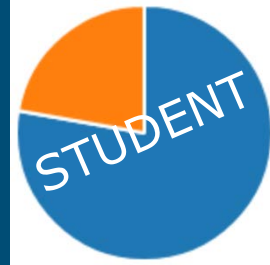
● No  
● Yes



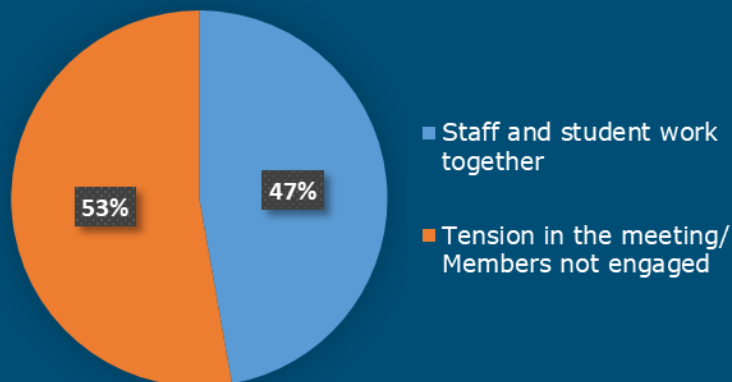
## View on course committee



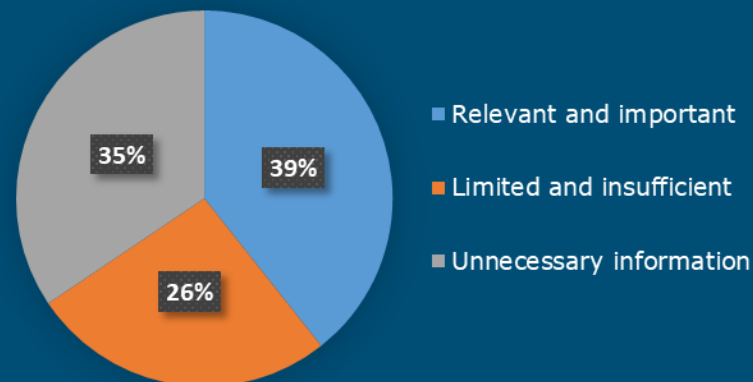
● Issue-oriented, not developmental and innovative  
● Developmental and innovative



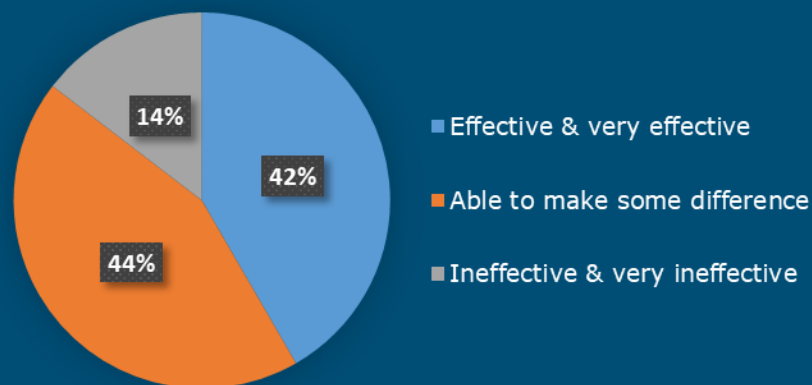
## The cohesion of course committee



## The quality of information discussed



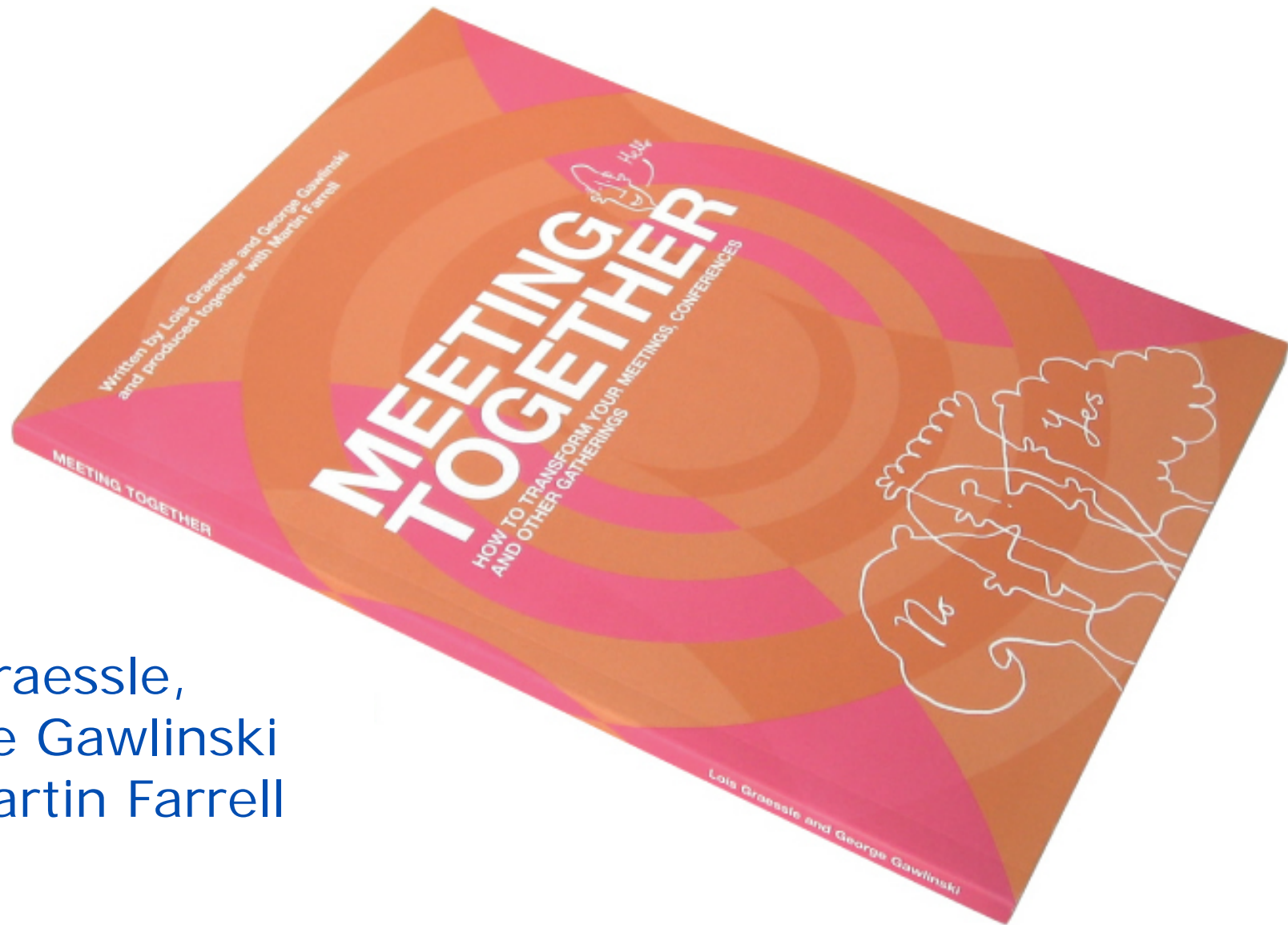
## How effective course committee is



### Comments:

- *"Much of the time is spent dealing with [students' issues], rather than looking at other items (e.g. EE reports, assessment plans, etc.)"*
- *"The really useful course changes tend to be made as a result of informal discussion and formal discussion with stakeholders outside the meeting structures."*
- *"...in its current format, the meetings are a huge waste of time and resources but could, if redeveloped, have the potential to deliver so much more."*
- *"It is mostly a box ticking exercise."*

Lois Graessle,  
George Gawlinski  
and Martin Farrell



# 40:Preparation

*"They work as well as the preparation you are willing to put into them before hand."*

20:Participation  
40:Follow Through

# Preparation

- What needs to happen before the meeting?

- Set dates and times
- Book the room for the meeting
- Communicate meeting dates and times with members
- Collate items for the agenda

## –AGENDA set

- Documents to be circulated to all members
- Members to read and consider agenda items and documents
- Student reps to collect feedback from the cohort



# What goes on the agenda and why?

- Standard course committee agenda from one School:

Agenda Items	Meeting No.		
	1	2	3
1. Introductions	✓	✓	✓
2. Apologies	✓	✓	✓
3. Minutes of the Previous Meeting	✓	✓	✓
4. Feedback from Students	✓	✓	✓
5. Feedback from Staff	✓	✓	✓
6. Professional/Support Services Reports:			
• LIS	✓	✓	✓
• Placement Service	(as required)		
• Employment Service	(as required)		
7. Course Leader Report			
• Interim Course Report (includes External Examiner Feedback)		✓	
• Issues arising from Module Leader Reports	✓		
• Assurance of Learning: Closing the Gap Actions	✓	✓	✓
• Course Development Plan: Update and Progress	✓	✓	✓
• Consideration of Module Changes/Curriculum Enhancements	✓	✓	✓
• Feedback from Course Evaluation (NSS/PTES, Evasys)	✓		
• Feedback from Module Evaluation (Evasys)			✓
• Update on issues arising for School or University Attention (from CSQR)	✓	✓	✓
8. Admissions Report	(as required)		
9. AOB	✓	✓	✓
10. Date of Next Meeting	✓	✓	✓



# What goes on the agenda and why

- What will happen for the following items?
  - Minutes of the previous meeting
  - LIS Report
  - Student Feedback
- How could we do it better?

# The AGENDA

## Mission: Action: Outcome

Mission: Review the Feedback from the EvaSys evaluation

### Actions:

- Highlight high scores and get feedback from students on why these areas score well
- Highlight areas for improvement. Everyone to suggest an idea to improve.
- Agree what the key messages to feedback to students are and how – Student reps to lead.

Outcome: Agree a plan to feedback to students, and Identify actions to improve the course.

# Your Turn -

## In Groups

The **Module Changes** are on your agenda

## Decide

Mission: Actions: Outcome



40:Preparation

**20:Participation**

40:Follow Through



# Begin Well

- Arrive in good time
- Everyone Welcomed
- Remind of purpose and plan for the meeting
- Remind of Mission: Action: Outcome for each agenda item





# Keep it flowing

- Time and timing
- Work through the agenda
- Encourage contributions
- Take a break if you need one
- Contribute as individuals/pairs/groups
- Decide on action and record decisions





# End Well

Did you achieve your mission and reach your outcomes?

- don't leave until you have    OR
- agree what you're going to do about it

Before you go

- Is everyone clear of what was agreed (agree the minutes together as you go)
- Show appreciation to one another



40:Preparation

20:Participation

**40:Follow Through**





"OK, now that we all agree, let's all go back to our desks and discuss why this won't work."



# Next Steps

What ever you agree in the meeting is just the start.

Call Out –

One thing you might have to do after a meeting?

- Who needs to know what happened?
- What specifically do they NEED to know?
- How will you tell them?



# Meeting minute with an integrated action plan

## **Feedback from Confetti:**

- *"Initially it was quite a change..., but I really think it's worth it once you get the hang of them."*
- *"Doing the minutes in this format, bullet pointing everything, means that you tend to see everything that is written and discussed."*
- *"It's easier to write the minutes, taking less time trying to work out 'how to word' something, and getting right to the point."*
- *"The action and who should be doing them are clear and concise, with space to record the outcome. Making the minutes a very clear record."*



# Review

Review the process of the meeting

- How did the different activities work?
- Did everyone contribute – why/why not?

Challenge yourself

- Was my preparation effective?
- Did I contribute?
- What would have helped me be a better participant?

Change into new habits

- What will I do differently for the next meeting?



# Resources

- Example Agenda (using mission:action:outcome)
  - Blank Agenda
  - Example minutes (using the example agenda)
  - Good practice guide
- 
- Personal, one-to-one support with running your course committee
- 
- Your ideas



"I hope this bullhorn will make this meeting a little less boring."