

Meetings to attend: Course Committee Meeting

Course Committee Meetings (CCMs) are meetings in which the key stakeholders such as Course Leaders, other academics, library staff and most importantly Student Reps meet to discuss and review the course. They are a key part of a Student Rep's responsibilities and you should be making every effort to attend them.

- Ask your Course Leaders when your Course Committee Meeting is and put it in your calendar/diary. If it is at a time that you cannot make, ask for it to be rearranged and provide your availability.
- CCMs are a good opportunity to formally raise any problems about your course that your fellow students have brought to your attention and to share any best practice. They are also a chance for you to find out important information, have a say on prospective changes and influence the future of your course.
- CCMs are supported by admin staff from the school offices, they should be taking the minutes and actions, and should also be sharing those minutes with everyone who was invited (even if you couldn't attend) so make sure you get a copy emailed to yourself when they are available as well as any other documents that were shared with attendees.
- Inform your cohort (students on your course in your year) that the CCM is approaching and gather feedback and any issues which you may need to raise on their behalf. After the meeting, write a report and send it to your course mates so they know what was said and any actions or outcomes of the meeting (closing the feedback loop).
- Every course has a Course Enhancement Plan (CEP) which course teams use to prioritise their plans for the year and improve the course. Feedback from the CCM will shape this document and be seen by senior staff.
- Student Reps are offered training to help them get the most out of Course Committee Meetings. If you wish you can ask the Full-time Officer for your School to attend with you. Drop them a line.

