

# **Guidance BG(vii)**

## **Executive Committee Meeting Agenda**

### **Agenda for Kingston University/[Partner] Executive Committee Meeting [Course(s)] delivered at [Partner]**

**To be held on [date] at [location]**

**Attendees:**

*Kingston University:*

*Partner:*

### **AGENDA**

1. Welcome, introductions and apologies for absence
2. Minutes of the last meeting
3. Matters arising from the minutes
4. Review of course operation and liaison (including, but not limited to the following areas):
  - (a) Course liaison issues
  - (b) Assessment issues
  - (c) Progression and completion rates
  - (d) Quality Assurance issues
  - (e) Issues arising from course evaluation at the Board of Study
  - (f) Liaison Document: any updates required
5. Resources:
  - (a) Library
  - (b) Computing
  - (c) Equipment
  - (d) Accommodation
  - (e) Verification of teaching staff, and qualifications
  - (f) Curriculum, delivery and assessment issues
  - (g) Student support
6. Recruitment and marketing
  - (a) Approval of any new marketing material
7. Staff Development:
  - (a) Taken place
  - (b) Needed
  - (c) Planned
8. Contractual issues:
  - (a) Financial arrangements
  - (b) Any other issues relating to the Institutional Agreement
9. Institutional Monitoring report

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10. Future developments
11. Any other business
12. Date of next meeting