Annex E

This document is a template to aid the writing of minutes for Faculty APACs. Texts in green are notes for guidance purposes, and should be deleted from the final minutes. Text in blue is suggested text that will often be appropriate, but should be amended to reflect the actual content of the meeting. Text in black should remain in place.

## University Assessment, Progression and Awarding Committee

A meeting of the University Assessment, Progression and Awarding Committee for Taught Programmes was held on (date), in (room).

|  |  |  |
| --- | --- | --- |
| **Name** | **Position/Title** (should be consistent with Chapter 7.14.1 of the Assessment, Progression and Awarding: Taught Programmes Handbook and ensure quoracy) | **Present/Absent** (put down as Present, Absent or Apologies) |
|  | Dean for Taught Students (Chair) (put down official title, and then role in the meeting in brackets – e.g Chair, Minute taker, External Examiner, etc) | Present |
|  | Associate Dean for Taught Students |  |
|  | Head of Education Policy Quality and Standards |  |
|  | Associate Pro Vice Chancellor for Education (APVCE) |  |
| (add extra rows to chart to fit in all invitees) |  |  |

1. Welcome and Introductions (amend as appropriate)
   * 1. Apologies for absence were received, and it was confirmed that the meeting was quorate.
     2. The Chair highlighted the terms of reference, specifically chapter 7 of the TQA manual.
     3. The Chair invited attendees to declare any conflicts of interest that the committee should be aware of. No declarations of interest were made.
     4. Minutes of the previous meeting (held on …) were considered. There were no matters arising./The following matters arose:
     5. …
     6. …
2. Dean for Taught Students’ exceptions

A report of Dean for Taught Students’ exceptions was received.

1. Receive Faculty APAC minutes  
   The following Faculty APAC minutes were received:
   1. INTO, (date)
   2. ESE (date)
   3. HLS (date)
   4. HASS (date)
2. Discussion of common themes and good practice from Faculty APACs

The following themes and example of best practice were discussed:

* …

1. Planning for policy clarification or enhancement

The following items were discussed: (ensure actions are clearly highlighted)

* …

1. Any other business

There was no other business.

1. Date of next meeting

The next meeting will take place on (date) in (room).

The Chair concluded the meeting with thanks to the Members of the Committee for their support and input.